PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
DECEMBER 10, 2019, 4 PM
PENROSE LIBRARY – 20 N. CASCADE AVENUE

PUBLIC HEARING FOR THE PIKES PEAK LIBRARY DISTRICT 2020 BUDGET
I.   CALL TO ORDER
II.   PUBLIC COMMENT REGARDING THE 2020 BUDGET *(3 Minute Time Limit per Person)*
III. ADJOURNMENT

REGULAR MEETING OF THE BOARD OF TRUSTEES

I.   CALL TO ORDER

II.   ITEMS TOO LATE FOR THE AGENDA

III. PUBLIC COMMENT (*3 Minute Time Limit per Person*)

IV.   BUSINESS ITEMS
    A. Decision 19-12-1: Minutes of the November 12, 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 19-12-2: 2020 Budget for Pikes Peak Library District (p. 8)
        2. Decision 19-12-3: Resolution to Recognize Trustee Keith Clayton (p. 231)

V.   REPORTS (The only oral reports will be from the Board Committees. Other reports are included in the packet.)
    A. Friends of the Pikes Peak Library District Report (p. 232)
    B. Pikes Peak Library District Foundation Report (p. 233)
    C. Financial Report (p. 234)
    D. Public Services Report (p. 249)
    E. Library Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Safety, Social Services & Security Report (p. 254)
    F. Chief Librarian's Report
    G. Board Reports
        1. Governance Committee Report
        2. Internal Affairs Committee Report
        3. Public Affairs Committee Report

VI.   CORRESPONDENCE AND PRESENTATIONS
    A. Correspondence
    B. Presentations
        1. Community Needs Assessment Survey (Debbie Balch & Erin Bradley of Elevated Insights)

VII. ADJOURNMENT

A farewell Reception for Keith Clayton will take place in *Columbine* Immediately Following Adjournment at 5:30 p.m.

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
November 12, 2019
4 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 Cathy Grossman, Trustee Mina Liebert, Trustee Ned Stoll

Chief Librarian & CEO John Spears, Chief Safety, Social Services & Security Officer Michael Brantner, Friends of the Pikes Peak Library District Board of Directors President Dora Gonzales, 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 (4:45 pm), Chief HR & OD Officer Heather Laslie, Director of Children's Services Nancy Maday, Chief Information Officer Rich Peters, Young Adult Services Senior Librarian Becca Philipsen, Chief Communications Officer Michelle Ray, Director of Young Adult Services Joanna Rendon, William Rogers, Chief Facilities Management Officer Gary Syling, Caleb Taylor

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REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Vanderschuere called the November 12, 2019 regular meeting of the Pikes Peak Library District Board of Trustees to order at 4 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

Summer Adventure Report

Director of Children's Services Nancy Maday reported on the 2019 Summer Adventure program for patrons from birth through age eleven. Registration for the program was up by about 4% from 2018 with thirteen thousand registrants, and completions were up by 14% from last year. Ms. Maday reported that Communications made an all-out effort to publicize the events this year and that paid off in increased attendance.

Young Adult Services Senior Librarian Becca Philipsen reported that young adult participants (ages 12-18 years) in the 2019 Summer Adventure program showed increased enrollment as well as increased completions. There were 226 young adult programs offered this year with 2,184 in attendance.

Teen volunteers provided more that 8,400 hours during the 2019 Summer Adventure program. PPLD staff are continuing to work to make the volunteer experience as meaningful as possible for teen volunteers.

In partnership with the State Library, PPLD evaluates the summer program by having participants and their parents/caregivers complete the PLA Project Outcome survey. This year's survey results showed that 87% of teens participating learned something new from what they read and 95% of Summer Adventure participants maintained or increased their reading skills this summer.

BUSINESS ITEMS

Board Minutes

Decision 19-11-1: Minutes of the October 8, 2019 Meeting

The minutes of the October 8, 2019 regular meeting of the Pikes Peak Library District Board of Trustees were included in the Board packet.

> **Motion:** Ned Stoll moved to approve the minutes of the October 8, 2019 regular meeting of the Pikes Peak Library District Board of Trustees as presented.

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

Consent Items

No consent items were presented.

Unfinished Business

There was no unfinished business.

New Business

Decision 19-11-2: 2020 Board Meeting Dates

The schedule of proposed dates for regular meetings of the Pikes Peak Library District Board of Trustees was included in the Board packet. A request from one Colorado Springs City Councilmember and Board Liaison to change the meeting dates to a time when City Council Liaisons could attend the meetings led to changing the date to the 4th Wednesday of each month at 4 pm.

At today's meeting, it was noted that March 25 falls in Spring Break week for local schools. After discussion, the Board of Trustees decided to change the March meeting to March 18, 2020.

> **Motion:** Scott Taylor moved that the Pikes Peak Library District Board of Trustees approve the 2020 Board Meeting Dates as discussed, changing the March 25, 2020 meeting to March 18, 2020.

Second: Ned Stoll seconded the motion.
Vote: The motion was approved unanimously.

The Slate of Board Officers for 2020 was included in the Board packet. The creation of a slate of officers is a function of the Board Governance Committee. Governance Committee Chair Scott Taylor consulted with each Board member to create the 2020 slate of officers. The Slate of Board Officers for 2020 presented is as follows: President: Debbie English, Vice President: Mina Liebert, Secretary/Treasurer: Wayne Vanderschuere.

Motion: Cathy Grossman moved that the Pikes Peak Library District Board of Trustees approve the slate of Board officers for 2020 as presented.

Second: Ned Stoll seconded the motion.
Vote: The Board of Trustees approved the motion unanimously. Officers for 2020 will be: Debbie English, President; Mina Liebert, Vice President; Wayne Vanderschuere, Secretary/Treasurer.

President Vanderschuere thanked Scott Taylor for the excellent work he has done as the 2019 Chair of the Board Governance Committee.

Discussion: 2020 Budget

Chief Librarian John Spears led the Board in a discussion of the 2020 Budget. Mr. Spears noted that Chief Financial Officer Michael Varnet was away from the District and could not attend today's meeting. Mr. Spears reminded the Board that a public hearing and final vote on the 2020 Budget will occur on December 10, 2019. It is possible to make changes to the 2020 Budget up until that time.

Mr. Spears provided a detailed review of the 2020 Budget.

- Transmittal Letter: This document provides a bird's-eye view of the factors involved in arriving at the budget.
- The Charts: The 2020 Budget contains many charts that provide a picture of Pikes Peak Library Distract relative to other public libraries in Colorado. The charts allow the reader to see trends and understand how they are affecting PPLD. Chief Librarian Spears highlighted the following charts:
    o Library Service Area Population (p. 17): PPLD ranks second in the population of its service area. PPLD's fifteen locations serve a service area of over two thousand square miles. In comparison, Denver Public Library's twenty-six locations serve a much smaller area.
    o Library Visits per Capita (p. 18):   Although PPLD is one of the most visited public libraries in Colorado, ranking second in total annual visits, PPLD ranks next to last (twelfth) in visits per capita. This indicates that PPLD does have many underserved citizens and needs to have more locations.
    o Total Circulation (p. 21): PPLD ranks third in Colorado for total circulation. However, as PPLD's service area population increases, circulation per capita is decreasing. PPLD has added additional funds to the 2020 budget for library materials. PPLD is a national leader in e-book circulation. However, recent changes in the e-book publishing industry contribute to the costs of e-materials.

- Total Expenditures per Capita (p. 31): Pikes Peak Library District is in thirteenth place in total expenditures per capita.
  - Total Operating Revenue (p. 40): PPLD ranks tenth in this category. This is a reflection of wise budgeting and spending with limited funding.
  - Staff Expenditures (p. 44-46): The majority of PPLD's operating budget (64%) is spend on staffing.

Information provided in the charts will be helpful in the strategic planning process. Mr. Spears noted that we will take a three-pronged approach to strategic planning. The Community Needs Assessment that is currently wrapping up will inform a facilities master plan. Results from both of these studies will go into the creation of a strategic plan for the District.

- Certification of Tax Levies (p. 53): Most of PPLD's funding comes from property taxes. This was an assessment year and the gross valuation increased significantly. However, we can expect that next year (not an assessment year) the valuation will stay relatively the same. A total mill Levy of 3.733 mills in 2020 means that we will be able to recapture some of our 4 mills and we will have some room to grow.
- General Fund Revenue/Expenditure Summary (p. 56): Revenues for 2020 are budgeted at $35,305,475 and expenditures are budgeted at $36,725,529. The amount of expenditures over revenues will be $1,520,055 for an anticipated fund balance at the end of the year of $7,740,856. At about 2.2 months of operating revenues, this figure falls within the range that the Board has established for PPLD's fund balance (1-3 months of operating revenues). However, it is very likely that the fund balance could be closer to $9.7 million at the end of the year.
- Emergency (TABOR) Budget: This "forced" savings account is included in the fund balance. It will be slightly over one million dollars in 2020.
- Revenues (p. 59): The majority of PPLD's operating budget comes from taxes. In 2020, $100,000 is budgeted to come from fines and fees. With the discontinuation of overdue fines, most of this amount will come from fees (lost, damaged). PPLD's interest income continues to do well and $425,000 has been budgeted to come from interest in 2020.
- Mill Levy Calculation (p. 61): PPLD can go above 4 mills if it is part of credits and abatements. However, when PPLD asked Manitou Springs voters to join the District, there was a promise that we would not go above 4 mills. The total mill levy in 2020 is 3.733 mills.
- Expenditures by Major Account Classification (p. 63): At $21,883,537 personnel services is the largest expenditure. It is followed by library materials at $4,925,880 and contractual services at $4,006,244. All expenditures, including other services and expenditures ($1,029,472) are detailed on pages 65-70.
- The Personnel Services budget includes a three percent salary adjustment as well as adjustments related to minimum wage requirements. After 2020 minimum wage will be adjusted by the CPI for Denver, Colorado. PPLD polls Colorado libraries to see what their annual salary adjustments will be. It is important that PPLD does not backslide in with salaries in relation to our peers.   The approximate cost of these adjustments is $750,000.
- New Positions: The 2020 budget includes two new positions (1.5 FTE), a forty-hour Facilities Project Manager and a part-time IT Technical Support Analyst. The total budget for these new positions is $102,043.
- Employee health benefits increased from $1.9 million to $2.3 million. Premiums for health insurance increased by 5%. PPLD will not offer a premium holiday in 2020.
- The 2020 budget for work study staffing increased from $7,000 to $35,000. Most of PPLD's work study students come from UCCS and Colorado College. The cost is minimal for PPLD, and work study students account for more than seventeen thousand hours of staffing, the equivalent of five FTEs.

The Board asked if there is a point when staffing decisions for 2020 might be reevaluated and a discussion of the proposed Kitchen Manager position followed. Mr. Spears explained that upgrades to the kitchen at Library 21c will go forward as proposed to ensure the success of the Culinary Quick Start program. The Kitchen Manager position will be reevaluated at some point in 2020.

- Telecommunications Costs (p. 67): Costs have increased from $466,903 to $609,500.
- Contractual Services (p. 68): Contractual Services contains $200,000 for a facilities master plan and a strategic plan.
- Programming Costs (p. 68): Programming costs have increased as a direct result of PPLD's new operating plan.
- Facilities Rental/CAM (p. 68): The cost of facilities rental has increased to $742,228.
- Mr. Spears noted that staff had concerns about possible ramifications of discontinuing the Collection Agency. Staff decided to wait another year to study what changes could be made internally that would offset the services provided by the Collection Agency.
- Advertising (p. 69): $25,000 increase
- Training (p. 69): Increased by about $50,000. Staff training is critical to the mission of PPLD.
- Capital Projects (p. 185): We are trying to spend out these accounts in accordance with GFO recommendations. Many of the accounts are already zeroed out.
- Total Capital Expenditures ((p. 196): This line is over two million dollars.

Next Steps in the 2020 Budget Process:
- Adjustments will continue to be made up to the December 10 Board meeting.
  - Some very recent changes may not be reflected in this document.

The Board indicated that they are in agreement with the 2020 budget as it has been presented.

The Board took a 6-minute break.

REPORTS

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends Board President Dora Gonzales reported that the Friends Fall Booksale was extremely successful, making over $10,000.

The Friends are ready to hire a new Volunteer Coordinator. Ms. Gonzales thanked the HR Department and Heather Laslie for their guidance throughout the process.

The Friends Annual Meeting is scheduled for January 25, 2020 at 10 a.m. at Library 21c.

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 announced that the PPLD Foundation has been awarded a 2020 Census grant. He has not yet received official notification on the amount of the grant.

The Give campaign has started. Mr. James invited the Board to participate.

Financial Report

The Financial Report for the period ending September 30, 2019 was included in the Board packet.

Public Services Report

The Public Services Report and the Circulation Report were included in the Board packet. Chief Public Services Officer Teona Shainidze Krebs noted that October was a very busy month for PPLD staff. The Harvest Festival at High Prairie Library brought out about 1,400 attendees, and the Mini Maker Faire at Library 21c was attended by over 3,000.

Library Reports

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

President Vanderschuere asked Chief Information Officer Peters why computer use is down. Mr. Peters explained that until recently computer use was counted differently, doubling the actual counts. The method of counting computer use has been changed to more accurately reflect actual activity.

Chief Librarian's Report

Chief Librarian & CEO John Spears invited the Trustees to attend PPLD's annual staff holiday party on December 6, 2019.

Mr. Spears reported that despite strong urging from various state libraries as well as the American Library Association, Macmillan Publishing has gone ahead and enacted the ebook embargo on public libraries effective November 1, 2019. Public libraries will be limited to the purchase of one copy of new Macmillan ebooks during the first eight weeks of the ebook's release. This will result in much longer waits for ebook patrons. Some libraries are boycotting Macmillan in protest. PPLD is letting our patrons know about this through info on the public website and social media postings.

Board Reports

Governance Committee

Governance Committee Chair Scott Taylor reported that the Committee met on October 16, 2019. The Committee discussed Board of Trustees meeting dates for 2020, the slate of Board officers for 2020, and the candidates for the upcoming Board vacancy. The Committee submitted its recommendations of candidates to be interviewed to the representatives of the Colorado Springs City Council and the El Paso County Board of County Commissioners.

Internal Affairs Committee

Internal Affairs Chair Debbie English reported that the Committee met on October 16, 2019. The 2020 budget was the only agenda item for the meeting. The Internal Affairs Committee would like to have a discussion with the full Board about benchmarks that indicate that it is time to make plans to ask the public for additional resources through a ballot initiative.

Public Affairs Committee

Public Affairs Committee Chair Mina Liebert reported that the Committee met on October 23, 2019. The Committee discussed the Community Needs Assessment and a request to rename East Library. The Committee noted that East Library's name fits with PPLD's *Facilities Naming Policy* which states it is the practice to name facilities for geographic identification. Under special circumstances, a facility may be named for a person. That person must have dedicated a substantial amount of energy, time, resources, leadership, and/or volunteer service to improve and benefit the Library or PPLD. The depth and breadth of the contributions must be obvious and compelling as well as reflect a dedication and beneficence to the facility or the Library District over a great span of time. The Committee asked Chief Librarian Spears to follow-up with the citizen who submitted a petition to rename East Library.

Adopt-a-Trustee Reports

- Scott Taylor attended the Naturalization Ceremony on October 21, 2019, the Calhan Sneak Peek VIP Reception on November 2, 2019, and Adult Education Graduation on November 9, 2019.
- Mina Liebert attended the Calhan Sneak Peek VIP Reception on November 2, 2019.
- Debbie English attended Culinary Quick Start Graduation on October 11, 2019 and the Calhan Library Grand Opening on November 4, 2019.
- Wayne Vanderschuere job shadowed at Library 21c on November 12, 2019.

ADJOURNMENT

There being no further business to conduct, President Vanderschuere adjourned the November 12, 2019 meeting of the Pikes Peak Library District Board of Trustees at 6:20 p.m.

L. Gonzalez left the meeting at 4:55 pm

Pikes Peak Library District
2020 Budget

2019 Pikes Peak Library District Board of Trustees

>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 and CEO

>John Spears

Prepared by

>Michael Varnet, CPA, CPFO
>Chief Financial Officer

Administrative Offices

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Pikes Peak Library District
2020 Budget

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GENERAL FUND

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CAPITAL PROJECT FUNDS

SPECIAL REVENUE FUNDS

FIVE YEAR CAPITAL PLAN - FISCAL YEARS 2021 – 2025

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December 10, 2019

Citizens of Pikes Peak Library District

GENERAL INFORMATION

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

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

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

Legal Requirements

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

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

Following the formal public hearing, the Board of Trustees adopted the 2020 Budget, certified its mill levies, and appropriated 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 by law (C.R.S. 24-90-109).

The District provides library services to all of El Paso County, excluding 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 12 smaller facilities, and also offers outreach services through the use of two mobile libraries and one senior services van.

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The District's service area is approximately 2,070 square miles. The District owns eight facilities: Calhan Library, East Library, Fountain Library, High Prairie Library, Library 21c, Old Colorado City Library, Penrose Library Campus, and Sand Creek Library. The District leases the other seven facilities: Cheyenne Mountain Library, Manitou Springs Library, Monument Library, Palmer Lake Library, Rockrimmon Library, Ruth Holley Library, and Ute Pass Library. Additionally, a mobile fleet delivers Library services to remote sites and 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 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 10 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 in order to improve efficiency and effectiveness of how the District offers and delivers services to its constituents. The 2020 Budget and the 2019 Budget reflect 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 Services (library service providers).

- Library Services includes the following departments:

    o Adult Services
    o Children's Services
    o Regional History and Genealogy
    o Creative Services
    o Young Adult Services
    o Adult Education
    o 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

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costs of implementing and providing library services are presented by each library facility. This includes presenting operational costs for the three regional facilities (East Library, Penrose 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, etc.).

- 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 3.688 mills. The TABOR calculation is the more restrictive of the two limits.

Mill Levy – Abatements and Credits

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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 $350,071 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	$8,141,178,730
2019	$7,113,572,510

Mill Levies

General Operating Purposes

2020	3.688
2019	4.000

Abatements and Refunds

2020	0.043
2019	0.018

Temporary Mill Levy Credit

2020	-
2019	(0.018)

Total Mill Levy

2020	3.731
2019	4.000

Property Tax Revenue

General Operating Purposes

2020	$30,024,667
2019	$28,454,290

Refunds and Abatements

2020	$350,071

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2019 $128,044

Temporary Mill Levy Credit

2020   -

2019   ($128,044)

Total Property Tax Revenue

2020 $30,374,738

2019 $28,454,290

Revenues

Total General Fund budgeted revenues for 2020 are $35,199,670. The 2019 revenue budget amount is $33,405,893. The difference is an increase of $1,793,777.

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: $250,000

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 E-Rate 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

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Local and national economies have continued 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 $425,000.

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 appear 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 (excluding E-Rate funding), 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 $36,746,146. The budget total for 2019 is $35,925,495. The change is $820,651.

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 $21,909,734 (59.6% of the total 2020 budget).

The 2020 Budget includes funding for 474 existing positions (371.75 full-time equivalents [FTE]), plus an additional 3 new positions for 2020 (1.9 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

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to help attract top talent for its positions and to be competitive with other employers for retaining talent 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 $31,602 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 its Leadership Team, studied the issues related to this situation and evaluated numerous potential solutions. It has developed the following recommendations that are included in the 2020 Budget. 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 (effective October 7, 2019).

    e. Move all Senior Security Officers from Grade 16 to Grade 18 (effective October 7, 2019).

    f. For all positions discussed above, the new hourly rate will be based on which is greater: 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.

    g. 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 2b and 2c above, the Compression Matrix will be applied effective December 30, 2019. For Security employees, the Compression Matrix was applied effective October 7, 2019.

    h. 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.

    i. The estimated total cost for all of these recommendations is approximately $749,000.

3. The El Paso County Retirement Plan (the Plan) Board of Trustees has indefinitely deferred 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

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Plan's administrative and other costs. The 2020 Budget includes $25,000 to augment the contribution from El Paso County.

In addition, as part of the compensation project, the District has committed to comparing 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 Budget includes one new full-time position and additional hours to move two part-time positions to full-time positons. The estimated cost for these positions for 2020 is $147,149.

The following is a summary of the new position and position adjustments:

- Facilities Project Manager
- Senior Associate (Rockrimmon Library) (additional hours)
- IT Technical Support Analyst (additional hours)

In preparation of the 2020 Budget, 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 Budget 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 annually budgets all of its positions as if they will all be filled throughout the year. Realistically, there are vacancies during 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 $147,149 for new position and position adjustments, 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 later during 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 be approximately

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$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 $1,025,636, up from the 2019 estimate of $940,287.

Library Materials

The 2020 Budget 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 the figures for 2020 and 2019 is a grant from the State of Colorado in the amount of $157,445 and $143,026, respectively, for the purchase of library materials.

Strategic Planning and Long-Term Facilities Plan

The 2020 Budget 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 Budget 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 Budget includes the following transfers:

Capital Reserve Fund	$1,781,810
East Library Renovation Project Fund	8,545
Total	$1,790,355

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 2020 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.

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 $7,839,179. This total includes an estimate for the operational reserve (unassigned fund balance) of $6,594,250.

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 18.7% of 2020 revenues, or about 2.3 months.

The 2020 Budget calls for a reduction in fund balance of ($1,546,476). 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 $6,582,048. The revised estimate of the unassigned fund balance as of December 31, 2019 is $8,168,598, which equates to an increase of $1,586,550. 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 $1,055,990 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 Budget 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 Budget includes $268,000 for capital expenditures. The estimated fund balance as of December 31, 2019 is $429,976, which will be used to pay for these expenditures. This means the entire balance of projected expenditures for 2020 Budget 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 Budget 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 Budget will be funded from this amount and that additional funding from the General Fund is not needed.

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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 Budget 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 Budgets for use of these funds in 2020.

2017-2020 STRATEGIC PLAN

Included for informational purposes only.

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

Pikes Peak Library District
Strategic Plan 2017-2020

PIKES PEAK LIBRARY DISTRICT — ppld

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

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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.

LSA Population

Library	Population
Denver Public Library	705,651
Pikes Peak Library District	650,185
Jefferson County Public Library	575,193
Rangeview Library District (Adams County)	388,529
Aurora Public Library	364,674
Douglas County Libraries	335,635
High Plains Library District (Weld County)	283,568
Arapahoe Library District	264,545
Poudre River Public Library District	200,664
Pueblo City-County Library District	165,974
Mesa County Public Library District	151,900
Westminster Public Library	112,874
Boulder Public Library	106,974

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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.

Visits

Library	Visits
Denver Public Library	4,139,810
Pikes Peak Library District	3,259,522
Jefferson County Public Library	2,718,796
Douglas County Libraries	2,059,123
Arapahoe Library District	1,855,485
High Plains Library District (Weld County)	1,487,323
Pueblo City-County Library District	1,309,285
Rangeview Library District (Adams County)	1,130,415
Aurora Public Library	1,076,803
Poudre River Public Library District	1,054,299
Boulder Public Library	1,033,147
Mesa County Public Library District	758,642
Westminster Public Library	344,841

3. **Library Visits Per Capita** – This chart shows total library patron visits divided by the total LSA population. For 2018, the District ranked 12th in this category. For 2017, the District ranked seventh.

Library Visits Per Capita

Library	Visits Per Capita
Boulder Public Library	9.66
Westminster Public Library	7.89
Mesa County Public Library District	7.01
Pueblo City-County Library District	6.14
Poudre River Public Library District	5.87
High Plains Library District (Weld County)	5.25
Arapahoe Library District	5.25
Douglas County Libraries	5.01
Aurora Public Library	4.99
Rangeview Library District (Adams County)	4.73
Jefferson County Public Library	3.06
Pikes Peak Library District	2.95
Denver Public Library	2.91

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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 13 libraries. In 2017, the District ranked first.

Reference Transactions

Library	Value
Denver Public Library	440,466
Arapahoe Library District	422,797
Pikes Peak Library District	403,504
High Plains Library District (Weld County)	352,798
Douglas County Libraries	235,677
Aurora Public Library	179,543
Jefferson County Public Library	144,235
Poudre River Public Library District	91,596
Boulder Public Library	62,701
Westminster Public Library	43,991
Mesa County Public Library District	43,966
Pueblo City-County Library District	0
Rangeview Library District (Adams County)	0

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.

Reference Transactions per Capita

Library	Value
Arapahoe Library District	1.60
High Plains Library District (Weld County)	1.24
Douglas County Libraries	0.70
Pikes Peak Library District	0.62
Denver Public Library	0.62
Boulder Public Library	0.59
Aurora Public Library	0.49
Poudre River Public Library District	0.46
Westminster Public Library	0.39
Mesa County Public Library District	0.29
Jefferson County Public Library	0.25
Pueblo City-County Library District	0.00
Rangeview Library District (Adams County)	No Data

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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 2017.

Children's Circulation

Library	Circulation
Douglas County Libraries	2,843,847
Jefferson County Public Library	2,627,884
Denver Public Library	2,549,411
Pikes Peak Library District	2,050,496
Arapahoe Library District	1,765,947
Poudre River Public Library District	1,120,349
Rangeview Library District (Adams County)	784,303
Boulder Public Library	580,395
Mesa County Public Library District	448,548
Aurora Public Library	329,790
High Plains Library District (Weld County)	326,407
Westminster Public Library	283,649
Pueblo City-County Library District	0

7. **Circulation of 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.
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Circulation of Electronic Materials

Library	Circulation
Denver Public Library	1,782,345
Pikes Peak Library District	1,732,437
Arapahoe Library District	1,298,256
Douglas County Libraries	1,085,621
Jefferson County Public Library	998,062
Poudre River Public Library District	493,548
Rangeview Library District (Adams County)	473,297
High Plains Library District (Weld County)	317,920
Pueblo City-County Library District	243,787
Boulder Public Library	210,992
Aurora Public Library	183,570
Mesa County Public Library District	142,398
Westminster Public Library	61,343

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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.

Total Circulation

Library	Total Circulation
Denver Public Library	9,177,896
Jefferson County Public Library	7,798,419
Pikes Peak Library District	7,330,268
Douglas County Libraries	7,091,798
Arapahoe Library District	4,482,194
Poudre River Public Library District	2,879,215
High Plains Library District (Weld County)	2,728,788
Pueblo City-County Library District	2,341,473
Rangeview Library District (Adams County)	2,268,761
Boulder Public Library	1,556,715
Mesa County Public Library District	1,281,568
Aurora Public Library	1,026,599
Westminster Public Library	672,108

9. **Circulation Per Capita** – This chart shows total circulation divided by LSA population. In 2018, the District ranks eighth, unchanged from 2017.

Circulation Per Capita

Library	Circulation Per Capita
Douglas County Libraries	21.1
Arapahoe Library District	16.9
Boulder Public Library	14.6
Poudre River Public Library District	14.4
Pueblo City-County Library District	14.1
Jefferson County Public Library	13.6
Denver Public Library	13.0
Pikes Peak Library District	11.3
High Plains Library District (Weld County)	9.6
Mesa County Public Library District	8.4
Westminster Public Library	6.0
Rangeview Library District (Adams County)	5.8
Aurora Public Library	2.8

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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.

Total Central and Branches

Library	Facilities
Denver Public Library	26
High Plains Library District (Weld County)	14
Pikes Peak Library District	14
Jefferson County Public Library	10
Mesa County Public Library District	8
Pueblo City-County Library District	8
Arapahoe Library District	8
Douglas County Libraries	7
Rangeview Library District (Adams County)	7
Aurora Public Library	6
Boulder Public Library	5
Poudre River Public Library District	3
Westminster Public Library	2

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.

Annual Operating Hours

Library	Hours
Denver Public Library	66,478
Pikes Peak Library District	44,871
High Plains Library District (Weld County)	44,512
Jefferson County Public Library	30,630
Arapahoe Library District	28,656
Pueblo City-County Library District	23,460
Douglas County Libraries	21,286
Rangeview Library District (Adams County)	17,828
Aurora Public Library	16,776
Mesa County Public Library District	15,812
Boulder Public Library	12,794
Poudre River Public Library District	10,220
Westminster Public Library	5,900

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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.

Public Service Hours Per Week

Library	Hours
Denver Public Library	1,278.42
Pikes Peak Library District	862.90
High Plains Library District (Weld County)	856.00
Jefferson County Public Library	589.04
Arapahoe Library District	551.08
Pueblo City-County Library District	451.15
Douglas County Libraries	409.35
Rangeview Library District (Adams County)	342.85
Aurora Public Library	322.62
Mesa County Public Library District	304.08
Boulder Public Library	246.04
Poudre River Public Library District	196.54
Westminster Public Library	113.46

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.

Evening and Weekend Hours Per Week

Library	Hours
Denver Public Library	459
Pikes Peak Library District	331
High Plains Library District (Weld County)	280
Jefferson County Public Library	243
Arapahoe Library District	218
Pueblo City-County Library District	187
Douglas County Libraries	158
Rangeview Library District (Adams County)	124
Aurora Public Library	123
Boulder Public Library	105
Poudre River Public Library District	93
Mesa County Public Library District	89
Westminster Public Library	40

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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 13 libraries, up from eighth in 2017.

Average Hours Open Per Week, Per Outlet

Library	Hours
Poudre River Public Library District	66
Douglas County Libraries	59
Westminster Public Library	57
Pueblo City-County Library District	56
Arapahoe Library District	55
Pikes Peak Library District	54
Aurora Public Library	54
Jefferson County Public Library	54
High Plains Library District (Weld County)	54
Boulder Public Library	49
Denver Public Library	46
Rangeview Library District (Adams County)	43
Mesa County Public Library District	38

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.

Print Volumes

Library	Volumes
Denver Public Library	1,413,550
Jefferson County Public Library	766,914
Pikes Peak Library District	684,908
High Plains Library District (Weld County)	495,977
Douglas County Libraries	470,733
Arapahoe Library District	331,221
Poudre River Public Library District	290,907
Rangeview Library District (Adams County)	259,628
Pueblo City-County Library District	233,381
Boulder Public Library	223,873
Aurora Public Library	205,157
Mesa County Public Library District	198,109
Westminster Public Library	127,978

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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.

E-Books

Library	E-Books
Aurora Public Library	308,564
Pikes Peak Library District	162,015
Arapahoe Library District	151,890
Jefferson County Public Library	123,257
Pueblo City-County Library District	91,485
Poudre River Public Library District	88,441
Denver Public Library	74,519
Douglas County Libraries	49,150
Rangeview Library District (Adams County)	37,690
Boulder Public Library	37,463
Mesa County Public Library District	29,366
Westminster Public Library	24,793
High Plains Library District (Weld County)	18,252

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.

Total Audio

Library	Total Audio
Aurora Public Library	330,076
Arapahoe Library District	232,725
Jefferson County Public Library	156,344
Douglas County Libraries	155,524
Poudre River Public Library District	148,935
Denver Public Library	146,966
Pikes Peak Library District	107,651
Pueblo City-County Library District	79,196
High Plains Library District (Weld County)	60,098
Rangeview Library District (Adams County)	46,896
Boulder Public Library	38,026
Westminster Public Library	25,801
Mesa County Public Library District	24,196

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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.

Total Video

Library	Value
Denver Public Library	212,919
Jefferson County Public Library	191,274
Arapahoe Library District	132,158
Pueblo City-County Library District	119,458
Douglas County Libraries	102,612
Pikes Peak Library District	88,610
High Plains Library District (Weld County)	73,586
Poudre River Public Library District	67,179
Rangeview Library District (Adams County)	54,918
Aurora Public Library	31,624
Mesa County Public Library District	31,522
Boulder Public Library	31,145
Westminster Public Library	22,552

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.

Subscriptions

Library	Value
Jefferson County Public Library	2,501
Denver Public Library	2,464
Pikes Peak Library District	1,829
Arapahoe Library District	1,668
Douglas County Libraries	1,037
High Plains Library District (Weld County)	799
Rangeview Library District (Adams County)	739
Pueblo City-County Library District	733
Poudre River Public Library District	595
Boulder Public Library	305
Mesa County Public Library District	209
Westminster Public Library	204
Aurora Public Library	58

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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.

Total Annual Website Visits

Library	Visits
Denver Public Library	6,761,834
Pueblo City-County Library District	5,340,603
Jefferson County Public Library	4,208,479
Arapahoe Library District	3,116,153
Pikes Peak Library District	3,015,020
Douglas County Libraries	1,880,454
Poudre River Public Library District	1,299,032
Rangeview Library District (Adams County)	989,617
Boulder Public Library	803,128
Aurora Public Library	635,222
Mesa County Public Library District	536,637
High Plains Library District (Weld County)	257,011
Westminster Public Library	221,591

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.

Uses of Internet Computers

Library	Uses
Pikes Peak Library District	905,179
Denver Public Library	771,226
Pueblo City-County Library District	458,440
Aurora Public Library	395,648
Jefferson County Public Library	372,323
High Plains Library District (Weld County)	312,524
Arapahoe Library District	269,579
Westminster Public Library	263,460
Rangeview Library District (Adams County)	207,556
Poudre River Public Library District	200,512
Douglas County Libraries	131,641
Boulder Public Library	130,123
Mesa County Public Library District	111,214

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22. Total Number of Wireless Access Uses – This chart shows the total number of wireless access uses. The District ranked fourth out of the10 libraries that reported this statistic, down from second in 2017.

Number of Wireless Access Uses

Library	Uses
Pueblo City-County Library District	2,069,734
Denver Public Library	818,412
Douglas County Libraries	783,975
Pikes Peak Library District	655,826
Mesa County Public Library District	445,123
Boulder Public Library	405,818
Jefferson County Public Library	376,203
Arapahoe Library District	183,397
Poudre River Public Library District	168,942
High Plains Library District (Weld County)	No Data
Rangeview Library District (Adams County)	No Data
Westminster Public Library	No Data
Aurora Public Library	No Data

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

Public Access Internet Computers

Library	Computers
Denver Public Library	999
Pikes Peak Library District	747
High Plains Library District (Weld County)	537
Rangeview Library District (Adams County)	346
Jefferson County Public Library	342
Pueblo City-County Library District	287
Arapahoe Library District	253
Aurora Public Library	244
Douglas County Libraries	171
Poudre River Public Library District	148
Mesa County Public Library District	119
Boulder Public Library	74
Westminster Public Library	54

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

PACs with Access to Databases

Library	Value
Denver Public Library	1,127
Pikes Peak Library District	747
High Plains Library District (Weld County)	537
Pueblo City-County Library District	452
Rangeview Library District (Adams County)	346
Jefferson County Public Library	342
Arapahoe Library District	253
Aurora Public Library	244
Douglas County Libraries	221
Poudre River Public Library District	148
Mesa County Public Library District	135
Boulder Public Library	90
Westminster Public Library	43

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.

Public Access Computers per 1,000 Served

Library	Value
High Plains Library District (Weld County)	1.89
Pueblo City-County Library District	1.73
Denver Public Library	1.42
Pikes Peak Library District	1.15
Arapahoe Library District	0.96
Rangeview Library District (Adams County)	0.89
Mesa County Public Library District	0.78
Poudre River Public Library District	0.74
Boulder Public Library	0.69
Aurora Public Library	0.67
Jefferson County Public Library	0.59
Douglas County Libraries	0.51
Westminster Public Library	0.48

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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.

Materials Expenditures Per Capita

Library	Amount
Jefferson County Public Library	$14.20
Arapahoe Library District	$13.54
Douglas County Libraries	$10.84
Boulder Public Library	$9.70
Denver Public Library	$8.57
Pueblo City-County Library District	$8.23
Pikes Peak Library District	$7.07
Poudre River Public Library District	$6.74
Rangeview Library District (Adams County)	$6.70
High Plains Library District (Weld County)	$6.53
Mesa County Public Library District	$5.26
Westminster Public Library	$4.23
Aurora Public Library	$2.49

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.

Other Expenditures Per Capita

Library	Amount
Arapahoe Library District	$32.08
Pueblo City-County Library District	$20.74
Rangeview Library District (Adams County)	$18.64
Denver Public Library	$15.99
Douglas County Libraries	$14.78
High Plains Library District (Weld County)	$14.74
Poudre River Public Library District	$12.79
Boulder Public Library	$12.65
Jefferson County Public Library	$11.43
Mesa County Public Library District	$9.16
Pikes Peak Library District	$8.49
Westminster Public Library	$5.56
Aurora Public Library	$1.73

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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.

Total Expenditures per Capita

Arapahoe Library District	$112.92
Denver Public Library	$79.42
Boulder Public Library	$72.03
Douglas County Libraries	$71.29
High Plains Library District (Weld County)	$61.59
Pueblo City-County Library District	$61.08
Jefferson County Public Library	$55.80
Poudre River Public Library District	$50.11
Rangeview Library District (Adams County)	$44.38
Pikes Peak Library District	$43.08
Mesa County Public Library District	$39.50
Westminster Public Library	$33.93
Aurora Public Library	$15.61

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.

Materials Expenditures as Percent of Total Operating Expenditures

Jefferson County Public Library	25%
Aurora Public Library	16%
Pikes Peak Library District	16%
Douglas County Libraries	15%
Rangeview Library District (Adams County)	15%
Boulder Public Library	13%
Mesa County Public Library District	13%
Pueblo City-County Library District	13%
Poudre River Public Library District	13%
Westminster Public Library	12%
Arapahoe Library District	12%
High Plains Library District (Weld County)	11%
Denver Public Library	11%

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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.

Print Volumes Per Capita

Library	Value
Boulder Public Library	2.09
Denver Public Library	2.00
High Plains Library District (Weld County)	1.75
Poudre River Public Library District	1.45
Pueblo City-County Library District	1.41
Douglas County Libraries	1.40
Jefferson County Public Library	1.33
Mesa County Public Library District	1.30
Arapahoe Library District	1.25
Westminster Public Library	1.13
Pikes Peak Library District	1.05
Rangeview Library District (Adams County)	0.67
Aurora Public Library	0.56

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.

Subscriptions Per 1,000 Served

Library	Value
Arapahoe Library District	6.31
Pueblo City-County Library District	4.42
Jefferson County Public Library	4.35
Denver Public Library	3.49
Douglas County Libraries	3.09
Poudre River Public Library District	2.97
Boulder Public Library	2.85
High Plains Library District (Weld County)	2.82
Pikes Peak Library District	2.81
Rangeview Library District (Adams County)	1.90
Westminster Public Library	1.81
Mesa County Public Library District	1.38
Aurora Public Library	0.16

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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.

Videos Per 1,000 Served

Library	Videos Per 1,000
Pueblo City-County Library District	606.74
Arapahoe Library District	314.22
Jefferson County Public Library	307.54
Douglas County Libraries	280.27
Denver Public Library	273.77
High Plains Library District (Weld County)	240.52
Mesa County Public Library District	206.76
Westminster Public Library	199.16
Boulder Public Library	180.52
Rangeview Library District (Adams County)	141.35
Pikes Peak Library District	136.04
Poudre River Public Library District	104.65
Aurora Public Library	46.10

33. Music Items Per 1,000 Served – This chart shows the number of music materials in the collection per 1,000 people within their LSA. The District ranked ninth out of 13 libraries, up from 11th in 2017.

Music Items Per 1,000 Served

Library	Music Items Per 1,000
Denver Public Library	92.00
Arapahoe Library District	86.72
Boulder Public Library	71.29
Jefferson County Public Library	62.85
High Plains Library District (Weld County)	56.03
Westminster Public Library	51.61
Rangeview Library District (Adams County)	33.36
Poudre River Public Library District	30.67
Pikes Peak Library District	27.72
Pueblo City-County Library District	26.43
Aurora Public Library	20.92
Mesa County Public Library District	9.35
Douglas County Libraries	0.02

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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.

E-books Per 1,000 Served

Library	Value
Aurora Public Library	846.14
Arapahoe Library District	574.16
Pueblo City-County Library District	551.20
Poudre River Public Library District	440.74
Boulder Public Library	350.21
Pikes Peak Library District	249.18
Westminster Public Library	219.65
Jefferson County Public Library	214.29
Mesa County Public Library District	193.32
Douglas County Libraries	146.44
Denver Public Library	105.60
Rangeview Library District (Adams County)	97.01
High Plains Library District (Weld County)	64.37

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.

Electronic Subscriptions Per 1,000 Served

Library	Value
Mesa County Public Library District	1.57
Arapahoe Library District	0.86
Poudre River Public Library District	0.49
Rangeview Library District (Adams County)	0.33
Pikes Peak Library District	0.28
Jefferson County Public Library	0.24
Denver Public Library	0.22
Aurora Public Library	0.21
High Plains Library District (Weld County)	0.16
Douglas County Libraries	0.10
Boulder Public Library	0.00
Westminster Public Library	0.00
Pueblo City-County Library District	0.00

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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 13 libraries, unchanged from 2017.

Print Volumes Expenditure

Library	Expenditure
Jefferson County Public Library	$2,887,433
Denver Public Library	$2,281,757
Douglas County Libraries	$1,450,742
Pikes Peak Library District	$1,296,037
Arapahoe Library District	$1,224,825
Rangeview Library District (Adams County)	$1,089,610
High Plains Library District (Weld County)	$836,383
Aurora Public Library	$625,595
Boulder Public Library	$468,219
Mesa County Public Library District	$415,988
Poudre River Public Library District	$407,578
Pueblo City-County Library District	$335,245
Westminster Public Library	$220,995

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.

Subscriptions

Library	Expenditure
Denver Public Library	$209,353.00
Jefferson County Public Library	$126,746.00
Pikes Peak Library District	$124,710.00
Arapahoe Library District	$110,124.00
High Plains Library District (Weld County)	$69,875.00
Douglas County Libraries	$68,712.00
Pueblo City-County Library District	$34,130.00
Rangeview Library District (Adams County)	$31,374.00
Poudre River Public Library District	$28,370.00
Boulder Public Library	$23,703.00
Mesa County Public Library District	$14,677.00
Aurora Public Library	$12,199.00
Westminster Public Library	$11,972.00

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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.

Total Print Expenditures

Library	Amount
Jefferson County Public Library	$2,887,433
Denver Public Library	$2,281,757
Douglas County Libraries	$1,450,742
Pikes Peak Library District	$1,296,037
Arapahoe Library District	$1,224,825
Rangeview Library District (Adams County)	$1,089,610
High Plains Library District (Weld County)	$836,383
Aurora Public Library	$625,595
Boulder Public Library	$468,219
Mesa County Public Library District	$415,988
Poudre River Public Library District	$407,578
Pueblo City-County Library District	$335,245
Westminster Public Library	$220,995

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.

E-Resources (digital)

Library	Amount
Jefferson County Public Library	$4,214,500
Pikes Peak Library District	$2,425,953
Denver Public Library	$2,206,736
Douglas County Libraries	$2,185,179
Arapahoe Library District	$1,664,252
Rangeview Library District (Adams County)	$1,185,050
Poudre River Public Library District	$829,603
High Plains Library District (Weld County)	$788,928
Boulder Public Library	$565,999
Pueblo City-County Library District	$509,757
Aurora Public Library	$282,468
Mesa County Public Library District	$192,292
Westminster Public Library	$188,104

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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.

Total Collection Expenditures

Library	Amount
Jefferson County Public Library	$8,170,418
Denver Public Library	$6,049,671
Pikes Peak Library District	$4,595,225
Douglas County Libraries	$3,637,645
Arapahoe Library District	$3,582,643
Rangeview Library District (Adams…)	$2,603,079
High Plains Library District (Weld County)	$1,851,539
Pueblo City-County Library District	$1,365,803
Poudre River Public Library District	$1,352,750
Boulder Public Library	$1,037,344
Aurora Public Library	$908,063
Mesa County Public Library District	$798,747
Westminster Public Library	$476,922

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

Miscellaneous Operating Expenditures

Library	Amount
Denver Public Library	$11,282,165
Arapahoe Library District	$8,486,952
Rangeview Library District (Adams County)	$7,242,927
Jefferson County Public Library	$6,572,098
Pikes Peak Library District	$5,517,126
Douglas County Libraries	$4,961,003
High Plains Library District (Weld County)	$4,179,223
Pueblo City-County Library District	$3,442,104
Poudre River Public Library District	$2,567,390
Mesa County Public Library District	$1,390,903
Boulder Public Library	$1,353,517
Aurora Public Library	$632,515
Westminster Public Library	$627,409

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.

Total Operating Expenditures

Library	Amount
Denver Public Library	$56,044,975
Jefferson County Public Library	$32,096,434
Arapahoe Library District	$29,871,425
Pikes Peak Library District	$28,010,283
Douglas County Libraries	$23,927,820
High Plains Library District (Weld County)	$17,465,965
Rangeview Library District (Adams County)	$17,244,094
Pueblo City-County Library District	$10,138,053
Poudre River Public Library District	$10,055,940
Boulder Public Library	$7,705,710
Mesa County Public Library District	$5,999,978
Aurora Public Library	$5,690,935
Westminster Public Library	$3,829,906

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.

Capital Expenditures

Library	Amount
Jefferson County Public Library	$3,448,762
Douglas County Libraries	$2,853,705
Arapahoe Library District	$2,041,085
High Plains Library District (Weld County)	$1,723,273
Pikes Peak Library District	$1,558,639
Pueblo City-County Library District	$337,715
Denver Public Library	$299,227
Rangeview Library District (Adams County)	$248,399
Boulder Public Library	$140,078
Westminster Public Library	$62,722
Poudre River Public Library District	$48,322
Mesa County Public Library District	$38,134
Aurora Public Library	$0

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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.

Expenditures on Professional Development

Library	Amount
Denver Public Library	$372,253
Arapahoe Library District	$318,843
Douglas County Libraries	$311,173
Pikes Peak Library District	$189,460
High Plains Library District (Weld County)	$83,400
Rangeview Library District (Adams County)	$61,087
Poudre River Public Library District	$55,878
Pueblo City-County Library District	$50,890
Boulder Public Library	$48,824
Mesa County Public Library District	$46,026
Jefferson County Public Library	$29,805
Aurora Public Library	$14,435
Westminster Public Library	$13,701

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

District Mill Levy

Library	Amount
Arapahoe Library District	$33,220,435
High Plains Library District (Weld County)	$27,515,331
Pikes Peak Library District	$26,825,016
Douglas County Libraries	$25,383,091
Rangeview Library District (Adams County)	$18,501,160
Poudre River Public Library District	$9,578,657
Pueblo City-County Library District	$9,044,280
Mesa County Public Library District	$6,260,932
Boulder Public Library	$-
Westminster Public Library	$-
Aurora Public Library	$-
Jefferson County Public Library	$-
Denver Public Library	$-

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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.

Total Operating Revenue

Library	Revenue
Denver Public Library	$50,072,707
Jefferson County Public Library	$38,397,173
Arapahoe Library District	$38,277,132
Pikes Peak Library District	$32,278,527
High Plains Library District (Weld County)	$31,236,021
Douglas County Libraries	$29,153,590
Rangeview Library District (Adams County)	$19,149,151
Poudre River Public Library District	$10,900,034
Pueblo City-County Library District	$10,614,192
Boulder Public Library	$7,977,622
Mesa County Public Library District	$6,600,781
Aurora Public Library	$5,837,918
Westminster Public Library	$3,244,441

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.

Local Revenue per Capita

Library	Per Capita
Arapahoe Library District	$134.92
High Plains Library District (Weld County)	$98.75
Douglas County Libraries	$75.63
Boulder Public Library	$70.24
Denver Public Library	$68.11
Jefferson County Public Library	$64.06
Pueblo City-County Library District	$59.86
Poudre River Public Library District	$47.73
Rangeview Library District (Adams County)	$47.62
Pikes Peak Library District	$41.26
Mesa County Public Library District	$41.22
Westminster Public Library	$27.36
Aurora Public Library	$15.62

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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.

Materials Expenditures Per Capita

Library	Per Capita
Jefferson County Public Library	$14.20
Arapahoe Library District	$13.54
Douglas County Libraries	$10.84
Boulder Public Library	$9.70
Denver Public Library	$8.57
Pueblo City-County Library District	$8.23
Pikes Peak Library District	$7.07
Poudre River Public Library District	$6.74
Rangeview Library District (Adams County)	$6.70
High Plains Library District (Weld County)	$6.53
Mesa County Public Library District	$5.26
Westminster Public Library	$4.23
Aurora Public Library	$2.49

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.

Program Attendance per 1,000 Served

Library	Attendance
Pueblo City-County Library District	1,716.85
Boulder Public Library	882.01
Denver Public Library	714.64
Arapahoe Library District	590.59
Douglas County Libraries	537.78
Jefferson County Public Library	475.13
High Plains Library District (Weld County)	441.13
Pikes Peak Library District	388.03
Mesa County Public Library District	376.50
Poudre River Public Library District	350.22
Aurora Public Library	258.44
Westminster Public Library	250.41
Rangeview Library District (Adams County)	211.75

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

Children's Program Attendance

Library	Attendance
Denver Public Library	412,730
Jefferson County Public Library	243,263
Douglas County Libraries	170,580
Pikes Peak Library District	158,095
Pueblo City-County Library District	123,393
Arapahoe Library District	102,108
High Plains Library District (Weld County)	92,295
Rangeview Library District (Adams County)	61,528
Boulder Public Library	58,190
Aurora Public Library	55,365
Poudre River Public Library District	51,970
Mesa County Public Library District	38,977
Westminster Public Library	23,372

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

Young Adult Program Attendance

Library	Attendance
Denver Public Library	22,692
Arapahoe Library District	22,422
Pikes Peak Library District	17,687
Pueblo City-County Library District	16,614
Jefferson County Public Library	13,431
High Plains Library District (Weld County)	9,421
Rangeview Library District (Adams County)	8,779
Mesa County Public Library District	8,372
Boulder Public Library	5,076
Poudre River Public Library District	4,149
Aurora Public Library	1,638
Douglas County Libraries	1,029
Westminster Public Library	232

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

Adult Program Attendance

Library	Attendance
Pueblo City-County Library District	144,946
Pikes Peak Library District	76,509
Denver Public Library	68,865
Aurora Public Library	37,243
Arapahoe Library District	31,707
Boulder Public Library	31,086
High Plains Library District (Weld County)	23,374
Jefferson County Public Library	16,599
Poudre River Public Library District	14,158
Rangeview Library District (Adams County)	11,963
Mesa County Public Library District	9,842
Douglas County Libraries	8,889
Westminster Public Library	4,661

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

Total Programs

Library	Programs
Denver Public Library	28,564
Pikes Peak Library District	13,340
Jefferson County Public Library	10,807
Arapahoe Library District	6,627
Pueblo City-County Library District	6,355
High Plains Library District (Weld County)	6,292
Douglas County Libraries	6,268
Rangeview Library District (Adams County)	4,247
Boulder Public Library	3,631
Poudre River Public Library District	2,620
Mesa County Public Library District	2,052
Aurora Public Library	1,770
Westminster Public Library	1,332

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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.

Total Program Attendance

Library	Attendance
Denver Public Library	504,287
Pueblo City-County Library District	284,953
Jefferson County Public Library	273,293
Pikes Peak Library District	252,291
Douglas County Libraries	180,498
Arapahoe Library District	156,237
High Plains Library District (Weld County)	125,090
Boulder Public Library	94,352
Aurora Public Library	94,246
Rangeview Library District (Adams County)	82,270
Poudre River Public Library District	70,277
Mesa County Public Library District	57,191
Westminster Public Library	28,265

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.

Total Staff Expenditures

Library	Expenditures
Denver Public Library	$38,713,139
Pikes Peak Library District	$17,897,932
Arapahoe Library District	$17,801,830
Jefferson County Public Library	$17,353,918
Douglas County Libraries	$15,329,172
High Plains Library District (Weld County)	$11,435,203
Rangeview Library District (Adams County)	$7,398,088
Poudre River Public Library District	$6,135,800
Pueblo City-County Library District	$5,330,146
Boulder Public Library	$5,314,849
Aurora Public Library	$4,150,357
Mesa County Public Library District	$3,810,328
Westminster Public Library	$2,725,575

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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.

Staff Expenditures Per Capita

Library	Amount
Arapahoe Library District	$67.29
Denver Public Library	$54.86
Boulder Public Library	$49.68
Douglas County Libraries	$45.67
High Plains Library District (Weld County)	$40.33
Pueblo City-County Library District	$32.11
Poudre River Public Library District	$30.58
Jefferson County Public Library	$30.17
Pikes Peak Library District	$27.53
Mesa County Public Library District	$25.08
Westminster Public Library	$24.15
Rangeview Library District (Adams County)	$19.04
Aurora Public Library	$11.38

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.

Staff Expenditures as Percent of Total Operating Expenditures

Library	Percent
Aurora Public Library	73%
Westminster Public Library	71%
Boulder Public Library	69%
Denver Public Library	69%
High Plains Library District (Weld County)	65%
Mesa County Public Library District	64%
Douglas County Libraries	64%
Pikes Peak Library District	64%
Poudre River Public Library District	61%
Arapahoe Library District	60%
Jefferson County Public Library	54%
Pueblo City-County Library District	53%
Rangeview Library District (Adams County)	43%

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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.

Staff per 1,000 Served

Library	Value
Arapahoe Library District	1.02
Douglas County Libraries	0.98
Denver Public Library	0.83
Boulder Public Library	0.75
High Plains Library District (Weld County)	0.71
Pueblo City-County Library District	0.62
Pikes Peak Library District	0.56
Poudre River Public Library District	0.52
Mesa County Public Library District	0.49
Jefferson County Public Library	0.40
Westminster Public Library	0.37
Rangeview Library District (Adams County)	0.33
Aurora Public Library	0.20

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.

Staff Per 10,000 Circulation

Library	Value
High Plains Library District (Weld County)	0.74
Aurora Public Library	0.71
Denver Public Library	0.64
Westminster Public Library	0.62
Arapahoe Library District	0.60
Mesa County Public Library District	0.58
Rangeview Library District (Adams County)	0.57
Boulder Public Library	0.52
Pikes Peak Library District	0.50
Douglas County Libraries	0.46
Pueblo City-County Library District	0.44
Poudre River Public Library District	0.36
Jefferson County Public Library	0.29

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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.

Staff Per 1,000 Reference Transactions

Library	Value
Mesa County Public Library District	1.69
Jefferson County Public Library	1.59
Douglas County Libraries	1.39
Denver Public Library	1.33
Boulder Public Library	1.28
Poudre River Public Library District	1.15
Westminster Public Library	0.94
Pikes Peak Library District	0.90
Arapahoe Library District	0.64
High Plains Library District (Weld County)	0.57
Aurora Public Library	0.41
Pueblo City-County Library District	-
Rangeview Library District (Adams County)	-

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.

Total Librarians (FTE)

Library	FTE
Denver Public Library	155
Douglas County Libraries	112
Pikes Peak Library District	67
High Plains Library District (Weld County)	61
Jefferson County Public Library	52
Arapahoe Library District	48
Rangeview Library District (Adams County)	43
Pueblo City-County Library District	25
Boulder Public Library	24
Poudre River Public Library District	19
Mesa County Public Library District	15
Aurora Public Library	14
Westminster Public Library	12

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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.

Other Paid Staff (FTE)

Library	FTE
Denver Public Library	432.10
Pikes Peak Library District	295.81
Arapahoe Library District	221.50
Douglas County Libraries	216.00
Jefferson County Public Library	178.00
High Plains Library District (Weld County)	141.00
Rangeview Library District (Adams County)	87.13
Poudre River Public Library District	86.30
Pueblo City-County Library District	78.30
Aurora Public Library	59.30
Mesa County Public Library District	59.25
Boulder Public Library	56.25
Westminster Public Library	29.90

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.

Total Staff (FTE)

Library	FTE
Denver Public Library	586.85
Pikes Peak Library District	363.00
Douglas County Libraries	328.00
Arapahoe Library District	269.13
Jefferson County Public Library	229.50
High Plains Library District (Weld County)	202.00
Rangeview Library District (Adams County)	130.13
Poudre River Public Library District	105.05
Pueblo City-County Library District	103.68
Boulder Public Library	80.25
Mesa County Public Library District	74.25
Aurora Public Library	73.30
Westminster Public Library	41.40

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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 and CEO

Michael Varnet, CPA, CPFO
Chief Financial Officer

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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 $35,199,670, and;

WHEREAS, the 2019 net valuation for assessment (payable in 2020) for the Pikes Peak Library District, as certified by the County Assessor, is $8,141,178,730.

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

Section 1. That for the purpose of meeting all general operating expenses of Pikes Peak Library District during the 2020 budget year, there is hereby levied a tax of 3.731 mills (comprised of a general operating mill levy of 3.688 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 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 PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES:

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.

_____
Wayne A. Vanderschuere, President

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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 PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES:

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	1,790,355
Total General Fund	**$36,746,145**
East Library Renovation Project Fund	
Capital Outlay	$120,750
Penrose Library Renovation Project Fund	
Capital Outlay	$268,000
North Facility (Library 21c) Project Fund	
Capital Outlay	$217,020
Capital Reserve Fund	
Capital Outlay	$2,018,795
	$39,370,710

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   ₂
                                      (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 $ 8,246,468,310
assessed valuation of: (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 $ 8,141,178,730
calculated using the NET AV. The taxing entity's total   (NET assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)
property tax revenue will be derived from the mill levy
multiplied against the NET assessed valuation of:

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	3.688	mills	$	30,024,667
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction	< - >	mills	$	< ->
SUBTOTAL FOR GENERAL OPERATING:	3.688	**mills**	$	30,024,667
3. General Obligation Bonds and Interest	-	mills	$	-
4. Contractual Obligations	-	mills	$	-
5. Capital Expenditures	-	mills	$	-
6. Refunds/Abatements	0.043	mills	$	350,071
7. Other (specify): _____	-	mills	$	-
_____		mills	$	
TOTAL: [Sum of General Operating Subtotal and Lines 3 to 7]	3.731	**mills**	$	30,374,738

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.

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Pikes Peak Library District
Budget Timetable
Fiscal Year 2020

	Target Date	CRS Reference
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 – 1st 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)

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GENERAL FUND

Pikes Peak Library District								
General Fund - Revenue/Expenditure Summary								
Three-Year Period Ended December 31, 2020								
		2018		**2019**		**2019**		**2020**
		Actual		**Budget**		**Projection**		**Budget**
Revenues								
Revenues	$	31,566,254	$	33,405,893	$	33,237,924	$	35,199,670
Expenditures								
Expenditures		31,273,150		35,505,009		34,578,210		36,746,146
Budget amendment		-		420,486		-		-
Total Expenditures		31,273,150		35,925,495		34,578,210		36,746,146
Net Excess Revenues Over Expenditures		293,104		(2,519,602)		(1,340,286)		(1,546,476)
Fund Balance - Beginning of Year		10,432,837		10,725,941		10,725,941		9,385,655
Fund Balance - End of Year	$	10,725,941	$	8,206,339	$	9,385,655	$	7,839,179

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Pikes Peak Library District			
General Fund - Fund Balance Summary			
Three-Year Period Ended December 31, 2020			
	2018	**2019**	**2020**
	Actual	**Budget/Projection**	**Budget**
Nonspendable			
Prepaid expenditures	$ 311,114	$ -	$ -
Restricted For:			
Emergency (TABOR)	931,085	985,816	1,055,990
Gifts and grants	197,307	191,966	161,866
Assigned To:			
Purchases of books and materials	188,274	-	-
McKinley Trust	39,275	39,275	39,275
Purchased contracts	157,962	-	-
Unassigned	8,900,924	8,168,598	6,582,048
Total Fund Balance	$ 10,725,941	$ 9,385,655	$ 7,839,179

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

- 2011: $25,604,615
- 2012: $26,892,180
- 2013: $27,674,106
- 2014: $27,578,133
- 2015: $29,175,042
- 2016: $29,126,417
- 2017: $30,918,648
- 2018: $31,566,254
- 2019: $33,237,924
- 2020: $35,199,670

Pikes Peak Library District
General Fund Revenues
Fiscal Year 2020

- Property Taxes 85.84%
- Specific Ownership Taxes 10.23%
- Intergovernmental 1.46%
- Fines and Fees 0.28%
- Interest Income 1.21%
- Other Revenues 0.98%

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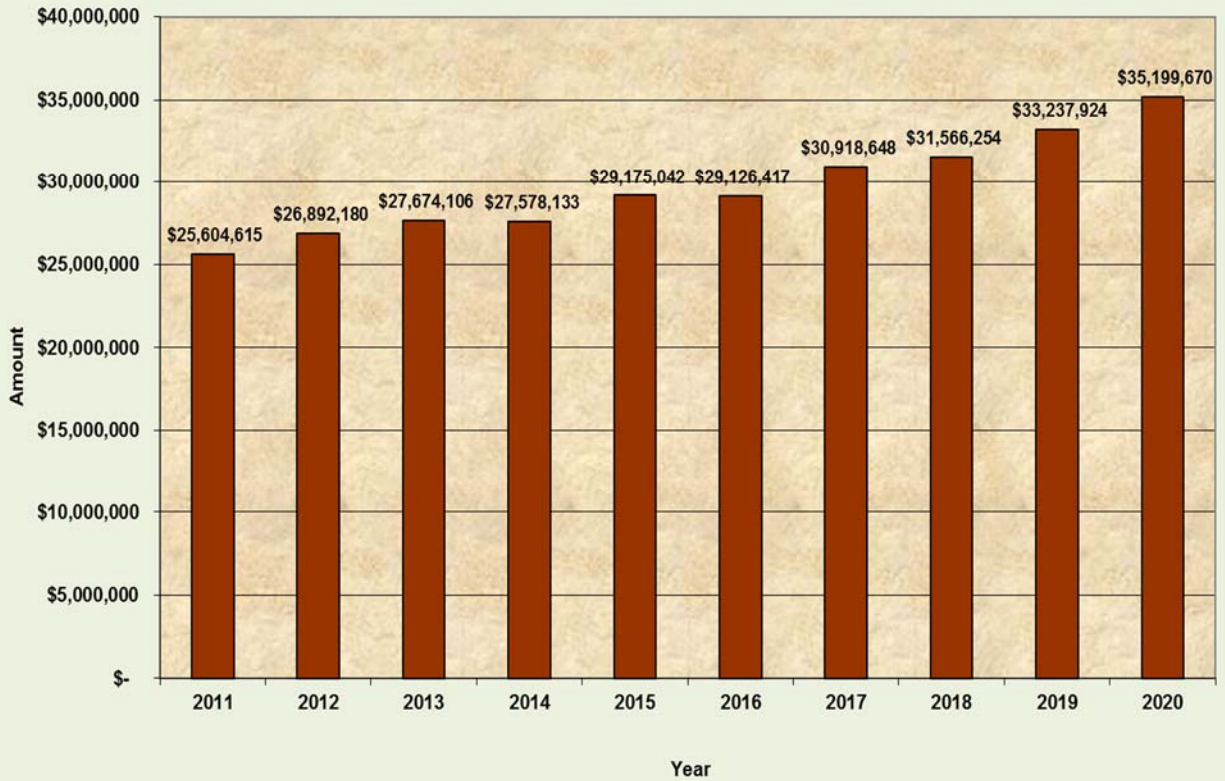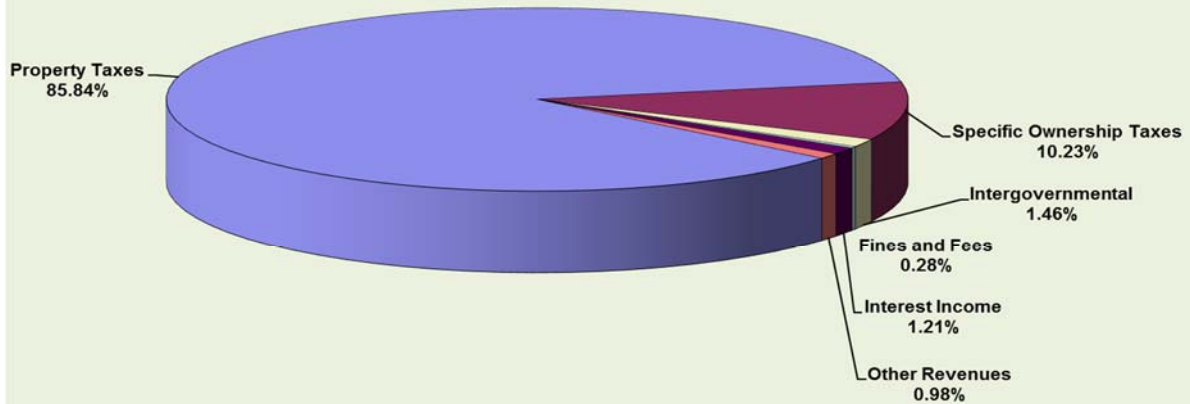
Pikes Peak Library District				
General Fund - Revenue Summary				
Three-Year Period Ended December 31, 2020				
	2018	**2019**	**2019**	**2020**
Account	**Actual**	**Budget**	**Projection**	**Budget**
Taxes	$ 30,244,545	$ 31,856,834	$ 31,901,334	$ 33,813,651
Intergovernmental	384,404	451,974	450,000	514,419
Fines and Fees	129,638	100,000	100,000	100,000
Interest income	386,768	380,000	425,000	425,000
Other Revenues	420,899	617,085	361,590	346,600
Total Revenues	$ 31,566,254	$ 33,405,893	$ 33,237,924	$ 35,199,670

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

	2010	2011	2012	2013	2014	2015	2017	2018	2019	2020
Other	$440,485	$270,599	$448,427	$777,019	$650,428	$1,698,549	$1,136,029	$805,303	$811,590	$861,019
Interest Income	$30,838	$15,988	$51,179	$21,912	$18,692	$26,551	$187,896	$386,768	$425,000	$425,000
Fines /Fees	$526,805	$521,577	$529,077	$523,316	$530,364	$538,214	$274,186	$129,638	$100,000	$100,000
Specific Ownership	$2,072,875	$2,013,321	$2,267,050	$2,413,142	$2,546,326	$2,765,049	$3,547,865	$3,410,423	$3,475,000	$3,600,000
Property Taxes	$22,199,204	$22,783,130	$23,596,447	$23,938,717	$23,832,323	$24,146,679	$25,772,672	$26,834,122	$28,426,334	$30,213,651

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Pikes Peak Library District
General Fund - Revenues (detail)
Three-Year Period Ended December 31, 2020

Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
Taxes				
Current property taxes	$ 26,689,960	$ 28,454,290	$ 28,454,290	$ 30,374,738
Less: uncollectible taxes	(269,841)	(105,000)	(105,000)	(112,087)
Net Current Property Taxes	26,420,119	28,349,290	28,349,290	30,262,651
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	-
Total Taxes	30,244,545	31,856,834	31,901,334	33,813,651
Intergovernmental				
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
Total 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	425,000	425,000
Other Revenues				
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
Total Other Revenues	420,899	617,085	361,590	346,600
Total Revenues	$ 31,566,254	$ 33,405,893	$ 33,237,924	$ 35,199,670

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Pikes Peak Library District		2018	2019	2020
Mill Levy Calculation				
Three-Year Period Ended December 31, 2020				
		2018	**2019**	**2020**
Assessed Valuation				
Gross		$ 7,080,595,440	$ 7,198,824,710	$ 8,246,468,310
Net		7,001,563,360	7,113,572,510	8,141,178,730
Difference - TIF Districts		$ 79,032,080	$ 85,252,200	$ 105,289,580
Mill Levy - Pikes Peak Library District Budget				
Operating		3.860	4.000	3.688
Property Tax Revenue - Operating		27,026,035	28,454,290	30,024,667
Abatements - Credits		0.023	0.018	0.043
Property Tax Revenue - Abatements and Credits		161,036	128,044	350,071
Temporary Tax Credit		(0.071)	(0.018)	-
Property Tax Revenue		(497,111.00)	(128,044.31)	-
Total Mill Levy		3.812	4.000	3.731
Total Property Tax Revenue - Net AV		26,689,960	28,454,290	30,374,738
Property tax Revenue				
Pikes Peak Library District - Net AV		$ 26,689,960	$ 28,454,290	$ 30,374,738
TIF Districts		306,882	342,543	392,835
Total Property Tax Revenue - Gross AV		$ 26,996,841	$ 28,796,833	$ 30,767,573

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Pikes Peak Library District
General Fund Expenditures
Fiscal Years 2011 - 2020
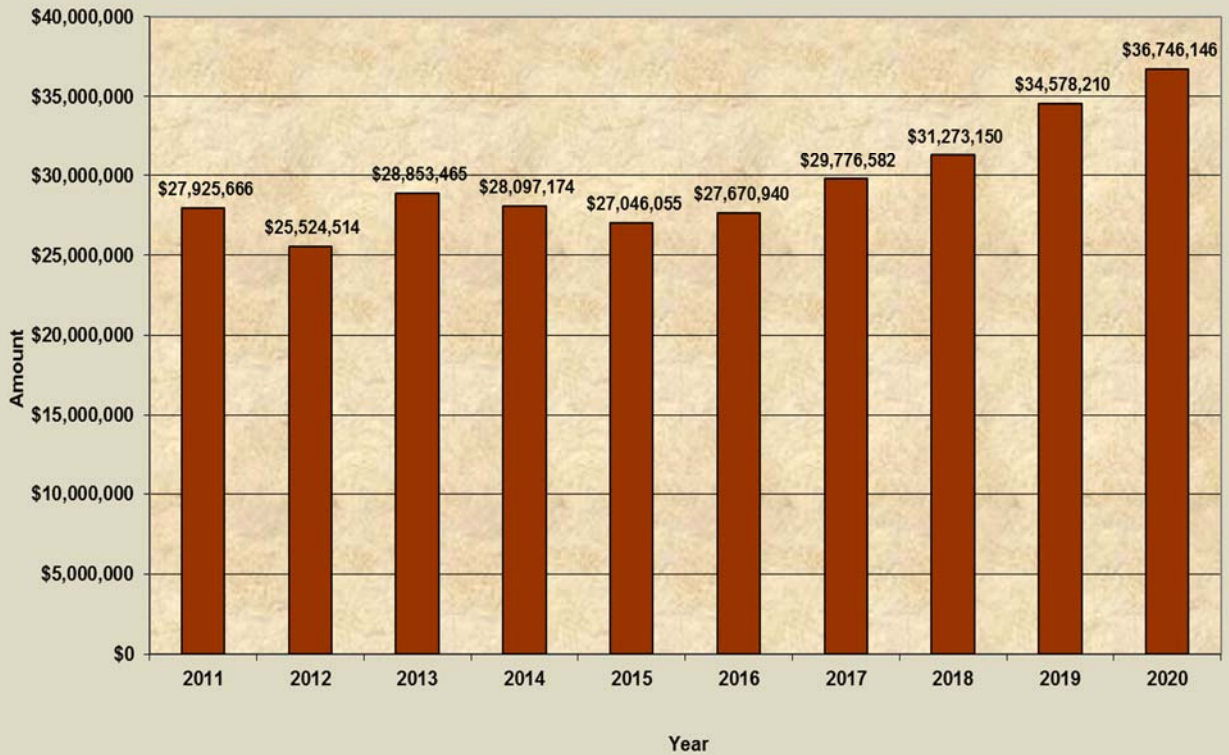
Pikes Peak Library District				
General Fund - Expenditures by Major Account Classification				
Three-Year Period Ended December 31, 2020				
Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
Personnel Services	$ 18,362,928	$ 20,810,455	$ 20,005,113	$ 21,909,734
Supplies	664,381	995,475	952,068	1,031,297
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	3,587,099	3,995,864
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	-	-	-
Total Expenditures	$ 31,273,150	$ 35,925,495	$ 34,578,210	$ 36,746,146

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

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Other	$8,459,796	$5,103,111	$7,807,850	$5,986,914	$4,057,213	$4,235,442	$4,384,633	$5,337,372	$6,048,930	$5,899,668
Capital Outlay	$32,969	$39,651	$84,085	$29,769	$122,194	$136,290	$527,824	$54,789	$103,453	$15,000
Contractual Services	$2,338,454	$2,450,665	$2,557,420	$2,722,974	$2,684,276	$2,809,253	$2,878,549	$2,989,670	$3,587,099	$3,995,864
Library Materials	$3,796,733	$3,974,955	$3,984,586	$4,324,973	$4,279,834	$4,482,640	$4,386,297	$4,528,391	$4,833,615	$4,925,880
Personnel Services	$13,297,714	$13,956,132	$14,419,524	$15,032,544	$15,902,538	$16,007,315	$17,599,279	$18,362,928	$20,005,113	$21,909,734

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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%	57.9%	59.6%
Supplies	2.1%	2.8%	2.8%	2.8%
Library Materials	14.5%	13.5%	14.0%	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%	10.4%	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%	7.1%	4.9%
Special Item	0.0%	0.0%	0.0%	0.0%
Total Expenditures	100.0%	100.0%	100.0%	100.0%

Pikes Peak Library District
General Fund Expenditures
Fiscal Year 2020

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Pikes Peak Library District				
General Fund - Expenditures by Account				
Three-Year Period Ended December 31, 2020				
	2018	**2019**	**2019**	**2020**
Account	**Actual**	**Budget**	**Projection**	**Budget**
Personnel Services				
Salaries and wages	$ 14,079,324	$ 16,007,768	$ 15,350,412	$ 16,718,403
Substitute pay	455,484	421,816	385,750	360,500
FICA	1,063,924	1,293,153	1,154,050	1,276,695
Retirement contribution	837,233	1,033,468	940,287	1,025,636
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
Total Personnel Services	18,362,928	20,810,455	20,005,113	21,909,734
Supplies				
Microform	117	2,450	2,450	2,450
Software purchases	207,431	339,025	319,025	377,800
Computer supplies	43,509	50,000	45,000	66,323
Processing supplies	74,525	100,480	95,480	100,000
General supplies	338,799	503,520	490,113	484,724
Total Supplies	664,381	995,475	952,068	1,031,297

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

Bar chart showing Amount by Year:
- 2011: $13,297,714
- 2012: $13,956,132
- 2013: $14,419,524
- 2014: $15,032,544
- 2015: $15,902,538
- 2016: $16,007,315
- 2017: $17,599,279
- 2018: $18,362,928
- 2019: $20,005,113
- 2020: $21,909,734
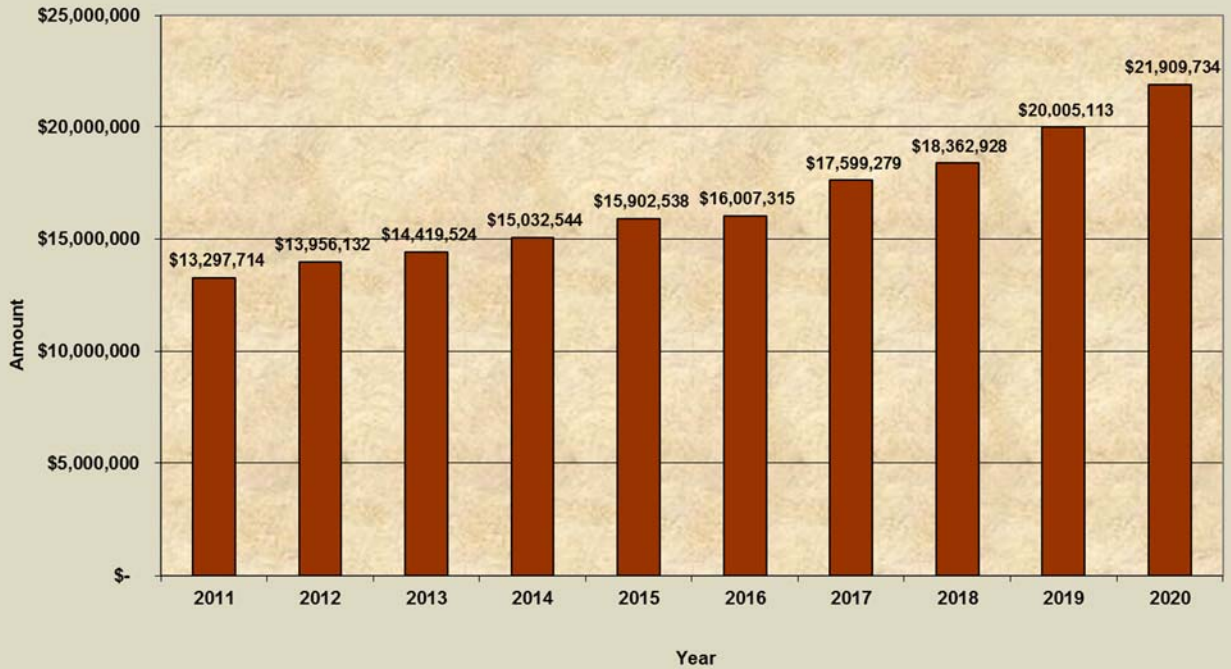
Pikes Peak Library District
Budget - Library Materials
Fiscal Years 2011 - 2020

Bar chart showing Amount by Year:
- 2011: $3,796,733
- 2012: $3,974,955
- 2013: $3,984,586
- 2014: $4,324,973
- 2015: $4,279,834
- 2016: $4,482,640
- 2017: $4,386,297
- 2018: $4,528,391
- 2019: $4,833,615
- 2020: $4,925,880

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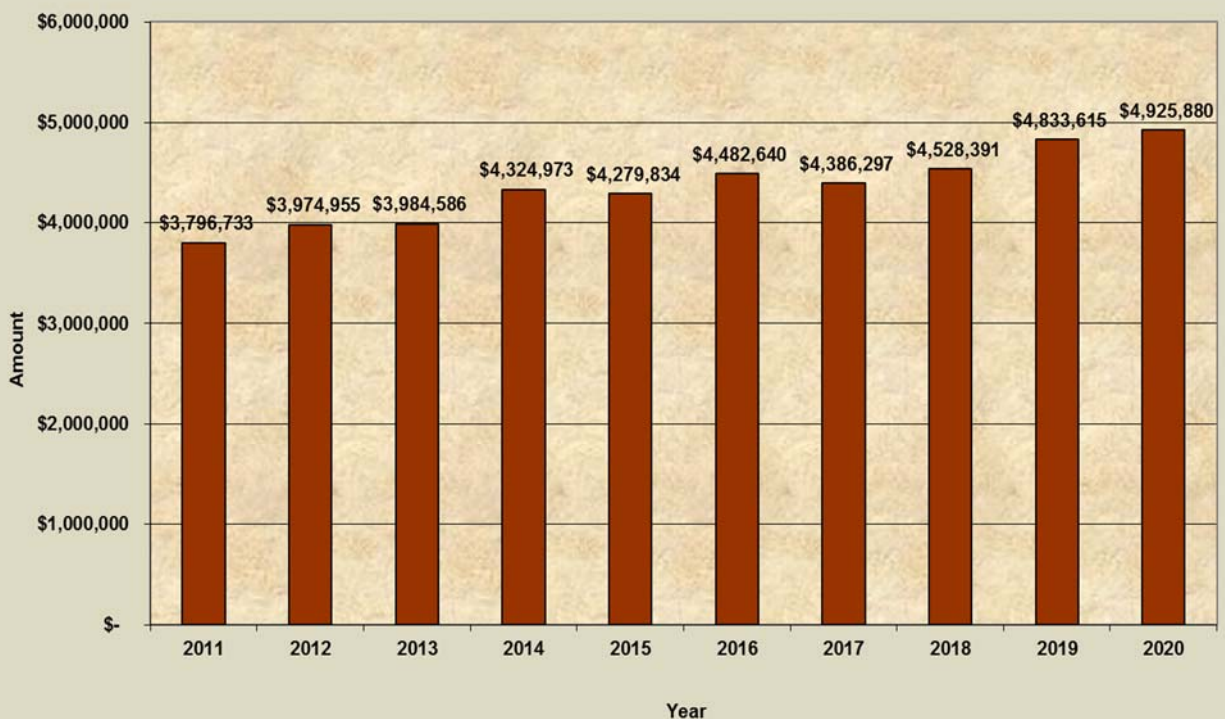**Pikes Peak Library District**
General Fund - Expenditures by Account
Three-Year Period Ended December 31, 2020

Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
Library Materials				
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
Total Library Materials	4,528,391	4,833,615	4,833,615	4,925,880
Utilities				
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
Total Utilities	618,262	757,083	648,742	713,044
Telecommunication Costs				
Telecommunication costs	479,359	466,903	504,903	609,500
Total Telecommunication Costs	479,359	466,903	504,903	609,500

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Pikes Peak Library District				
General Fund - Expenditures by Account				
Three-Year Period Ended December 31, 2020				
	2018	**2019**	**2019**	**2020**
Account	**Actual**	**Budget**	**Projection**	**Budget**
Contractual Services				
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	461,120
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	413,325
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	425,000	445,000
Storage space	16,200	16,800	17,550	8,400
Employee Assistance Program	14,854	20,000	20,000	20,600
Total Contractual Services	2,989,670	3,693,774	3,587,099	3,995,864

Pikes Peak Library District				
General Fund - Expenditures by Account				
Three-Year Period Ended December 31, 2020				
	2018	**2019**	**2019**	**2020**
Account	**Actual**	**Budget**	**Projection**	**Budget**
Repairs and Maintenance				
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
Total Repairs and Maintenance	554,614	688,171	653,974	726,000
Other Services/Expenditures				
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				
	2018	**2019**	**2019**	**2020**
Account	**Actual**	**Budget**	**Projection**	**Budget**
Other Services/Expenditures continued				
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
Total Other Services/Expenditures	573,860	1,133,155	845,832	1,029,472
Capital Outlay				
Other capital projects	54,789	103,453	103,453	15,000
Total Capital Outlay	54,789	103,453	103,453	15,000
Operating Transfers To Other Funds				
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
Total Operating Transfers To Other Funds	2,441,064	2,443,411	2,443,411	1,790,355
Special Item				
TABOR refund	5,832	-	-	-
Total Expenditures, Operating Transfers To Other Funds and Other Financing Uses	$ 31,273,150	$ 35,925,495	$ 34,578,210	$ 36,746,146

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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**
Chief Librarian and CEO Office				
Salaries and wages	$ 224,640	$ 231,379	$ 232,983	$ 231,379
FICA charges	14,922	17,701	16,430	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
Total Chief Librarian and CEO Office	$ 270,455	$ 311,090	$ 302,223	$ 306,390
Authorized Positions		**2018**	**2019**	**2020**
Total Full Time Equivalents (FTEs)		2.00	2.00	2.00
Authorized Positioned Category				
Full-time (40 hours per week)		2	2	2
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		2	2	2
MLS FTEs		1.00	1.00	1.00

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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**
LIBRARY SERVICES								
Administration								
Salaries and wages	$	180,706	$	95,056	$	104,843	$	95,056
FICA charges		13,108		7,490		7,110		7,272
Retirement contributions		14,196		7,604		8,143		7,604
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
Total Administration	$	315,805	$	112,150	$	122,096	$	114,302
Authorized Positions				**2018**		**2019**		**2020**
Total Full Time Equivalents (FTEs)				2.00		1.00		1.00
Authorized Positioned Category								
Full-time (40 hours per week)				2		1		1
Half-time (20 - 39 hours per week)				-		-		-
Part-time (1-19 hours per week)				-		-		-
Total Authorized Positions				2		1		1
MLS FTEs				2.00		1.00		1.00
Customer Service Team								
General supplies	$	621	$	500	$	500		500
Total Customer Service Team	$	621	$	500	$	500	$	500

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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**
LIBRARY SERVICES				
Adult Services				
Salaries and wages	$ -	$ 619,798	$ 585,701	$ 619,798
FICA charges	-	47,415	42,826	47,415
Retirement contributions	-	49,584	46,592	49,584
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
Total Adult Services	$ 8,667	$ 1,195,523	$ 1,156,045	$ 1,197,733
Authorized Positions		**2018**	**2019**	**2020**
Total Full Time Equivalents (FTEs)		-	11.00	11.00
Authorized Positioned Category				
Full-time (40 hours per week)		-	11	11
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		-	11	11
MLS FTEs		-	9.00	9.00

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	2018	2019	2019	2020
Account	**Actual**	**Budget**	**Projection**	**Budget**

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

LIBRARY SERVICES

Adult Services - Penrose Library

Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
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	-	-	-
Total Adult Services - Penrose Library	$ 1,439,204	$ -	$ -	$ -

Authorized Positions		2018	2019	2020
Total Full Time Equivalents (FTEs)		21.22	-	-
Authorized Positioned Category				
Full-time (40 hours per week)		17	-	-
Half-time (20 - 39 hours per week)		8	-	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		25	-	-
MLS FTEs		8.50	-	-

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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**
LIBRARY SERVICES					
Adult Services - East Library					
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	-	-	-
Total Adult Services - East Library		$ 892,984	$ -	$ -	$ -

Authorized Positions	**2018**	**2019**	**2020**
Total Full Time Equivalents (FTEs)	16.32	-	-
Authorized Positioned Category			
Full-time (40 hours per week)	13	-	-
Half-time (20 - 39 hours per week)	6	-	-
Part-time (1-19 hours per week)	-	-	-
Total Authorized Positions	19	-	-
MLS FTEs	8.00	-	-

Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
LIBRARY SERVICES				
Adult Services - Library 21c				
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	-	-	-
Total Adult Services - Library 21c	$ 363,704	$ -	$ -	$ -

Authorized Positions	2018	2019	2020
Total Full Time Equivalents (FTEs)	8.25	-	-
Authorized Positioned Category			
Full-time (40 hours per week)	6	-	-
Half-time (20 - 39 hours per week)	4	-	-
Part-time (1-19 hours per week)	-	-	-
Total Authorized Positions	10	-	-
MLS FTEs	3.00	-	-

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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**
LIBRARY SERVICES				
Total Adult Services				
Adult Services	$ 8,667	$ 1,195,523	$ 1,156,045	$ 1,197,733
Customer Service Team	621	500	500	500
Penrose Library	1,439,204	-	-	-
East Library	892,984	-	-	-
Library 21c	363,704	-	-	-
Total	$ 2,705,180	$ 1,196,023	$ 1,156,545	$ 1,198,233
Authorized Positions		**2018**	**2019**	**2020**
Total Full Time Equivalents (FTEs)		45.79	11.00	11.00
Authorized Positioned Category				
Full-time (40 hours per week)		36	11	11
Half-time (20 - 39 hours per week)		18	-	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		54	11	11
MLS FTEs		19.50	9.00	9.00

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	2018	2019	2019	2020
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**
LIBRARY SERVICES				
Children's Services				
Salaries and wages	$ -	$ 493,126	$ 474,707	$ 493,126
Temporary employee	-	3,000	3,000	2,500
FICA charges	-	37,724	34,132	37,724
Retirement contributions	-	39,450	37,877	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
Total Children's Services	$ 85,411	$ 710,766	$ 687,182	$ 718,589
Authorized Positions		**2018**	**2019**	**2020**
Total Full Time Equivalents (FTEs)		-	9.00	9.00
Authorized Positioned Category				
Full-time (40 hours per week)		-	9	9
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		-	9	9
MLS FTEs		-	6.00	6.00

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**
LIBRARY SERVICES				
Children's - Penrose Library				
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	-	-	-
Total Children's - Penrose Library	$ 440,689	$ -	$ -	$ -
Authorized Positions		**2018**	**2019**	**2020**
Total Full Time Equivalents (FTEs)		6.12	-	-
Authorized Positioned Category				
Full-time (40 hours per week)		5	-	-
Half-time (20 - 39 hours per week)		2	-	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		7	-	-
MLS FTEs		-	-	-

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	2018	2019	2019	2020
Account	**Actual**	**Budget**	**Projection**	**Budget**

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

LIBRARY SERVICES

Children's - East Library

Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
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	-	-	-
Total Children's - East Library	$ 454,655	$ -	$ -	$ -

Authorized Positions		2018	2019	2020
Total Full Time Equivalents (FTEs)		8.27	-	-
Authorized Positioned Category				
Full-time (40 hours per week)		6	-	-
Half-time (20 - 39 hours per week)		4	-	-
Part-time (1-19 hours per week)		1	-	-
Total Authorized Positions		11	-	-
MLS FTEs		4.00	-	-

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Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
LIBRARY SERVICES				
Children Services - Library 21c				
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	-	-	-
Total Children's - Library 21c	$ 385,105	$ -	$ -	$ -

Authorized Positions	2018	2019	2020
Total Full Time Equivalents (FTEs)	7.88	-	-
Authorized Positioned Category			
Full-time (40 hours per week)	7	-	-
Half-time (20 - 39 hours per week)	1	-	-
Part-time (1-19 hours per week)	1	-	-
Total Authorized Positions	9	-	-
MLS FTEs	3.00	-	-

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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**
LIBRARY SERVICES							
Total Children's Services							
Children's Services	$	85,411	$	710,766	$	687,182 $	718,589
Penrose Library		440,689		-		-	-
East Library		454,655		-		-	-
Library 21c		385,105		-		-	-
Total	$	1,365,860	$	710,766	$	687,182 $	718,589
Authorized Positions				**2018**		**2019**	**2020**
Total Full Time Equivalents (FTEs)				22.27		9.00	9.00
Authorized Positioned Category							
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		-	-
Total Authorized Positions				27		9	9
MLS FTEs				7.00		6.00	6.00

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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**
LIBRARY SERVICES				
Regional History and Genealogy				
Salaries and wages	$ 458,775	$ 545,733	$ 477,374	$ 547,518
Substitute pay	3,337	4,785	4,185	3,000
FICA charges	34,261	41,885	35,509	41,885
Retirement contributions	24,816	31,162	25,498	31,162
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
Total Regional History and Genealogy	$ 547,800	$ 686,870	$ 605,871	$ 693,366

Authorized Positions		**2018**	**2019**	**2020**
Total Full Time Equivalents (FTEs)		9.50	11.00	11.00
Authorized Positioned Category				
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)		-	-	-
Total Authorized Positions		13	15	15
MLS FTEs		5.00	5.00	5.00

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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**
LIBRARY SERVICES				
Creative Services				
Salaries and wages	$ 411,726	$ 267,176	$ 258,045	$ 267,176
Substitute pay	9,938	-	-	-
FICA charges	31,182	20,439	19,370	20,439
Retirement contributions	25,964	21,374	20,642	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
Total Creative Services	$ 528,478	$ 372,017	$ 359,435	$ 427,149

Authorized Positions		2018	2019	2020
Total Full Time Equivalents (FTEs)		9.50	5.00	5.00
Authorized Positioned Category				
Full-time (40 hours per week)		7	5	5
Half-time (20 - 39 hours per week)		5	-	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		12	5	5
MLS FTEs		5.00	3.00	3.00

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**
LIBRARY SERVICES				
Young Adult Services				
Salaries and wages	$ -	$ 317,845	$ 318,057	$ 317,845
Work study costs	-	3,000	2,600	8,000
FICA charges	-	24,315	23,524	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
Total Young Adult Services	$ 34,089	$ 450,710	$ 439,745	$ 475,861
Authorized Positions		**2018**	**2019**	**2020**
Total Full Time Equivalents (FTEs)		-	6.00	6.00
Authorized Positioned Category				
Full-time (40 hours per week)		-	6	6
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		-	6	6
MLS FTEs		-	4.00	4.00

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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**
LIBRARY SERVICES				
Adult Education				
Salaries and wages	$ 218,571	$ 334,682	$ 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	25,603	22,687	25,603
Retirement contributions	17,939	23,384	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
Total Adult Education	$ 260,927	$ 439,439	$ 410,178	$ 354,285
Authorized Positions		**2018**	**2019**	**2020**
Total Full Time Equivalents (FTEs)		6.50	7.00	7.00
Authorized Positioned Category				
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	-	-
Total Authorized Positions		9	8	8
MLS FTEs		1.00	1.00	1.00

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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**
LIBRARY SERVICES				
Collection Management				
Salaries and wages	$ 930,131	$ 1,168,233	$ 1,142,779	$ 1,170,733
Temporary labor	10,406	7,000	7,000	-
Substitute pay	2,736	4,375	4,375	8,500
FICA charges	69,571	89,561	85,091	89,561
Retirement contributions	66,795	86,007	83,522	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
Total Collection Management	$ 5,168,090	$ 5,820,511	$ 5,783,102	$ 6,101,431
Authorized Positions		**2018**	**2019**	**2020**
Total Full Time Equivalents (FTEs)		23.52	23.52	23.52
Authorized Positioned Category				
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)		-	-	-
Total Authorized Positions		25	25	25
MLS FTEs		8.00	8.00	8.00

Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
LIBRARY SERVICES				
Interlibrary Loan				
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
Total Interlibrary Loan	$ 62,676	$ 69,529	$ 69,529	$ 81,250

Authorized Positions	2018	2019	2020
Total Full Time Equivalents (FTEs)	-	-	-
Authorized Positioned Category			
Full-time (40 hours per week)	-	-	-
Half-time (20 - 39 hours per week)	-	-	-
Part-time (1-19 hours per week)	-	-	-
Total Authorized Positions	-	-	-
MLS FTEs	-	-	-

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Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
LIBRARY SERVICES				
Administration	$ 315,805	$ 112,150	$ 122,096	$ 114,302
Adult Services	2,705,180	1,196,023	1,156,545	1,198,233
Children's Services	1,365,860	710,766	687,182	718,589
Regional History and Genealogy	547,800	686,870	605,871	693,366
Creative Services	528,478	372,017	359,435	427,149
Young Adult Services	34,089	450,710	439,745	475,861
Adult Education	260,927	439,439	410,178	354,285
Collection Management	5,168,090	5,820,511	5,783,102	6,101,431
Interlibrary Loan	62,676	69,529	69,529	81,250
Total Library Services	$ 10,988,905	$ 9,858,015	$ 9,633,683	$ 10,164,466

Authorized Positions	2018	2019	2020
Total Full Time Equivalents (FTEs)	119.08	73.52	73.52
Authorized Positioned Category			
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	-	-
Total Authorized Positions	142	80	80
MLS FTEs	47.50	37.00	37.00

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Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
BRANCH SERVICES				
Administration				
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	-
Total Administration	$ -	$ 114,228	$ 43,925	$ -

Authorized Positions	2018	2019	2020
Total Full Time Equivalents (FTEs)	-	1.00	-
Authorized Positioned Category			
Full-time (40 hours per week)	-	1	-
Half-time (20 - 39 hours per week)	-	-	-
Part-time (1-19 hours per week)	-	-	-
Total Authorized Positions	-	1	-
MLS FTEs	-	1.00	-

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Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
BRANCH SERVICES				
WEST REGION				
Administration				
Salaries and wages	$ 114,343	$ 145,059	$ 145,059	$ 145,059
Substitute pay	-	24,500	-	25,000
FICA charges	8,525	11,097	11,097	11,097
Retirement contributions	9,147	11,605	11,605	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
Total Administration	$ 132,142	$ 215,569	$ 191,069	$ 232,248

Authorized Positions		2018	2019	2020
Total Full Time Equivalents (FTEs)		5.00	3.00	3.00
Authorized Positioned Category				
Full-time (40 hours per week)		5	3	3
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		5	3	3
MLS FTEs		1.00	1.00	1.00

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Account	2018 Actual		2019 Budget		2019 Projection		2020 Budget
Pikes Peak Library District							
General Fund - Expenditures by Department							
Three-Year Period Ended December 31, 2020							
BRANCH SERVICES							
WEST REGION							
Knights of Columbus Hall							
Salaries and wages	$	-	$	53,560	$	4,463	$ 53,560
FICA charges		-		4,097		341	4,097
Retirement contributions		-		4,285		357	4,285
Supplies		-		-		-	1,500
Programming		-		-		-	1,000
Total Administration	$	-	$	61,942	$	5,161	$ 64,442
Authorized Positions			**2018**		**2019**		**2020**
Total Full Time Equivalents (FTEs)				-		1.00	1.00
Authorized Positioned Category							
Full-time (40 hours per week)				-		1	1
Half-time (20 - 39 hours per week)				-		-	-
Part-time (1-19 hours per week)				-		-	-
Total Authorized Positions				-		1	1
MLS FTEs				-		-	-

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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
BRANCH SERVICES								
Penrose Library								
Salaries and wages		$ -	$	772,733	$	629,275	$	779,665
Substitute pay		-		31,092		24,000		20,000
FICA charges		-		59,644		47,517		59,644
Retirement contributions		-		47,121		37,233		47,121
Supplies		-		25,300		25,300		15,000
Programming		-		3,500		3,500		3,500
Total Penrose Library		$ -	$	939,390	$	766,825	$	924,930
Authorized Positions				2018		2019		2020
Total Full Time Equivalents (FTEs)				-		17.64		17.64
Authorized Positioned Category								
Full-time (40 hours per week)				-		13		13
Half-time (20 - 39 hours per week)				-		9		9
Part-time (1-19 hours per week)				-		-		-
Total Authorized Positions				-		22		22
MLS FTEs				-		4.00		4.00

Pikes Peak Library District
Circulation - Penrose Library
Fiscal Years 2011 - 2020

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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
BRANCH SERVICES				
Circulation - Penrose Library				
Salaries and wages	$ 327,939	$ 294,346	$ 322,390	$ 304,346
Substitute pay	22,380	20,880	18,000	10,000
FICA charges	25,921	23,282	24,757	23,282
Retirement contributions	16,246	13,695	15,156	13,695
Supplies	8,355	-	-	-
Total Circulation - Penrose Library	$ 400,841	$ 352,203	$ 380,303	$ 351,323

Authorized Positions		2018	2019	2020
Total Full Time Equivalents (FTEs)		11.84	11.02	11.02
Authorized Positioned Category				
Full-time (40 hours per week)		7	6	6
Half-time (20 - 39 hours per week)		9	9	9
Part-time (1-19 hours per week)		2	2	2
Total Authorized Positions		18	17	17
MLS FTEs		-	-	-

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Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
BRANCH SERVICES				
Shelving - Penrose Library				
Salaries and wages	$ 136,970	$ 118,290	$ 126,832	$ 118,290
Substitute pay	8,779	1,405	1,405	1,500
FICA charges	11,064	9,049	9,735	9,049
Total Shelving - Penrose Library	$ 156,813	$ 128,744	$ 137,972	$ 128,839

Authorized Positions		2018	2019	2020
Total Full Time Equivalents (FTEs)		6.12	4.88	4.88
Authorized Positioned Category				
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
Total Authorized Positions		12	10	10
MLS FTEs		-	-	-

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Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
BRANCH SERVICES				
Cheyenne Mountain Library				
Salaries and wages	$ 365,939	$ 367,961	$ 375,321	$ 387,358
Substitute pay	26,942	19,397	19,397	7,000
FICA charges	28,788	29,633	29,359	29,633
Retirement contributions	15,344	18,071	17,452	18,071
Supplies	6,414	6,500	6,500	5,500
Programming	-	2,000	2,000	1,000
Total Cheyenne Mountain Library	$ 443,427	$ 443,562	$ 450,029	$ 448,562

Authorized Positions	2018	2019	2020
Total Full Time Equivalents (FTEs)	10.55	10.58	10.58
Authorized Positioned Category			
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
Total Authorized Positions	17	15	15
MLS FTEs	1.00	1.00	1.00

Pikes Peak Library District
Circulation - Cheyenne Mountain Branch
Fiscal Years 2011 - 2020

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Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
BRANCH SERVICES				
Manitou Springs Library				
Salaries and wages	$ 190,096	$ 206,153	$ 197,644	$ 206,153
Substitute pay	8,698	3,500	6,000	3,500
FICA charges	15,027	15,771	15,379	15,771
Retirement contributions	8,668	9,244	9,122	9,244
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
Total Manitou Springs Library	$ 231,745	$ 241,444	$ 234,921	$ 241,828

Authorized Positions	2018	2019	2020
Total Full Time Equivalents (FTEs)	4.25	4.35	4.35
Authorized Positioned Category			
Full-time (40 hours per week)	2	2	2
Half-time (20 - 39 hours per week)	4	4	4
Part-time (1-19 hours per week)	-	-	-
Total Authorized Positions	6	6	6
MLS FTEs	1.00	1.00	1.00

Pikes Peak Library District
Circulation - Manitou Springs Library
Fiscal Years 2011 - 2020

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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
BRANCH SERVICES				
Old Colorado City Library				
Salaries and wages	$ 319,270	$ 332,470	$ 313,223	$ 335,926
Substitute pay	8,556	8,956	8,956	5,500
FICA charges	24,338	25,698	23,836	25,698
Retirement contributions	16,333	20,815	19,744	20,815
Supplies	4,368	7,500	7,500	6,500
Programming costs	496	1,000	1,000	900
Total Old Colorado City Library	$ 373,361	$ 396,439	$ 374,259	$ 395,339

Authorized Positions		2018	2019	2020
Total Full Time Equivalents (FTEs)		8.90	8.90	8.90
Authorized Positioned Category				
Full-time (40 hours per week)		4	6	6
Half-time (20 - 39 hours per week)		8	5	5
Part-time (1-19 hours per week)		1	-	-
Total Authorized Positions		13	11	11
MLS FTEs		1.00	1.00	1.00

Pikes Peak Library District
Circulation - Old Colorado City Branch
Fiscal Years 2011 - 2020

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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
BRANCH SERVICES				
Ute Pass Library				
Salaries and wages	$ 42,346	$ 40,578	$ 33,325	$ 45,153
Substitute pay	4,837	5,575	5,575	1,500
FICA charges	3,499	3,454	2,819	3,454
Supplies	602	2,250	2,250	2,250
Programming costs	1,770	750	750	750
Total Ute Pass Library	$ 53,054	$ 52,607	$ 44,719	$ 53,107
Authorized Positions		2018	2019	2020
Total Full Time Equivalents (FTEs)		1.28	1.35	1.35
Authorized Positioned Category				
Full-time (40 hours per week)		-	-	-
Half-time (20 - 39 hours per week)		2	2	2
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		2	2	2
MLS FTEs		-	-	-

Pikes Peak Library District
Circulation - Ute Pass Branch
Fiscal Years 2011 - 2020

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**
BRANCH SERVICES				
Mobile Library Services				
Salaries and wages	$ 292,677	$ 351,582	$ 289,952	$ 385,582
Substitute pay	38,916	40,500	40,500	7,000
FICA charges	24,591	29,497	24,080	29,497
Retirement contributions	13,382	17,344	13,547	17,344
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
Total Mobile Library Services	$ 374,118	$ 457,223	$ 386,379	$ 448,573
Authorized Positions		**2018**	**2019**	**2020**
Total Full Time Equivalents (FTEs)		9.15	9.65	9.65
Authorized Positioned Category				
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)		-	-	-
Total Authorized Positions		13	14	14
MLS FTEs		-	-	-

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

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Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
BRANCH SERVICES				
West Region				
Administration	$ 132,142	$ 215,569	$ 191,069	$ 232,248
Knights of Columbus Hall	-	61,942	5,161	64,442
Penrose Library	-	939,390	766,825	924,930
Circulation - Penrose Library	400,841	352,203	380,303	351,323
Shelving - Penrose Library	156,813	128,744	137,972	128,839
Cheyenne Mountain Library	443,427	443,562	450,029	448,562
Old Colorado City Library	373,361	396,439	374,259	395,339
Manitou Springs Library	231,745	241,444	234,921	241,828
Ute Pass Library	53,054	52,607	44,719	53,107
Mobile Library Services	374,118	457,223	386,379	448,573
Total West Region	$ 2,165,501	$ 3,289,123	$ 2,971,637	$ 3,289,191

Authorized Positions		2018	2019	2020
Total Full Time Equivalents (FTEs)		57.09	72.37	72.37
Authorized Positioned Category				
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
Total Authorized Positions		86	101	101
MLS FTEs		4.00	8.00	8.00

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Account	2018 Actual		2019 Budget		2019 Projection		2020 Budget
Pikes Peak Library District							
General Fund - Expenditures by Department							
Three-Year Period Ended December 31, 2020							
BRANCH SERVICES							
Southeast Region							
Administration							
Salaries and wages	$	95,309	$	194,834	$	177,071	$	194,834
Substitute pay		-		25,000		-		25,000
Work-study		-		-		-		21,000
FICA charges		7,237		14,905		12,699		14,905
Retirement contributions		7,618		15,586		14,033		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
Total Administration	$	110,164	$	272,908	$	226,386	$	312,708

Authorized Positions		2018	2019	2020
Total Full Time Equivalents (FTEs)		3.00	4.00	4.00
Authorized Positioned Category				
Full-time (40 hours per week)		3	4	4
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		3	4	4
MLS FTEs		1.00	1.00	1.00

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	2018	2019	2019	2020
Account	Actual	Budget	Projection	Budget

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

BRANCH SERVICES

  East Library

Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
Salaries and wages	$ -	$ 769,308	$ 674,394	$ 769,308
Temporary employees	-	3,500	3,500	-
Substitute pay	-	24,160	50,000	33,300
FICA charges	-	58,852	53,757	58,852
Retirement contributions	-	49,259	40,324	49,259
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	-
Total East Library	$ -	$ 953,176	$ 870,072	$ 953,219

Authorized Positions		2018	2019	2020
Total Full Time Equivalents (FTEs)		-	16.93	16.93
Authorized Positioned Category				
Full-time (40 hours per week)		-	13	13
Half-time (20 - 39 hours per week)		-	7	7
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		-	20	20
MLS FTEs		-	5.00	5.00

Pikes Peak Library District
Circulation - East Library
Fiscal Years 2011 - 2020

Year	Amount
2011	2,494,034
2012	2,310,938
2013	2,128,483
2014	1,983,752
2015	1,621,753
2016	1,533,028
2017	1,303,118
2018	1,325,067
2019	1,338,318
2020	1,351,701

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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**
BRANCH SERVICES				
Circulation - East Library				
Salaries and wages	$ 597,755	$ 491,435	$ 537,392	$ 491,435
Substitute pay	17,252	6,044	13,000	-
FICA charges	45,858	37,595	40,736	37,595
Retirement contributions	22,028	20,331	19,877	20,331
Supplies	18,527	37,890	37,890	37,889
Mileage reimbursement expenses	522	-	-	-
Total Circulation - East Library	$ 701,942	$ 593,295	$ 648,895	$ 587,250
Authorized Positions		**2018**	**2019**	**2020**
Total Full Time Equivalents (FTEs)		18.84	16.35	16.35
Authorized Positioned Category				
Full-time (40 hours per week)		9	8	8
Half-time (20 - 39 hours per week)		12	13	13
Part-time (1-19 hours per week)		7	2	2
Total Authorized Positions		28	23	23
MLS FTEs		-	-	-

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**
BRANCH SERVICES								
Shelving - East Library								
Salaries and wages	$	294,946	$	281,071	$	298,953	$	281,071
Substitute pay		6,567		3,000		3,000		-
FICA charges		22,846		21,502		22,795		21,502
Retirement contributions		3,623		3,731		3,731		3,731
General supplies		3,484		-		-		600
Total Shelving - East Library	$	331,466	$	309,304	$	328,479	$	306,904
Authorized Positions				**2018**		**2019**		**2020**
Total Full Time Equivalents (FTEs)				12.07		10.57		10.57
Authorized Positioned Category								
Full-time (40 hours per week)				1		1		1
Half-time (20 - 39 hours per week)				21		18		18
Part-time (1-19 hours per week)				1		1		1
Total Authorized Positions				23		20		20
MLS FTEs				-		-		-

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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
BRANCH SERVICES								
Fountain Library								
Salaries and wages	$	241,360	$	294,882	$	284,010	$	294,882
Substitute pay		15,018		4,000		12,000		6,000
FICA charges		18,588		22,558		21,224		22,558
Retirement contributions		8,507		11,843		11,673		11,843
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
Total Fountain Library	$	293,296	$	336,283	$	331,907	$	349,583
Authorized Positions				2018		2019		2020
Total Full Time Equivalents (FTEs)				6.63		7.63		7.63
Authorized Positioned Category								
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
Total Authorized Positions				11		12		12
MLS FTEs				1.00		1.00		1.00

Pikes Peak Library District
Circulation - Fountain Branch
Fiscal Years 2011 - 2020

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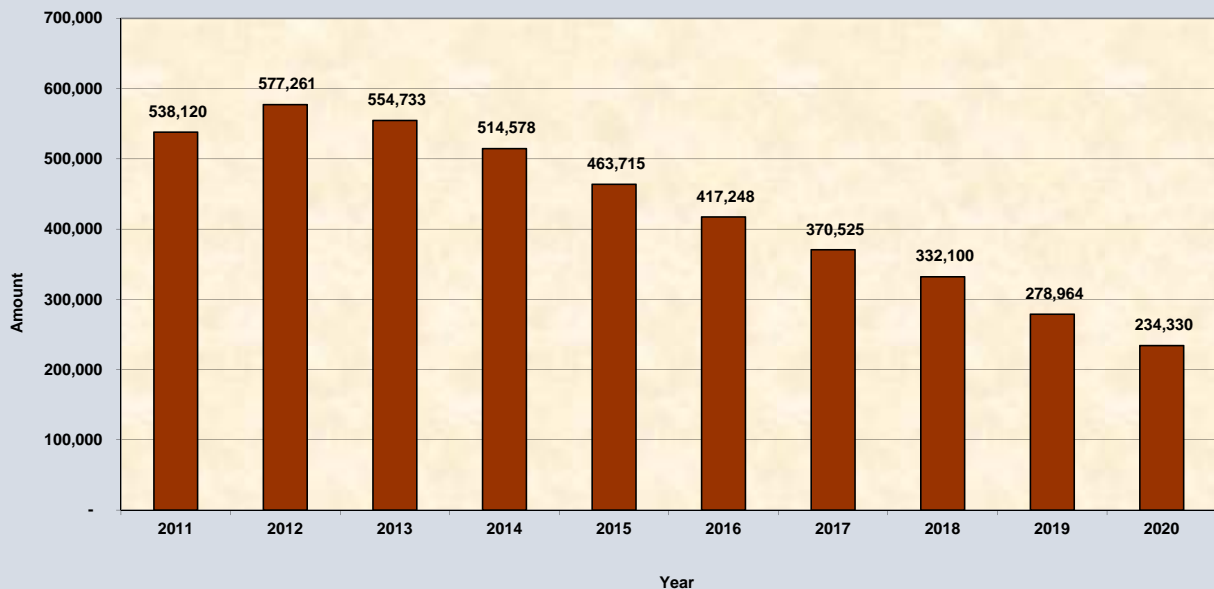| Account	2018 Actual		2019 Budget		2019 Projection		2020 Budget	

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
BRANCH SERVICES				
Ruth Holley Library				
Salaries and wages	$ 318,639	$ 348,971	$ 322,111	$ 348,971
Substitute pay	15,416	7,600	9,000	7,600
FICA charges	24,436	26,696	24,344	26,696
Retirement contributions	15,064	15,107	14,648	15,107
Supplies	7,479	10,000	10,000	10,000
Programming costs	2,338	1,000	1,000	700
Other costs	35	-	-	-
Total Ruth Holley Library	$ 383,407	$ 409,374	$ 381,103	$ 409,074

Authorized Positions		2018	2019	2020
Total Full Time Equivalents (FTEs)		10.50	9.63	9.63
Authorized Positioned Category				
Full-time (40 hours per week)		6	4	4
Half-time (20 - 39 hours per week)		7	10	10
Part-time (1-19 hours per week)		2	-	-
Total Authorized Positions		15	14	14
MLS FTEs		1.00	1.00	1.00

Pikes Peak Library District
Circulation - Ruth Holley Branch
Fiscal Years 2011 - 2020

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Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
BRANCH SERVICES				
Sand Creek Library				
Salaries and wages	$ 531,722	$ 495,628	$ 485,062	$ 495,628
Substitute pay	21,983	12,000	16,000	12,000
FICA charges	40,989	37,916	37,179	37,916
Retirement contributions	31,469	28,576	29,110	28,576
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	-
Total Sand Creek Library	$ 646,707	$ 607,220	$ 600,451	$ 600,970

Authorized Positions	2018	2019	2020
Total Full Time Equivalents (FTEs)	16.20	12.55	12.55
Authorized Positioned Category			
Full-time (40 hours per week)	12	8	8
Half-time (20 - 39 hours per week)	6	7	7
Part-time (1-19 hours per week)	3	2	2
Total Authorized Positions	21	17	17
MLS FTEs	2.00	2.00	2.00

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

Bar chart of Circulation amounts by year:
- 2011: 538,120
- 2012: 577,261
- 2013: 554,733
- 2014: 514,578
- 2015: 463,715
- 2016: 417,248
- 2017: 370,525
- 2018: 332,100
- 2019: 278,964
- 2020: 234,330

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Account	2018 Actual		2019 Budget		2019 Projection		2020 Budget	
Pikes Peak Library District								
General Fund - Expenditures by Department								
Three-Year Period Ended December 31, 2020								
BRANCH SERVICES								
Southeast Region								
Administration	$	110,164	$	272,908	$	226,386	$	312,708
East Library		-		953,176		870,072		953,219
Circulation - East Library		701,942		593,295		648,895		587,250
Shelving - East Library		331,466		309,304		328,479		306,904
Fountain Library		293,296		336,283		331,907		349,583
Ruth Holley Library		383,407		409,374		381,103		409,074
Sand Creek Library		646,707		607,220		600,451		600,970
Total Southeast Region	$	2,466,982	$	3,481,560	$	3,387,293	$	3,519,708

Authorized Positions		2018	2019	2020
Total Full Time Equivalents (FTEs)		67.24	77.66	77.66
Authorized Positioned Category				
Full-time (40 hours per week)		33	41	41
Half-time (20 - 39 hours per week)		52	61	61
Part-time (1-19 hours per week)		16	8	8
Total Authorized Positions		101	110	110
MLS FTEs		5.00	10.00	10.00

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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**
BRANCH SERVICES								
North Region								
Administration								
Salaries and wages	$	94,348	$	143,936	$	139,469	$	143,936
Substitute pay		-		6,452		-		25,000
FICA charges		6,745		11,011		9,970		11,011
Retirement contributions		7,545		11,515		11,104		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
Total Administration	$	108,844	$	195,797	$	183,426	$	233,538
Authorized Positions				**2018**		**2019**		**2020**
Total Full Time Equivalents (FTEs)				3.00		3.00		3.00
Authorized Positioned Category								
Full-time (40 hours per week)				3		3		3
Half-time (20 - 39 hours per week)				-		-		-
Part-time (1-19 hours per week)				-		-		-
Total Authorized Positions				3		3		3
MLS FTEs				1.00		1.00		1.00

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Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
BRANCH SERVICES				
Library 21c				
Salaries and wages	$ -	$ 818,844	$ 695,521	$ 838,475
Temporary labor	-	3,500	3,500	3,875
Substitute pay	-	49,631	56,000	30,000
FICA charges	-	64,143	54,558	64,143
Retirement contributions	-	48,672	39,492	48,672
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	-
Total Library 21c	$ -	$ 1,060,904	$ 925,185	$ 1,032,915

Authorized Positions	2018	2019	2020
Total Full Time Equivalents (FTEs)	-	18.69	18.69
Authorized Positioned Category			
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
Total Authorized Positions	-	24	24
MLS FTEs	-	6.00	6.00

Pikes Peak Library District
Circulation - Library 21c
Fiscal Years 2011 - 2020

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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**
BRANCH SERVICES					
Circulation - Library 21c					
Salaries and wages		$ 230,119	$ 189,470	$ 204,259	$ 194,979
Substitute pay		18,644	19,509	14,000	14,000
FICA charges		17,293	14,916	15,731	14,916
Retirement contributions		8,496	5,488	5,920	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
Total Circulation - Library 21c		$ 458,445	$ 499,332	$ 504,859	$ 487,314
Authorized Positions			**2018**	**2019**	**2020**
Total Full Time Equivalents (FTEs)			6.50	6.50	6.50
Authorized Positioned Category					
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)			-	-	-
Total Authorized Positions			10	10	10
MLS FTEs			-	-	-

Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
BRANCH SERVICES				
Shelving - Library 21c				
Salaries and wages	$ 106,832	$ 110,793	$ 91,484	$ 124,041
Substitute pay	21,208	15,848	17,000	2,600
FICA charges	9,730	9,489	8,991	9,489
Total Shelving - Library 21c	$ 137,770	$ 136,130	$ 117,475	$ 136,130

Authorized Positions	2018	2019	2020
Total Full Time Equivalents (FTEs)	5.25	5.25	5.25
Authorized Positioned Category			
Full-time (40 hours per week)	-	-	-
Half-time (20 - 39 hours per week)	9	9	9
Part-time (1-19 hours per week)	2	2	2
Total Authorized Positions	11	11	11
MLS FTEs	-	-	-

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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**
BRANCH SERVICES								
High Prairie Library								
Salaries and wages		$ 234,104	$	320,632	$	213,582	$	320,632
Substitute pay		12,467		6,000		6,000		6,000
FICA charges		18,302		24,528		14,796		24,528
Retirement contributions		12,947		14,976		12,637		14,976
Supplies		3,465		3,600		3,600		3,000
Programming costs		1,652		1,000		1,000		1,000
Total High Prairie Library		$ 282,937	$	370,736	$	251,615	$	370,136

Authorized Positions		**2018**	**2019**	**2020**
Total Full Time Equivalents (FTEs)		8.25	8.25	8.25
Authorized Positioned Category				
Full-time (40 hours per week)		4	4	4
Half-time (20 - 39 hours per week)		8	8	8
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		12	12	12
MLS FTEs		1.00	1.00	1.00

Pikes Peak Library District
Circulation - High Prairie Library
Fiscal Years 2011 - 2020

Year	Amount
2011	359,569
2012	367,406
2013	366,472
2014	341,333
2015	326,736
2016	307,167
2017	289,874
2018	284,624
2019	264,700
2020	246,171

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Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
BRANCH SERVICES				
Calhan Library				
Salaries and wages	$ -	$ 61,635	$ 15,408	$ 61,635
Substitute pay	-	1,000	1,000	2,000
FICA charges	-	4,715	439	4,715
Supplies	-	750	750	500
Programming	-	750	750	750
Total Calhan Library	$ -	$ 68,850	$ 18,347	$ 69,600

Authorized Positions	2018	2019	2020
Total Full Time Equivalents (FTEs)	-	1.70	1.70
Authorized Positioned Category			
Full-time (40 hours per week)	-	-	-
Half-time (20 - 39 hours per week)	-	3	3
Part-time (1-19 hours per week)	-	-	-
Total Authorized Positions	-	3	3
MLS FTEs	-	-	-

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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**
BRANCH SERVICES				
Monument Library				
Salaries and wages	$ 361,982	$ 370,013	$ 358,723	$ 370,013
Substitute pay	19,971	9,957	9,957	8,000
FICA charges	28,088	28,306	27,245	28,306
Retirement contributions	14,446	15,229	14,598	15,229
Supplies	5,847	6,700	6,700	5,000
Other costs	470	-	-	-
Programming costs	1,221	1,807	1,807	1,000
Total Monument Library	$ 432,025	$ 432,012	$ 419,030	$ 427,548
Authorized Positions		**2018**	**2019**	**2020**
Total Full Time Equivalents (FTEs)		10.49	9.96	9.96
Authorized Positioned Category				
Full-time (40 hours per week)		4	4	4
Half-time (20 - 39 hours per week)		7	10	10
Part-time (1-19 hours per week)		6	-	-
Total Authorized Positions		17	14	14
MLS FTEs		1.00	1.00	1.00

Pikes Peak Library District
Circulation - Monument Branch
Fiscal Years 2011 - 2020

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Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
BRANCH SERVICES				
Palmer Lake Library				
Salaries and wages	$ 68,157	$ 69,284	$ 67,919	$ 71,684
Substitute pay	4,730	4,900	4,900	2,000
FICA charges	5,571	5,484	5,373	5,484
Supplies	745	650	650	500
Total Palmer Lake Library	$ 79,203	$ 80,318	$ 78,842	$ 79,668

Authorized Positions		2018	2019	2020
Total Full Time Equivalents (FTEs)		2.03	2.03	2.03
Authorized Positioned Category				
Full-time (40 hours per week)		-	-	-
Half-time (20 - 39 hours per week)		3	3	3
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		3	3	3
MLS FTEs		-	-	-

Pikes Peak Library District
Circulation - Palmer Lake Branch
Fiscal Years 2011 - 2020

Year	Amount
2011	65,877
2012	66,511
2013	63,566
2014	58,095
2015	50,653
2016	43,152
2017	44,718
2018	40,011
2019	42,412
2020	44,956

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Account	2018 Actual		2019 Budget		2019 Projection		2020 Budget
Pikes Peak Library District							
General Fund - Expenditures by Department							
Three-Year Period Ended December 31, 2020							
BRANCH SERVICES							
Rockrimmon Library							
Salaries and wages	$	360,156	$	356,742	$	359,148	$ 356,742
Substitute pay		12,943		9,000		9,000	7,000
FICA charges		27,324		27,291		26,817	27,291
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
Total Rockrimmon Library	$	421,907	$	415,728	$	417,660	$ 412,728

Authorized Positions	2018	2019	2020
Total Full Time Equivalents (FTEs)	10.08	9.45	9.45
Authorized Positioned Category			
Full-time (40 hours per week)	4	4	4
Half-time (20 - 39 hours per week)	9	9	9
Part-time (1-19 hours per week)	5	-	-
Total Authorized Positions	18	13	13
MLS FTEs	1.00	1.00	1.00

Pikes Peak Library District
Circulation - Rockrimmon Branch
Fiscal Years 2011 - 2020

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Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
BRANCH SERVICES				
North Region				
Administration	$ 108,844	$ 195,797	$ 183,426	$ 233,538
Library 21c	-	1,060,904	925,185	1,032,915
Circulation - Library 21c	458,445	499,332	504,859	487,314
Shelving - Library 21c	137,770	136,130	117,475	136,130
High Prairie Library	282,937	370,736	251,615	370,136
Calhan Library	-	68,850	18,347	69,600
Monument Library	432,025	432,012	419,030	427,548
Palmer Lake Library	79,203	80,318	78,842	79,668
Rockrimmon Library	421,907	415,728	417,660	412,728
Total North Region	$ 1,921,131	$ 3,259,807	$ 2,916,439	$ 3,249,577

Authorized Positions	2018	2019	2020
Total Full Time Equivalents (FTEs)	45.60	64.83	64.83
Authorized Positioned Category			
Full-time (40 hours per week)	17	30	30
Half-time (20 - 39 hours per week)	44	60	60
Part-time (1-19 hours per week)	13	3	3
Total Authorized Positions	74	93	93
MLS FTEs	4.00	10.00	10.00

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**
BRANCH SERVICES								
Administration	$	-	$	114,228	$	43,925	$	-
West Region		2,165,501		3,289,123		2,971,637		3,289,191
Southeast Region		2,466,982		3,481,560		3,387,293		3,519,708
North Region		1,921,131		3,259,807		2,916,439		3,249,577
Total Branch Facilities	$	6,553,614	$	10,144,718	$	9,319,294	$	10,058,476

Authorized Positions	**2018**	**2019**	**2020**
Total Full Time Equivalents (FTEs)	169.93	215.86	214.86
Authorized Positioned Category			
Full-time (40 hours per week)	77	113	112
Half-time (20 - 39 hours per week)	145	176	176
Part-time (1-19 hours per week)	39	16	16
Total Authorized Positions	261	305	304
MLS FTEs	13.00	29.00	28.00

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	2018 Actual	2019 Budget	2019 Projection	2020 Budget
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**
SECURITY				
Security				
Salaries and wages	$ 479,158	$ 773,227	$ 657,504	$ 773,227
Substitute pay	305	11,250	1,000	-
FICA charges	35,156	59,152	47,881	59,152
Retirement contributions	32,859	50,188	41,398	50,188
Supplies	13,164	13,640	13,640	14,900
Dues	-	-	-	3,585
Mileage reimbursement expenses	5,515	5,000	5,000	4,000
Total Security	$ 566,157	$ 912,457	$ 766,423	$ 905,052
Authorized Positions		**2018**	**2019**	**2020**
Total Full Time Equivalents (FTEs)		15.00	20.52	20.52
Authorized Positioned Category				
Full-time (40 hours per week)		13	16	16
Half-time (20 - 39 hours per week)		4	9	9
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		17	25	25
MLS FTEs		-	-	-
Social Work				
Supplies	$ -	$ -	$ -	$ 3,500
Mileage	-	-	-	1,000
Dues	-	-	-	1,670
Training	-	-	-	5,000
Total Social Work	$ -	$ -	$ -	$ 11,170
Safety				
Supplies	$ -	$ -	$ -	$ 9,450
First Aid Kits	-	-	-	15,033
Maintenance - AED equipment	-	-	-	1,400
Dues	-	-	-	300
Training	-	-	-	5,000
Emergency Preparedness training	-	-	-	9,000
Total Safety	$ -	$ -	$ -	$ 40,183

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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**
SECURITY								
Security	$	566,157	$	912,457	$	766,423	$	905,052
Social Work		-		-		-		11,170
Safety		-		-		-		40,183
Total Branch Facilities	$	566,157	$	912,457	$	766,423	$	956,405
Authorized Positions				**2018**		**2019**		**2020**
Total Full Time Equivalents (FTEs)				15.00		20.52		20.52
Authorized Positioned Category								
Full-time (40 hours per week)				13		16		16
Half-time (20 - 39 hours per week)				4		9		9
Part-time (1-19 hours per week)				-		-		-
Total Authorized Positions				17		25		25
MLS FTEs				-		-		-

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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**
HUMAN RESOURCES OFFICE				
Administration				
Salaries and wages	$ 243,107	$ 373,214	$ 319,103	$ 373,214
Bilingual staff stipends	-	5,700	5,700	-
FICA charges	18,561	28,551	23,977	28,551
Retirement contributions	14,715	24,812	22,111	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
Total Human Resources Office	$ 408,699	$ 667,075	$ 588,189	$ 683,752

Authorized Positions		**2018**	**2019**	**2020**
Total Full Time Equivalents (FTEs)		5.15	6.25	6.25
Authorized Positioned Category				
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	-	-
Total Authorized Positions		6	7	7
MLS FTEs		-	-	-

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Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
HUMAN RESOURCES OFFICE				
Organizational Excellence Team				
Employee Recognition	$ -	$ 3,000	$ 3,000	$ 3,000
Total OET Team	$ -	$ 3,000	$ 3,000	$ 3,000
HUMAN RESOURCES OFFICE				
Administration	$ 408,699	$ 667,075	$ 588,189	$ 683,752
Teams				
Organizational Excellence Team	-	3,000	3,000	3,000
Total Teams	-	3,000	3,000	3,000
Total Human Resources Office	$ 408,699	$ 670,075	$ 591,189	$ 686,752

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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**
FACILITIES OFFICE				
Facilities - District-wide				
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
Total Facilities - District-wide	$ 790,820	$ 889,099	$ 882,160	$ 932,400

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Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
FACILITIES OFFICE				
Facilities - Penrose Library				
Salaries and wages	$ 310,271	$ 211,682	$ 211,682	$ 211,682
FICA charges	22,568	16,194	16,194	16,194
Retirement contributions	24,193	16,935	16,935	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
Total Facilities - Penrose Library	$ 423,752	$ 331,216	$ 323,682	$ 335,561

Authorized Positions	2018	2019	2020
Total Full Time Equivalents (FTEs)	5.00	5.00	5.00
Authorized Positioned Category			
Full-time (40 hours per week)	5	5	5
Half-time (20 - 39 hours per week)	-	-	-
Part-time (1-19 hours per week)	-	-	-
Total Authorized Positions	5	5	5
MLS FTEs	-	-	-

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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**
FACILITIES OFFICE					
Facilities - East Library					
Salaries and wages		$ 127,736	$ 128,170	$ 129,566	$ 128,170
FICA charges		9,383	9,805	9,564	9,805
Retirement contributions		9,891	10,254	9,964	10,254
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
Total Facilities - East Library		$ 200,985	$ 217,079	$ 207,204	$ 218,579

Authorized Positions	**2018**	**2019**	**2020**
Total Full Time Equivalents (FTEs)	3.00	3.00	3.00
Authorized Positioned Category			
Full-time (40 hours per week)	3	3	3
Half-time (20 - 39 hours per week)	-	-	-
Part-time (1-19 hours per week)	-	-	-
Total Authorized Positions	3	3	3
MLS FTEs	-	-	-

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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**
FACILITIES OFFICE				
Facilities - Library 21c				
Salaries and wages	$ 136,571	$ 246,543	$ 246,543	$ 246,543
FICA charges	9,695	18,861	18,861	18,861
Retirement contributions	10,652	19,723	19,723	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
Total Facilities - Library 21c	$ 208,889	$ 385,627	$ 361,517	$ 383,627
Authorized Positions		**2018**	**2019**	**2020**
Total Full Time Equivalents (FTEs)		3.00	5.00	5.00
Authorized Positioned Category				
Full-time (40 hours per week)		3	5	5
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		3	5	5
MLS FTEs		-	-	-

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Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
FACILITIES OFFICE				
Facilities - Utilities/Rent - Penrose Library				
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
Total Facilities - Utilities/Rent - Penrose Library	$ 213,168	$ 241,538	$ 227,512	$ 241,306
Facilities - Utilities/Rent - East Library				
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
Total Facilities - Utilities/Rent - East Library	$ 161,267	$ 207,081	$ 171,203	$ 184,380
Facilities - Utilities/Rent - Cheyenne Mountain Library				
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
Total Facilities - Utilities/Rent - Cheyenne Mtn. Library	$ 159,674	$ 172,455	$ 166,836	$ 170,428

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	2018 Actual	2019 Budget	2019 Projection	2020 Budget
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
Account				
FACILITIES OFFICE				
Facilities - Utilities/Rent - High Prairie Library				
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
Total Facilities - Utilities/Rent - High Prairie Library	$ 17,013	$ 21,473	$ 16,446	$ 21,075
Facilities - Utilities/Rent - Fountain Library				
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
Total Facilities - Utilities/Rent - Fountain Library	$ 16,151	$ 21,056	$ 15,864	$ 17,742
Facilities - Utilities/Rent - Library 21c				
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
Total Facilities - Utilities/Rent - Library 21c	$ 180,278	$ 201,033	$ 190,503	$ 206,020
Facilities - Utilities/Rent - Ruth Holley Library				
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
Total Facilities - Utilities/Rent - Ruth Holley Library	$ 165,824	$ 176,271	$ 181,772	$ 188,546
Facilities - Utilities/Rent - Manitou Springs Library				
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
Total Facilities - Utilities/Rent - Manitou Springs Library	$ 13,121	$ 15,666	$ 13,063	$ 14,370
Facilities - Utilities/Rent - Monument Library				
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
Total Facilities - Utilities/Rent - Monument Library	$ 159,958	$ 165,420	$ 164,181	$ 170,454

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Account	2018 Actual		2019 Budget		2019 Projection		2020 Budget	
Pikes Peak Library District								
General Fund - Expenditures by Department								
Three-Year Period Ended December 31, 2020								
FACILITIES OFFICE								
Facilities - Utilities/Rent - Old Colorado City Library								
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
Total Facilities - Utilities/Rent - Old Colorado City Library	$	8,177	$	15,164	$	10,325	$	11,883
Facilities - Utilities/Rent - Palmer Lake Library								
Gas	$	630	$	1,591	$	849	$	950
Electric		950		1,777		924		1,100
Water and sewer		897		1,291		671		900
Total Facilities - Utilities/Rent - Palmer Lake Library	$	2,477	$	4,659	$	2,444	$	2,950
Facilities - Utilities/Rent - Rockrimmon Library								
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
Total Facilities - Utilities/Rent - Rockrimmon Library	$	221,767	$	238,022	$	229,423	$	236,676

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Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
FACILITIES OFFICE				
Facilities - Utilities/Rent - Sand Creek Library				
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
Total Facilities - Utilities/Rent - Sand Creek Library	$ 35,698	$ 46,086	$ 40,131	$ 46,187
Facilities - Utilities/Rent - Ute Pass Library				
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
Total Facilities - Utilities/Rent - Ute Pass Library	$ 11,637	$ 14,559	$ 11,920	$ 14,836
Facilities - Utilities/Rent - Calhan Library				
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
Total Facilities - Utilities/Rent - Calhan Library	$ 15,000	$ 7,000	$ 3,211	$ 7,300
Green Team				
General supplies	$ 86	$ 750	$ 750	$ 750
Programming	-	100	100	100
Training	122	150	150	150
Total Green Team	$ 208	$ 1,000	$ 1,000	$ 1,000

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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**
FACILITIES OFFICE								
Facilities								
Administration	$	790,820	$	889,099	$	882,160	$	932,400
Facilities								
Penrose		423,752		331,216		323,682		335,561
East Library		200,985		217,079		207,204		218,579
Library 21c		208,889		385,627		361,517		383,627
Utilities/Rent								
Penrose Library		213,168		241,538		227,512		241,306
East Library		161,267		207,081		171,203		184,380
Cheyenne Mountain Library		159,674		172,455		166,836		170,428
High Prairie Library		17,013		21,473		16,446		21,075
Fountain Library		16,151		21,056		15,864		17,742
Library 21c		180,278		201,033		190,503		206,020
Ruth Holley Library		165,824		176,271		181,772		188,546
Manitou Springs Library		13,121		15,666		13,063		14,370
Monument Library		159,958		165,420		164,181		170,454
Old Colorado City Library		8,177		15,164		10,325		11,883
Palmer Lake Library		2,477		4,659		2,444		2,950
Rockrimmon Library		221,767		238,022		229,423		236,676
Sand Creek Library		35,698		46,086		40,131		46,187
Ute Pass Library		11,637		14,559		11,920		14,836
Calhan Library		15,000		7,000		3,211		7,300
Total Utilities/Rent		1,381,210		1,547,483		1,444,834		1,534,153
Total - Facilities Office		3,005,656		3,370,504		3,219,397		3,404,320
Teams								
Green Team		208		1,000		1,000		1,000
Total Teams		208		1,000		1,000		1,000
Total Facilities Office	$	3,005,864	$	3,371,504	$	3,220,397	$	3,405,320
Authorized Positions				**2018**		**2019**		**2020**
Total Full Time Equivalents (FTEs)				11.00		13.00		13.00
Authorized Positioned Category								
Full-time (40 hours per week)				11		13		13
Half-time (20 - 39 hours per week)				-		-		-
Part-time (1-19 hours per week)				-		-		-
Total Authorized Positions				11		13		13
MLS FTEs				-		-		-

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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**
COMMUNICATIONS OFFICE				
Administration				
Salaries and wages	$ 525,254	$ 714,698	$ 668,046	$ 714,698
FICA charges	38,945	54,674	49,256	54,674
Retirement contributions	35,794	53,479	48,997	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
Total Communications Office	$ 827,575	$ 1,197,838	$ 1,128,486	$ 1,226,073
Authorized Positions		**2018**	**2019**	**2020**
Total Full Time Equivalents (FTEs)		12.25	14.25	14.25
Authorized Positioned Category				
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)		-	-	-
Total Authorized Positions		14	15	15
MLS FTEs		-	-	-

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**
INFORMATION TECHNOLOGY OFFICE					
Administration					
Salaries and wages	$	834,387	$ 1,002,845	$ 876,464	$ 1,002,845
FICA charges		61,759	76,718	64,484	76,718
Retirement contributions		61,989	75,705	65,597	75,705
Software		205,756	337,025	317,025	375,800
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	137,120
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
Total Information Technology Office	$	2,154,428	$ 2,677,009	$ 2,443,431	$ 2,599,188
Authorized Positions			**2018**	**2019**	**2020**
Total Full Time Equivalents (FTEs)			13.10	16.10	16.10
Authorized Positioned Category					
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)			-	-	-
Total Authorized Positions			14	17	17
MLS FTEs			-	-	-
Pikes Peak Library District					

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Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
DEVELOPMENT OFFICE				
Administration				
Salaries and wages	$ 112,976	$ 186,722	$ 125,608	$ 186,722
FICA charges	7,966	14,284	8,535	14,284
Retirement contributions	6,756	14,938	10,003	14,938
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
Total Development Office	$ 154,830	$ 254,844	$ 172,796	$ 259,444

Authorized Positions		2018	2019	2020
Total Full Time Equivalents (FTEs)		2.50	3.00	3.00
Authorized Positioned Category				
Full-time (40 hours per week)		2	3	3
Half-time (20 - 39 hours per week)		1	-	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		3	3	3
MLS FTEs		-	-	-

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	2018	2019	2019	2020
Account	Actual	Budget	Projection	Budget

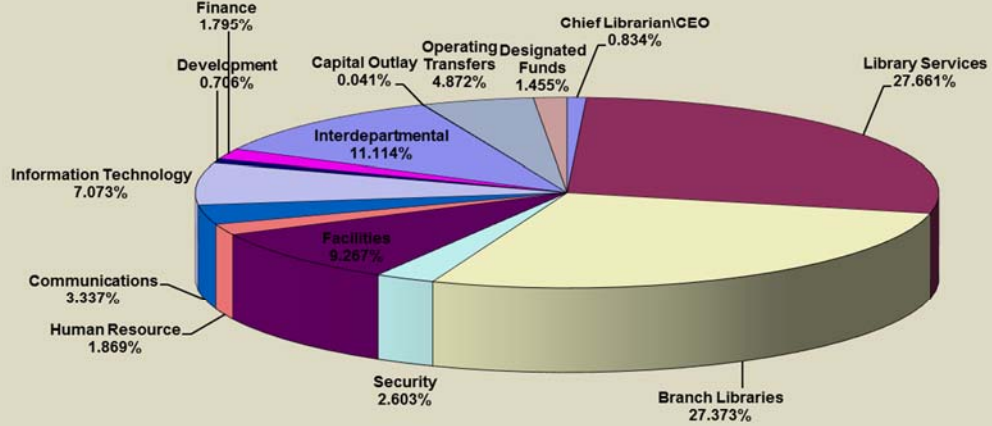**Pikes Peak Library District**
General Fund - Expenditures by Department
Three-Year Period Ended December 31, 2020

Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
FINANCE OFFICE				
Administration				
Salaries and wages	$ 362,887	$ 448,469	$ 428,504	$ 448,469
FICA charges	25,743	34,308	30,347	34,308
Retirement contributions	26,047	33,911	30,788	33,911
Supplies	5,547	8,436	8,436	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
Total Finance Office	$ 541,526	$ 654,724	$ 623,639	$ 659,667

Authorized Positions		2018	2019	2020
Total Full Time Equivalents (FTEs)		7.75	7.75	7.75
Authorized Positioned Category				
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)		-	-	-
Total Authorized Positions		8	8	8
MLS FTEs		-	-	-

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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**
INTERDEPARTMENTAL				
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	-	-	-	637,140
Minimum wage adjustment	-	-	-	31,602
Savings from vacant positions	-	(633,816)	-	(700,000)
New positions/temporary positions	-	-	-	147,149
Substitute pay reserve	3,399	30,000	20,000	80,000
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	425,000	445,000
Total Interdepartmental	$ 2,919,743	$ 2,681,934	$ 3,415,262	$ 4,083,891
OPERATING TRANSFERS TO OTHER FUNDS				
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
Total Operating Transfers To Other Funds	$ 2,441,064	$ 2,443,411	$ 2,443,411	$ 1,790,355

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Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget

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
DESIGNATED FUNDS				
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	86,275
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
Total Designated Funds	$ 434,458	$ 747,876	$ 517,976	$ 549,719
SPECIAL ITEM				
TABOR refund	$ 5,832	$ -	$ -	$ -
Total Expenditures, Operating Transfers To				
Other Funds and Other Financing Uses	$ 31,273,150	$ 35,925,495	$ 34,578,210	$ 36,746,146

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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**
Summary				
Chief Librarian and CEO Office	$ 270,455	$ 311,090	$ 302,223	$ 306,390
Library Services	10,988,905	9,858,015	9,633,683	10,164,466
Branch Services	6,553,614	10,144,718	9,319,294	10,058,476
Security	566,157	912,457	766,423	956,405
Human Resources Office	408,699	670,075	591,189	686,752
Facilities Office	3,005,864	3,371,504	3,220,397	3,405,320
Communications Office	827,575	1,197,838	1,128,486	1,226,073
Information Technology Office	2,154,428	2,677,009	2,443,431	2,599,188
Development Office	154,830	254,844	172,796	259,444
Finance Office	541,526	654,724	623,639	659,667
Interdepartmental	2,919,743	2,681,934	3,415,262	4,083,891
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	534,719
Special Item	5,832	-	-	-
Total General Fund Expenditures	$ 31,273,150	$ 35,925,495	$ 34,578,210	$ 36,746,146
Authorized Positions		**2018**	**2019**	**2020**
Total Full Time Equivalents (FTEs)		357.76	372.25	371.25
Authorized Positioned Category				
Full-time (40 hours per week)		232	253	252
Half-time (20 - 39 hours per week)		202	206	206
Part-time (1-19 hours per week)		44	16	16
Total Authorized Positions		478	475	474
MLS FTEs		61.50	67.00	66.00

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Pikes Peak Library District
Expenditures by Department
Fiscal Year 2020
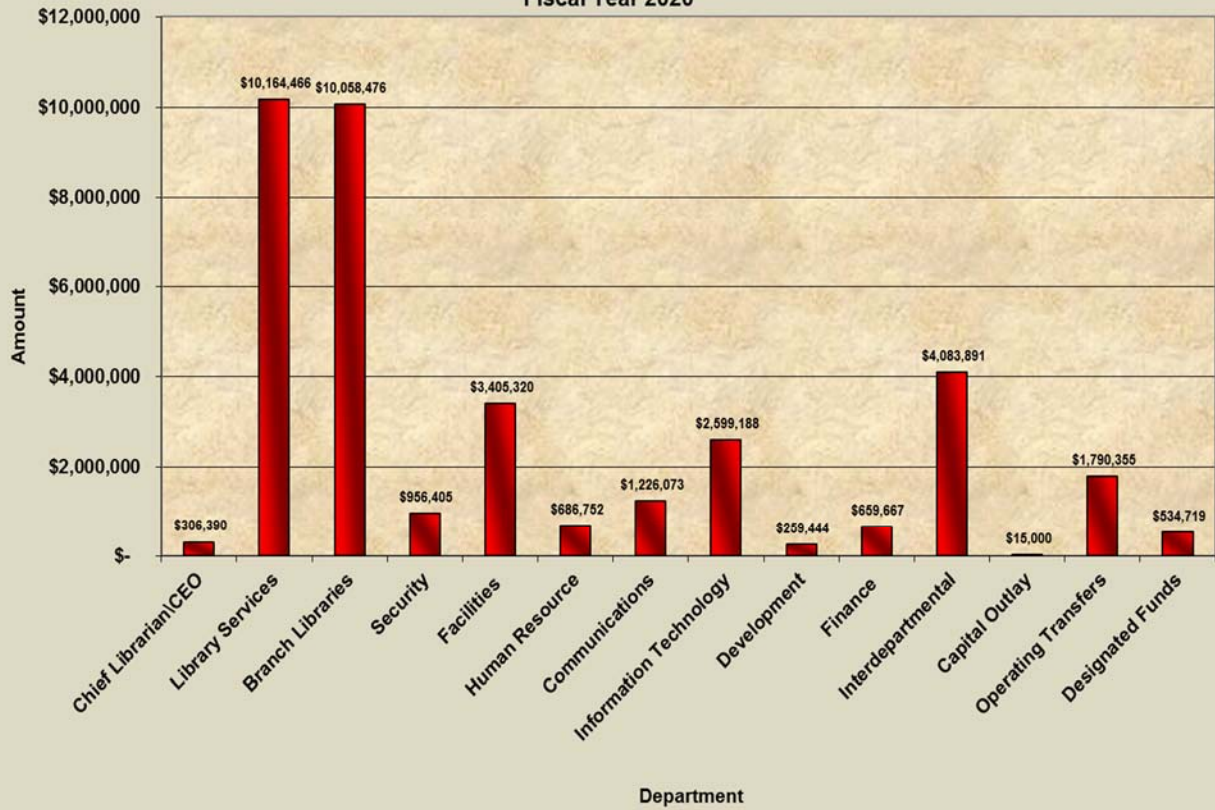
Pikes Peak Library District
Expenditure Allocation Percentage
Fiscal Year 2020

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Pikes Peak Library District					2020		
New Positions							
Three-Year Period Ended December 31, 2020				Previous	Proposed	Proposed	
		Previous	Proposed	Hours	Hours	Hourly	Total
Position Name	Location	Grade	Grade	Week	Week	Rate	Cost
Facilities Project Manager	Facilities	-	23	-	40	$ 28.96	$ 82,059
Senior Associate	Rockrimmon Library	18	18	24	40	19.57	31,226
IT Technical Support Analyst	Information Technology	17	17	20	40	17.85	33,864
							$ 147,149

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Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Annual Fund				
Three-Year Period Ended December 31, 2020				
Purpose of Fund	**2018**	**2019**	**2019**	**2020**
	Actual	**Budget**	**Projection**	**Budget**
To accumulate funds for the support of the District's Annual Fund.				
Fiscal Year Estimated Revenues				
Donations				
Pikes Peak Library District Foundation	$ -	$ 224,949	$ -	$ 50,000
Fiscal Year Expenditures				
Other				
Projects yet to be defined	-	203,380	-	50,000
Excess (Deficit) Revenues Over Expenditures	-	21,569	-	-
Fund Balance - Beginning of Year	6,541	6,541	6,541	6,541
Fund Balance - End of Year	$ 6,541	$ 28,110	$ 6,541	$ 6,541

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

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

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Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Cheyenne Mountain Library Designated Fund				
Three-Year Period Ended December 31, 2020				
Purpose of Fund	**2018**	**2019**	**2019**	**2020**
	Actual	**Budget**	**Projection**	**Budget**
To accumulate funds for the support of the District's				
Cheyenne Mountain Library's services, programs and assets.				
Fiscal Year Estimated Revenues				
Donations				
Pikes Peak Library District Foundation	$ 7,085	$ -	$ -	$ -
Fiscal Year Expenditures				
Other	7,085	-	-	-
Excess (Deficit) Revenues Over Expenditures	-	-	-	-
Fund Balance - Beginning of Year	8,256	8,256	8,256	8,256
Fund Balance - End of Year	$ 8,256	$ 8,256	$ 8,256	$ 8,256

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Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Fountain Library Designated Fund				
Three-Year Period Ended December 31, 2020				
Purpose of Fund	**2018**	**2019**	**2019**	**2020**
	Actual	**Budget**	**Projection**	**Budget**
To accumulate funds for the support of the District's				
Fountain Library's services, programs and assets.				
Fiscal Year Estimated Revenues				
Donations				
Pikes Peak Library District Foundation	$ 5,000	$ 43,126	$ 43,126	$ -
Fiscal Year Expenditures				
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	-
Total Fiscal Year Expenditures	4,000	43,126	38,571	-
Excess (Deficit) Revenues Over Expenditures	1,000	-	4,555	-
Fund Balance - Beginning of Year	(330)	670	670	5,225
Fund Balance - End of Year	$ 670	$ 670	$ 5,225	$ 5,225

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

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Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Manitou Springs Library Designated Fund				
Three-Year Period Ended December 31, 2020				
Purpose of Fund	**2018**	**2019**	**2019**	**2020**
	Actual	**Budget**	**Projection**	**Budget**
To accumulate funds for the support of the District's				
Manitou Springs Library's services, programs and assets.				
Fiscal Year Expenditures				
Program expenditures	$ 2,200	$ -	$ -	$ -
Excess (Deficit) Revenues Over Expenditures	(2,200)	-	-	-
Fund Balance - Beginning of Year	8,605	6,405	6,405	6,405
Fund Balance - End of Year	$ 6,405	$ 6,405	$ 6,405	$ 6,405

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

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

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

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

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

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

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

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

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

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

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

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

161

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Adult Services Designated Fund				
Three-Year Period Ended December 31, 2020				
Purpose of Fund	**2018 Actual**	**2019 Budget**	**2019 Projection**	**2020 Budget**
To accumulate funds for the support of the District's Adult Services department.				
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	$ 16,524	$ 3,500	$ 3,500	$ -
Fiscal Year Expenditures				
Program expenditures	-	3,700	3,700	2,500
Other costs	983	1,050	1,050	-
Total Fiscal Year Expenditures	983	4,750	4,750	2,500
Excess (Deficit) Revenues Over Expenditures	15,541	(1,250)	(1,250)	(2,500)
Fund Balance - Beginning of Year	3,023	18,564	18,564	17,314
Fund Balance - End of Year	$ 18,564	$ 17,314	$ 17,314	$ 14,814

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

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

164

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

165

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

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

167

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

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Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Adult Education Designated Fund				
Three-Year Period Ended December 31, 2020				
Purpose of Fund	**2018**	**2019**	**2019**	**2020**
	Actual	**Budget**	**Projection**	**Budget**
To accumulate funds for the support of the District's				
Adult Education department's AEFFLA grant.				
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	$ 65,000	$ 106,974	$ 106,974	$ 106,974
Expenditures covered by General Fund	24,645	-	-	-
Total Fiscal Year Estimated Revenues	89,645	106,974	106,974	106,974
Fiscal Year Expenditures				
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	-
Total Fiscal Year Expenditures	89,645	106,974	106,974	106,974
Excess (Deficit) Revenues Over Expenditures	-	-	-	-
Fund Balance - Beginning of Year	-	-	-	-
Fund Balance - End of Year	$ -	$ -	$ -	$ -

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Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Career Online High School Designated Fund				
Three-Year Period Ended December 31, 2020				
Purpose of Fund	**2018**	**2019**	**2019**	**2020**
	Actual	**Budget**	**Projection**	**Budget**
To accumulate funds for the support of the District's				
Career Online High School programs and assets.				
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	$ 35,750	$ 40,985	$ 40,985	$ 68,000
Fiscal Year Expenditures				
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	-
Total Fiscal Year Expenditures	27,736	40,985	40,985	68,000
Excess (Deficit) Revenues Over Expenditures	8,014	-	-	-
Fund Balance - Beginning of Year	(8,014)	-	-	-
Fund Balance - End of Year	$ -	$ -	$ -	$ -

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

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

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

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

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Staff Organization Designated Fund				
Three-Year Period Ended December 31, 2020				
Purpose of Fund	2018 Actual	2019 Budget	2019 Projection	2020 Budget
To accumulate funds for the support of the District's Staff Organization.				
Fiscal Year Revenues				
Expenditures covered by General Fund	$ 8,246	$ 10,000	$ 10,000	$ 10,000
Fiscal Year Expenditures				
Other - staff activities	8,246	10,000	10,000	10,000
Total Fiscal Year Expenditures	8,246	10,000	10,000	10,000
Excess (Deficit) Revenues Over Expenditures	-	-	-	-
Fund Balance - Beginning of Year	-	-	-	-
Fund Balance - End of Year	$ -	$ -	$ -	$ -

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Pikes Peak Library District
General Fund - Designated Fund (included in General Fund)
Inclusive Internship Initiative Designated Fund
Three-Year Period Ended December 31, 2020

Purpose of Fund	2018 Actual	2019 Budget	2019 Projection	2020 Budget
To account for all financial activity related to the Inclusive Internship Initiative Program				
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	$ -	$ 5,000	$ 5,000	$ -
Contributions by PPLD	5,581	-	-	-
Total Fiscal Year Estimated Revenues	5,581	5,000	5,000	-
Fiscal Year Expenditures				
Personnel costs	5,581	5,000	5,000	-
Excess (Deficit) Revenues Over Expenditures	-	-	-	-
Fund Balance - Beginning of Year	-	-	-	-
Fund Balance - End of Year	$ -	$ -	$ -	$ -

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

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

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December 10, 2019

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

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

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

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

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

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Authors Programs Designated Fund				
Three-Year Period Ended December 31, 2020				
Purpose of Fund	**2018**	**2019**	**2019**	**2020**
	Actual	**Budget**	**Projection**	**Budget**
To accumulate funds for the support of the District's Authors programs.				
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	$ 5,406	$ -	$ -	$ -
Fiscal Year Expenditures				
Program expenditures	-	-	-	1,000
Excess (Deficit) Revenues Over Expenditures	5,406	-	-	(1,000)
Fund Balance - Beginning of Year	8,716	14,122	14,122	14,122
Fund Balance - End of Year	$ 14,122	$ 14,122	$ 14,122	$ 13,122

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

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CAPITAL PROJECTS FUND
EAST LIBRARY RENOVATION PROJECT FUND

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Pikes Peak Library District
Capital Projects Fund - East Library Project Fund
Three-Year Period Ended December 31, 2020

	2018	2019	2019	2020
	Actual	**Budget**	**Projection**	**Budget**
Sources of Funds				
Funding - Pikes Peak Library District Foundation				
Fundraising	$ 32,501	$ 5,000	$ 5,000	-
Funding - Pikes Peak Library District				
Operating transfer - General Fund	-	139,627	139,627	$ 8,545
Total Sources of Funds	32,501	144,627	144,627	8,545
Uses of Funds				
Building Items				
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	-	-
Total Uses of Funds	61,508	222,851	110,646	120,750
Excess Revenues Over Expenditures	(29,007)	(78,224)	33,981	(112,205)
Fund Balance - Beginning of Year	107,231	78,224	78,224	112,205
Fund Balance - End of Year	$ 78,224	$ -	$ 112,205	$ -

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CAPITAL PROJECTS FUND
PENROSE LIBRARY RENOVATION PROJECT FUND

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Pikes Peak Library District				
Capital Projects Fund - Penrose Library Project Fund				
Three-Year Period Ended December 31, 2020				
	2018 Actual	2019 Budget	2019 Projection	2020 Budget
Sources of Funds				
Fundraising				
Pikes Peak Library District Foundation	$ 426,291	$ -	$ -	-
Funding - Pikes Peak Library District				
Operating transfer - General Fund	1,335,841	96,700	96,700	$ -
Total Sources of Funds	1,762,132	96,700	96,700	-
Uses of Funds				
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

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Pikes Peak Library District

Capital Projects Fund - Penrose Library Project Fund

Three-Year Period Ended December 31, 2020

	2018 Actual	2019 Budget	2019 Projection	2020 Budget
KCH - movable walls/partitions for discplays	-	-	-	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 storefroint wall to create office in Adult Education	-	-	-	15,000
Power for moving catalog computers	-	-	-	1,000
Contingency	-	42,876	42,876	-
Total Uses of Funds	843,102	1,100,069	670,093	268,000
Excess Revenues Over Expenditures	919,030	(1,003,369)	(573,393)	(268,000)
Fund Balance - Beginning of Year	84,339	1,003,369	1,003,369	429,976
Fund Balance - End of Year	$ 1,003,369	$ -	$ 429,976	$ 161,976

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CAPITAL PROJECTS FUND
LIBRARY 21c FACILITY PROJECT FUND

191

Pikes Peak Library District				
Capital Projects Fund - Library 21c Project Fund				
Three-Year Period Ended December 31, 2020				
		2018	2019	2019	2020
		Actual	Budget	Projection	Budget
Sources of Funds					
Funding - Fundraising					
Donations - Pikes Peak Library District Foundation		$ 167,128	$ -	$ -	$ -
Funding - Pikes Peak Library District					
Operating transfer - General Fund		-	1,156,100	1,156,100	-
Total Sources of Funds		167,128	1,156,100	1,156,100	-
Uses of Funds					
Building Items					
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	-	-

Pikes Peak Library District				
Capital Projects Fund - Library 21c Project Fund				
Three-Year Period Ended December 31, 2020				
	2018 Actual	2019 Budget	2019 Projection	2020 Budget
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	-
Total Uses of Funds	92,364	1,408,363	959,710	217,020
		-		
Excess Revenues Over Expenditures	74,764	(252,263)	196,390	(217,020)
Fund Balance - Beginning of Year	177,499	252,263	252,263	448,653
Fund Balance - End of Year	$ 252,263	$ -	$ 448,653	$ 231,633

CAPITAL PROJECTS FUND
CAPITAL RESERVE FUND

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Pikes Peak Library District					
Capital Projects Fund - Capital Reserve Fund					
Three-Year Period Ended December 31, 2020					
		2018	**2019**	**2019**	**2020**
		Actual	**Budget**	**Projection**	**Budget**
Sources of Funds					
Funding - Pikes Peak Library District					
Operating transfer - General Fund		$1,105,223	$1,050,984	$1,050,984	$1,781,810
Funding - Fundraising					
Donations - Pikes Peak Library District Foundation		85,351	123,000	123,000	-
Total Sources of Funds		1,190,574	1,173,984	1,173,984	1,781,810
Uses of Funds					
MOBILE LIBRARY SERVICES					
Front desk replacement		-	-	-	2,000
Awning ewplacement		-	-	-	4,000
(2) half wraps		-	-	-	13,000
Replace generator for bookmobile 705		-	12,500	12,500	-
CHEYENNE MOUNTAIN LIBRARY					
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	-
FOUNTAIN LIBRARY					
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

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		2018	2019	2019	2020
Pikes Peak Library District					
Capital Projects Fund - Capital Reserve Fund					
Three-Year Period Ended December 31, 2020					
		2018	**2019**	**2019**	**2020**
		Actual	**Budget**	**Projection**	**Budget**
RUTH HOLLEY LIBRARY					
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	-
MONUMENT LIBRARY					
Replace (4) adult area chairs		-	-	-	2,400
Community Room back area blind replacement		-	-	-	4,700
Community Room tables and chjairs replacement		-	-	-	8,000
Replace teen area PC table and chair		-	-	-	2,000
Access control upgrades		7,928	-	-	-
Replace bulbs		-	1,200	1,200	-
OLD COLORADO CITY LIBRARY					
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	-
ROCKRIMMON LIBRARY					
Replace meeting room carpet		-	-	-	6,000
Meeting room tables		-	-	-	3,000
Furniture for Children's redesign		-	2,500	2,500	-
SAND CREEK LIBRARY					
Other furniture or equipment replacement					
Children's and Teen area furniture		-	7,000	-	-

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Pikes Peak Library District				
Capital Projects Fund - Capital Reserve Fund				
Three-Year Period Ended December 31, 2020				
	2018	**2019**	**2019**	**2020**
	Actual	**Budget**	**Projection**	**Budget**
CALHAN BRANCH				
Calhan renovation ptoject	32,314	515,642	515,642	-
OTHER ITEMS				
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	-
Total - Facilities	180,125	1,218,278	981,293	249,750

Pikes Peak Library District				
Capital Projects Fund - Capital Reserve Fund				
Three-Year Period Ended December 31, 2020				
	2018	**2019**	**2019**	**2020**
	Actual	**Budget**	**Projection**	**Budget**
INFORMATION TECHNOLOGY				
Servers				
East Library data updates	-	2,000	2,000	-
Computers				
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	-
Barcode scanners, RFID equipment	-	15,102	15,102	-
Telecommunications equipment				
Telecommunications switches and UPS	-	100,000	100,000	246,000
Self check stations				
District wide/AMH bin project	5,877	-	-	-
Penrose Library - additional data ports	-	2,500	2,500	-
Laptops				
Young Adult Services	-	6,000	6,000	-
Children's Services iPads	-	6,000	6,000	-
Equipment Initiatives				
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	-
Contingency	42,746	53,835	53,835	-
Servers				
Telecommunications switches and UPS	-	94,834	94,834	-
Firewall Replacement	-	45,000	45,000	-
Switches/UPS rotation	-	40,000	40,000	-

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

Pikes Peak Library District				
Capital Projects Fund - Capital Reserve Fund				
Three-Year Period Ended December 31, 2020				
	2018	**2019**	**2019**	**2020**
	Actual	**Budget**	**Projection**	**Budget**
VIDEO STUDIO				
Peripheral equipment				
Video projector replacements and additions	-	5,000	5,000	-
Renovation costs				
Isolation booth - Library 21c Studio	-	20,000	20,000	-
Equipment Initiatives				
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	-
Total Video Studio	-	83,890	83,890	1,620
CREATIVE SERVICES				
Equipment				
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	-
Total Creative Services	7,782	84,586	84,586	30,400
Total Uses of Funds	736,618	2,882,297	2,645,312	2,018,795
Excess Revenues Over Expenditures	453,956	(1,708,313)	(1,471,328)	(236,985)
Fund Balance - Beginning of Year	1,254,357	1,708,313	1,708,313	236,985
Fund Balance - End of Year	$1,708,313	$ -	$ 236,985	$ -

SPECIAL REVENUE FUNDS

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

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

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

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

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

Pikes Peak Library District
Special Revenue Fund
1905 Carnegie Support Fund
Three-Year Period Ended December 31, 2020

Purpose of Fund	2018 Actual	2019 Budget	2019 Projection	2020 Budget
To accumulate funds for the support of the District's				
1905 Carnegie Library's services, programs and assets.				
Fiscal Year Expenditures				
Capital outlay	$ -	$ 4,374	$ 4,374	$ -
Total Fiscal Year Expenditures	-	4,374	4,374	-
Excess (Deficit) Revenues Over Expenditures	-	(4,374)	(4,374)	-
Fund Balance - Beginning of Year	4,374	4,374	4,374	-
Fund Balance - End of Year	$ 4,374	$ -	$ -	$ -

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

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

FIVE YEAR CAPITAL PLAN

FISCAL YEARS 2021 – 2025

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Pikes Peak Library District		2021	2022	2023	2024	2025
Five Year Capital Plan - East Library Project Fund						
Fiscal Years 2021 - 2025						
		2021	**2022**	**2023**	**2024**	**2025**
		Budget	**Budget**	**Budget**	**Budget**	**Budget**
Sources of Funds						
Funding - Pikes Peak Library District						
Operating transfer - General Fund		$ 847,500	$ 412,500	$ 320,000	$ 409,500	$ 172,000
Uses of Funds						
Building Items						
Building maintenance/minor renovation projects						
Building card reader project		-	30,000	-	-	-
Replace canvas roll-up awning materials		-	-	-	6,500	-
Additional study room chairs		-	-	5,000	-	-
Concrete replacement		7,000	-	-	8,000	-
Alucaband panel caulking		-	-	-	-	22,000
Surveillance equipment		-	-	-	-	-
Reading Bay area furniture		25,000	-	-	20,000	-
Parking lot replacement/maintenance		-	-	-	-	-
Asphalt 2" overlay		-	-	-	220,000	-
Overflow lot improvements (2" overlay)		-	65,000	-	-	-
Elevators						
Cab upgrade		-	-	50,000	-	-
Mechanical upgrade		-	-	85,000	-	-
Landscaping allowance						
Conversion to Xeriscape type of landscaping		-	150,000	-	-	-
Painting allowance		-	-	30,000	-	-
Roof						
Replacement		650,000	-	-	-	-
Roof inspection and repairs		-	-	-	5,000	-

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Pikes Peak Library District		2021	2022	2023	2024	2025
Five Year Capital Plan - East Library Project Fund						
Fiscal Years 2021 - 2025						
		2021	**2022**	**2023**	**2024**	**2025**
		Budget	**Budget**	**Budget**	**Budget**	**Budget**
Departments/Offices						
Administrative Services						
Other furniture or equipment replacement		10,000	-	-	-	-
Teen Services						
Teen Center						
Interior paint		5,500	-	-	-	-
Other furniture or equipment replacement						
Mural		-	-	-	-	-
Chair replacement		-	7,500	-	-	-
Facilities Department						
Other furniture or equipment replacement						
Tractor replacement		-	10,000	-	-	-
Contingency		150,000	150,000	150,000	150,000	150,000
Total Uses of Funds		847,500	412,500	320,000	409,500	172,000
Excess Revenues Over Expenditures		$ -	$ -	$ -	$ -	$ -

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Pikes Peak Library District					
Five Year Capital Plan - Penrose Library Project Fund					
Fiscal Years 2021 - 2025					
	2021	2022	2023	2024	2025
	Budget	**Budget**	**Budget**	**Budget**	**Budget**
Sources of Funds					
Funding - Pikes Peak Library District					
Operating transfer - General Fund	$ 770,000	$ 432,850	$ 790,500	$ 375,500	$ 677,000
Uses of Funds					
PENROSE PUBLIC LIBRARY					
Building Items					
General Furniture replacement	-	15,000	-	15,000	-
Meeting room furniture	-	-	-	15,000	-
Building maintenance/minor projects					
Seal joints plaza concrete	-	-	-	-	6,000
Replace existing entry automated door openers	-	7,500	-	-	-
Redress mulch in landscaped areas in front of building	-	-	-	3,000	-
Roof replacement	475,000	-	-	-	-
Replace plaza concrete	-	-	30,000	-	-
Asphalt crack fill	-	-	-	7,500	7,500
Replace rooftop unit	-	23,500	-	-	25,000
Façade repair (tuck and pointing)	18,000	-	-	-	18,500
Elevator modernization - mechanical	-	-	150,000	-	-
Parking lot replacement/maintenance					
Overlay and restriping	-	-	7,500	-	-
2" overlay on upper lot	82,000	-	-	-	-
2" overlay on lower lot	100,000	-	-	-	-
HVAC replacement/upgrades					
Chiller replacement	-	-	-	-	260,000
Chiller pumps replacement	-	-	58,000	-	-
Boiler replacement	-	-	150,000	-	-
Cooling tower replacement	-	-	-	-	-
Penrose Library entry way - concrete replacement	-	45,000	-	-	-
Landscaping allowance	-	-	-	-	5,000
Tree-trimming	-	1,850	-	-	-

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	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Pikes Peak Library District					
Five Year Capital Plan - Penrose Library Project Fund					
Fiscal Years 2021 - 2025					
Children's Services - Penrose Library					
Other furniture or equipment replacement					
Shelving signage	-	-	-	-	-
Replace 4 staff chairs	-	-	10,000	-	-
Furniture replacement for Children's area					
Circulation Department					
Other furniture or equipment replacement	-	-	20,000	-	-
Contingency - to be allocated	-	300,000	300,000	300,000	300,000
1905 CARNEGIE BUILDING					
Painting allowance	-	-	30,000	-	-
Roof replacement	70,000	-	-	-	-
Other furniture or equipment replacement	-	-	-	5,000	-
End caps and canopies for shelving units					
KCH OFFICE BUILDING/PENROSE LIBRARY					
Meeting room furniture replacement	-	15,000	10,000	-	-
Building maintenance/minor renovation projects					
Renovation costs	-	-	-	-	25,000
Other					
Contingency	25,000	25,000	25,000	30,000	30,000
Total Uses of Funds	770,000	432,850	790,500	375,500	677,000
Excess Revenues Over Expenditures	$ -	$ -	$ -	$ -	$ -

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Pikes Peak Library District		2021	2022	2023	2024	2025
Five Year Capital Plan - Library 21c Project Fund						
Fiscal Years 2021 - 2025						
		2021	**2022**	**2023**	**2024**	**2025**
		Budget	**Budget**	**Budget**	**Budget**	**Budget**
Sources of Funds						
Funding - Pikes Peak Library District						
Operating transfer - General Fund		$ 217,000	$ 320,000	$ 307,000	$ 456,000	$ 263,500
Uses of Funds						
Building Items						
Parking Lot						
Replacement		5,000	-	5,000	5,000	5,500
Concrete walkway between east and south parking lots						
Seal coat and restripe		-	30,000	-	-	-
Annual repair of parking lot		2,000	-	2,000	3,000	3,000
Roofing Costs						
Roof replacement (fully adhered, unballasted roofing system)		-	-	-	-	-
Roof inspection/repairs		-	-	2,500	-	2,500
Replace skylight system						
Landscaping						
Shrubbery/general improvement/tree trimming		-	-	-	8,000	-
Initial irrigation repairs/upgrade		-	25,000	-	-	-
Convert tuff to native grass		-	60,000	-	-	-
Building Interior						
Lift replacement		-	-	-	-	45,000
Elevator modernization - cab		-	-	-	35,000	-
Elevator modernization - mechanical		-	-	-	75,000	-
Interior paint allowance		-	-	15,000	20,000	25,000
HVAC Costs						
Boiler replacement		-	-	85,000	-	-

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Pikes Peak Library District
Five Year Capital Plan - Library 21c Project Fund
Fiscal Years 2021 - 2025

	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Renovation Costs					
Back up generator	-	45,000	-	-	-
Building Locks	-	-	-	-	-
Intrusion alarm system	-	-	15,000	-	-
Other Items					
Contingency - to be allocated	-	10,000	-	-	10,000
Office chair replacement (children's) and meeting rooms	45,000	-	-	-	-
Meeting room table replacement	-	-	20,000		
Collection Management tables, height adjustable	5,000	-	2,500	-	2,500
Tractor replacement	-	-	-	-	20,000
Venue chair and table replacement	-	-	-	10,000	-
Information Technology					
Servers					
UPS - server room	-	-	10,000	-	-
Switches	-	-	-	50,000	-
Computer equipment					
Core switching	-	-	-	50,000	-
Closet UPS	10,000	-	-	10,000	-
WIFI WAPS	-	-	-	40,000	-
Other					
Contimgency - to be allocated	150,000	150,000	150,000	150,000	150,000
Total Uses of Funds	217,000	320,000	307,000	456,000	263,500
Excess Revenues Over Expenditures	$ -	$ -	$ -	$ -	$ -

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Pikes Peak Library District						
Five Year Capital Plan - Capital Reserve Fund						
Fiscal Years 2021 - 2025						
		2021	2022	2023	2024	2025
		Budget	Budget	Budget	Budget	Budget
Sources of Funds						
Funding - Pikes Peak Library District						
Operating transfer - General Fund		$ 1,918,500	$ 2,151,400	$ 1,555,500	$ 1,938,500	$ 2,916,300
Uses of Funds						
MOBILE LIBRARY SERVICES						
East county library services		-	200,000	-	-	-
Vehicle maintenance/minor items						
Replace generator for bookmobile 705		-	-	-	-	16,000
CHEYENNE MOUNTAIN LIBRARY						
Painting allowance		10,000	-	-	-	-
Other furniture or equipment replacement						
General furniture replacement		-	7,500	-	-	-
FOUNTAIN LIBRARY						
Painting allowance		-	15,000	-	-	-
Roof maintenance		6,000	-	6,500	-	-
Parking lot replacement/maintenance						
Overlay and restriping		6,500	-	-	-	-
2" asphalt overlay		-	-	-	25,000	-
HVAC replacement						
5 Rtu's replacement allowance		35,000	-	-	-	-
Landscaping allowance		-	-	5,000	-	-
Other furniture or equipment replacement						
Replace canopies on short children's shelving		7,500	-	-	-	7,500
Upgrade access control		-	-	12,000	-	-

Pikes Peak Library District					
Five Year Capital Plan - Capital Reserve Fund					
Fiscal Years 2021 - 2025					
	2021	**2022**	**2023**	**2024**	**2025**
	Budget	**Budget**	**Budget**	**Budget**	**Budget**
HIGH PRAIRIE LIBRARY					
Carpet replacement	-	25,000	-	-	-
Building maintenance/minor renovation projects					
Painting allowance	-	-	-	-	12,000
Roof replacement	-	-	-	-	-
Parking lot replacement/maintenance					
Sealcoat and restriping	7,500	-	-	-	-
2" asphalt overlay	-	-	-	-	25,000
HVAC replacement					
5 Rtu's replacement allowance	25,000	-	-	-	25,000
Landscaping allowance	-	-	-	5,000	-
Other furniture or equipment replacement					
Uipgrade access control	-	-	12,000	-	-
General furniture replacement	-	-	7,500	-	-
RUTH HOLLEY LIBRARY					
Building maintenance/minor renovation projects					
Access control upgrades	-	-	12,000	-	-
Painting allowance	-	-	-	-	15,000
Other furniture or equipment replacement					
General furniture replacement	-	8,000	-	-	-

Pikes Peak Library District		2021	2022	2023	2024	2025
Five Year Capital Plan - Capital Reserve Fund						
Fiscal Years 2021 - 2025						
		2021	**2022**	**2023**	**2024**	**2025**
		Budget	**Budget**	**Budget**	**Budget**	**Budget**
MANITOU SPRINGS BRANCH						
Carpet replacement		-	10,000	-	-	-
Painting allowance		10,000	-	-	-	-
MONUMENT LIBRARY						
Building maintenance/minor renovation projects						
Restroom improvements		-	-	-	15,000	-
Access control upgrades		-	-	15,000	-	-
Painting allowance		-	-	-	-	10,000
HVAC replacement/upgrades						
4 Rtu's replacement allowance		12,000	-	-	-	25,000
Other furniture or equipment replacement						
Meeting room furniture replacement		10,000	-	-	-	-
General furniture replacement		-	-	10,000	-	-
OLD COLORADO CITY LIBRARY						
Carpet replacement		-	-	7,500	-	-
Building maintenance/minor renovation projects						
Restroom improvements		-	-	-	25,000	-
Painting allowance		-	10,000	-	-	-
Exterior trim paint		-	13,000	-	-	-
Roof replacement		-	-	-	-	40,000
Roof inspection and repairs		-	1,400	-	-	-
Parking lot replacement						
Sealcoat and restriping		-	3,000	-	-	-
2" asphalt overlay		-	-	-	15,000	-
HVAC replacement/upgrades		4,000	-	7,000	-	-
Landscaping allowance		-	4,000	-	-	-
Other furniture or equipment replacement						
General furniture replacement		8,000	-	-	-	-
PALMER LAKE LIBRARY						
Carpet replacement		-	5,000	-	-	-
Painting allowance		-	3,000	-	-	-
HVAC replacement/upgrades		-	-	-	3,500	-
Other furniture or equipment replacement						
General furniture replacement		-	2,500	-	-	-

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Pikes Peak Library District					
Five Year Capital Plan - Capital Reserve Fund					
Fiscal Years 2021 - 2025					
	2021	2022	2023	2024	2025
	Budget	Budget	Budget	Budget	Budget
ROCKRIMMON LIBRARY					
Carpet replacement	-	-	-	-	40,000
Building maintenance/minor renovation projects					
Public restroom improvements	-	-	20,000	-	-
Upgrade lock system to card reader system	-	-	-	-	-
Access control upgrades	-	-	12,000	-	-
Other furniture or equipment replacement					
Furniture replacement	-	-	5,000	-	-
SAND CREEK LIBRARY					
Carpet replacement	-	-	-	55,000	-
Building maintenance/minor renovation projects					
Access control upgrades	-	-	12,000	-	-
Painting allowance	-	-	15,000	-	-
Roof replacement	-	-	-	-	200,000
HVAC replacement/upgrades					
Replace rooftop unit	50,000	-	-	50,000	-
Other furniture or equipment replacement					
General furniture replacement	-	10,000	-	-	-
UTE PASS BRANCH					
Carpet replacement	-	4,500	-	-	-
Painting allowance	5,000	-	-	-	-
Other furniture or equipment replacement					
Gteneral furniture replacement	-	3,500	-	-	-
CALHAN BRANCH					
Painting allowance	-	-	-	-	5,000
General furniture replacement	-	-	3,000	-	-
Roof replacement	-	-	10,000	-	-
OTHER ITEMS					
Concrete replacement - districtwide allowance	-	12,000	-	12,000	-
Tree-trimming allowance	10,000	-	-	-	-
Asphalt repairs and maintenance - districtwide allowance	42,000	16,000	16,000	16,000	16,000
Capital contingency	50,000	50,000	50,000	50,000	50,000
Other vehicle replacement	-	45,000	-	-	-
Furniture replacement contingency	25,000	25,000	25,000	25,000	25,000
Total Facilities	323,500	473,400	262,500	296,500	511,500

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Pikes Peak Library District					
Five Year Capital Plan - Capital Reserve Fund					
Fiscal Years 2021 - 2025					
	2021	2022	2023	2024	2025
	Budget	Budget	Budget	Budget	Budget
INFORMATION TECHNOLOGY					
IT Infrastructure					
Servers (Replacements, Storage, Data Domain, Data Center Redesign)					
Replacements	25,000	40,000	40,000	40,000	40,000
Server Replacement	28,000	28,000	28,000	28,000	28,000
Primary storage	-	-	25,000	25,000	-
Branch server replacements	-	-	40,000	-	-
Offsite backup system	20,000	20,000	20,000	20,000	20,000
Datacenter redesign	-	-	-	-	125,000
Storage Expansion	10,000	10,000	10,000	-	10,000
Transition to cloud computing study and cloud access security broker	50,000	50,000	-	-	-
Replace data domain	-	-	-	7,000	7,000
Archival Management System	-	-	-	-	-
	133,000	148,000	163,000	120,000	230,000
Network Infrastructure					
Telecommunications switches and UPS	50,000	50,000	50,000	50,000	50,000
Tipping point replacements (Bandwidth Shapper)	-	10,000	10,000	10,000	-
Firewall replacement	-	-	20,000	20,000	20,000
UPS rotation	-	-	-	10,000	-
Wireless system (upgrade or replacement system)	60,000	5,000	5,000	30,000	30,000
Internet protocol address management boxes	-	-	-	-	12,000
Cabling infrastructure repair	100,000	100,000	100,000	100,000	100,000
DNA hardware and software for centralized switch management					
	210,000	165,000	185,000	220,000	212,000
Voice Infrastructure					
Phone system	-	-	-	115,000	115,000
Interactive voice response server	-	-	-	-	30,000
Phone management tool	-	-	-	-	20,000
Voice gateways for remote survivability	20,000	20,000	-	-	-
	20,000	20,000	-	115,000	165,000
Technology Refresh (Computers for Staff and Patrons)					
Technology refresh (staff)	110,000	110,000	110,000	110,000	110,000
Adult Education department - laptops	10,000	-	-	-	10,000
Laptop staff lab - Penrose Library	20,000	-	-	-	20,000
Laptop staff lab - East Library	20,000	-	-	-	20,000
Technology refresh (patrons)	230,000	230,000	230,000	230,000	230,000
Laptops replacements and tablets, loans and netbooks	25,000	25,000	25,000	25,000	25,000
Purchase Office Suite (20XX)	110,000	110,000	110,000	110,000	-
Help desk/remote management/remote deployment	-	-	-	-	30,000
Tablets for reference	-	-	-	5,000	-
Self check stations					
	525,000	475,000	475,000	480,000	445,000

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Pikes Peak Library District					
Five Year Capital Plan - Capital Reserve Fund					
Fiscal Years 2021 - 2025					
	2021	**2022**	**2023**	**2024**	**2025**
	Budget	**Budget**	**Budget**	**Budget**	**Budget**
Future Planning					
Software defined networking research/technology research	10,000	10,000	-	-	10,000
Architecture study	10,000	10,000	10,000	-	-
Transition to cloud computing	-	-	-	75,000	-
	20,000	20,000	10,000	75,000	10,000
CIO Contingency, Management Reserve and IT Dept Misc Requirements					
Contingency	50,000	50,000	50,000	50,000	50,000
IT Security and Operations Center	-	-	-	10,000	-
Penetration and security intrusion testing	-	-	-	-	20,000
	50,000	50,000	50,000	60,000	70,000
Surveillance and Security Infrastructure					
Access control	150,000	200,000			
Update aging security equipment - Penrose	35,000	-	5,000	-	10,000
Update aging security equipment - East	35,000	-	5,000	-	5,000
	220,000	200,000	10,000	-	15,000
Audio and Visual Services					
District-wide audio-visual equipment standardization	-	100,000	100,000	-	-
	-	100,000	75,000	-	-
Desktop Printers/Laser printers					
Services district wide	-	-	-	-	120,000
Staff and public	5,000	5,000	5,000	5,000	5,000
Replacements - East Library and Penrose Library	-	-	-	15,000	-
Replacement - Finance Office	-	-	-	4,000	-
	5,000	5,000	5,000	24,000	125,000
Automated Material Handling					
District wide/AMH bin project	-	-	-	-	350,000
	-	-	-	-	350,000

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Pikes Peak Library District					
Five Year Capital Plan - Capital Reserve Fund					
Fiscal Years 2021 - 2025					
	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
IT Support Services for Library Staff					
LCD signage project	6,000	-	-	-	-
AWE children's literacy stations (Replacement System)	37,000	37,000	-	-	42,550
AWE children's literacy stations (Warranty Extenstion)	-	-	-	-	40,250
District wide/AMH bin project	-	-	-	-	350,000
Receipt printers	12,500	12,500	12,500	12,500	12,500
Barcode scanners, RFID equipment	12,500	12,500	12,500	12,500	12,500
Library system replacement fund	-	-	-	-	-
Envisionware Document Center	20,000	-	-	-	10,000
Offsite email hosting, MS Office Online	-	-	-	25,000	-
Media dispensers (or DVD Kiosks)	35,000	-	-	-	35,000
Laptop dispensers	-	-	-	25,000	-
Mobile device management	-	-	-	10,000	-
Web firewall	-	-	-	7,000	-
Five Fence Robots	-	-	-	9,000	-
NAS for Special Collections	-	3,000	-	-	-
Networked storage device	-	-	-	30,000	-
Card swipe equipment	25,000	25,000	-	-	25,000
Children's - iPads for programming	-	-	-	7,000	-
Collection Management - replace Zebra printers	9,000	-	-	-	-
Special Collections - microfilm scanner	-	-	15,000	-	-
	157,000	90,000	40,000	138,000	527,800
UNFUNDED IT REQUIREMENTS (Regional and Community Library)					
Community Library	125,000	125,000	-	125,000	125,000
Regional Library	-	150,000	150,000	150,000	-
	125,000	275,000	150,000	275,000	125,000
Total Information Technology	1,465,000	1,548,000	1,163,000	1,507,000	2,274,800
VIDEO STUDIO					
Peripheral equipment					
Video projector replacements and additions	5,000	5,000	5,000	10,000	5,000
Equipment Initiatives					
Equipment ontingency	50,000	50,000	50,000	50,000	50,000
Total Video Studio	55,000	55,000	55,000	60,000	55,000
CREATIVE SERVICES					
Equipment					
Equipment replacement fund	25,000	25,000	25,000	25,000	25,000
Contingency	50,000	50,000	50,000	50,000	50,000
Total Creative Services	75,000	75,000	75,000	75,000	75,000
Total Uses of Funds	1,918,500	2,151,400	1,555,500	1,938,500	2,916,300
Excess Revenues Over Expenditures	$ -	$ -	$ -	$ -	$ -

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Resolution in Recognition of Exemplary Service
Presented to Keith E. Clayton, II

Whereas,	The Pikes Peak Library District Board of Trustees wishes to commend Keith E. Clayton, II for his exemplary service as a Pikes Peak Library District Board of Trustees Member from September 24, 2013 to December 31, 2019; and
Whereas,	Keith held the following positions on the Board of Trustees: Vice President (2017); Secretary/Treasurer (2018); Governance Committee (2014, 2016-Chair, 2018-Chair, 2019); Internal Affairs Committee (2015); Public Affairs Committee (2017); and
Whereas,	Keith's knowledge, professionalism, and accountability have made a significant, positive, and long lasting impact on the libraries, families, and children within this community; and
Whereas,	Keith's personal ethics and attention to detail have contributed to the continued success of the Pikes Peak Library District; and
Whereas,	Keith's thoughtful insights have significantly contributed to many Library initiatives that improved the overall quality of life for all citizens within the Pikes Peak Region; and
Whereas,	Keith E. Clayton, II has been an advocate for public libraries, and a champion of intellectual freedom;

Now, therefore, the Board of Trustees of Pikes Peak Library District does hereby recognize and sincerely thank Keith E. Clayton, II for his commitment, dedication, and service to this Library District and to the community and for the many enduring accomplishments achieved during his tenure.
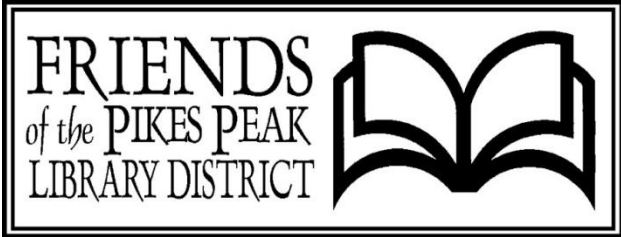
E-Commerce Sales:

AMAZON SALES TOTALS (Month, Year)

Nov '19	$1,708	73 units	$23.40 avg. sale
YTD	$26,981	928 units	$29.23 avg sale

eBAY SALES TOTALS (Month, Yea

Nov '19	$672	18 transactions	$37 avg sale
YTD	$4,087	64 transactions	$64 avg. sale

Overall the online sales have done very well in 2019 with total earnings to date of $31,068.

Volunteer Coordinator Position: An offer has been made Friends is waiting for background check to be completed.

Budget: Budget committee will be meeting on December 11, to finalize the 2020 budget.

Annual Board Meeting: January 25, 2020 from 10:00 am to 12:00; Vote of Slate of officers & new memberships will take place. Dian Curtis Regan, the Golden Quill 2019 Recipient, will be the keynote speaker.

Literary Awards: Planning is well underway, it will April 25, 2020 the Marriott, the Frank Waters & the Golden Quill award recipients have been selected.

Other: Beth, the online coordinator, has been fielding calls & volunteer concerns. She is also in the process of updating volunteer contact information.

Report - December 10, 2019

Welcome Aubrey Fennewald, PPLD Corporate and Foundation Relations Manager

Awarded $46,797 from State of Colorado Department of Local Affairs for Census 2020 grant

Submitted request for qualifications to the Colorado Department of Education in support of Adult Education's Workforce Development Pilot Program

Toured Columbus (OH) Metropolitan Library and met with Donna Zuiderweg, Chief Community Engagement Officer, and Rachel Heine, Development Director

Held *The Public* film screening and panel discussion for more than 65 people as part of 2019 Give! campaign kick-off

Sent more than 2,000 appeal direct mail letters for year-end giving campaign

Attended Friends of Pikes Peak Library District board meeting

Met with Julie Edmonds from Challenger Homes

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

Pikes Peak Library District Financial Dashboard

October 2019

Cash and Investment Balance

Legend: 2015, 2016, 2017, 2018, 2019

Operating Revenues Fiscal Year 2019

- Tax Revenue: 97.7%
- Intergovernmental: 77.7%
- Fines and Fees: 100% (approx)
- Interest Income: 98.6%
- Other Revenue: 47.4%
- Total Revenues: 96.4%

Operating Expenditures Fiscal Year 2019

- Personnel Services: 74.3%
- Supplies: 59.6%
- Library Materials: 71.4%
- Utilities: 63.8%
- Telecommunications: 80.1%
- Contractual Services: 79.5%
- Repairs/Maintenan...: 67.4%
- Other Services: 50.3%
- Capital Outlay: 46.5%
- Operating Transfers: 100.0%

Operating Budget 2019

- Personnel: $20,810,455 , 58%
- Supplies: $995,475 , 3%
- Library Materials: $4,833,615 , 14%
- Utilities: $757,083 , 2%
- Telecommunications: $466,903 , 1%
- Contractual Services: $3,693,774 , 10%
- Repairs and Maintenance: $688,171 , 2%
- Other Services: $1,133,155 , 3%
- Capital Outlay: $103,453 , 0%
- Transfers Other Funds: $2,443,411 , 7%

Pikes Peak Library District

October 2019 Financial Report

Presented to Board of Trustees December 10, 2019

Pikes Peak Library District
General Fund Summary
For the Ten-Month Period Ended October 31, 2019

General Fund	Year-To-Date				
	2019	**2018**	**Change**	**% Chg.**	**Notes**
Revenues					
Property taxes	$ 28,244,985	$ 26,842,164	$ 1,402,821	5.2%	
Specific ownership taxes	2,873,980	2,803,456	70,524	2.5%	
Fines/fees	100,037	111,063	(11,025)	-9.9%	
Investment earnings	374,715	316,635	58,080	18.3%	1
Other	611,198	572,032	39,166	6.8%	
Total Revenues	$ 32,204,915	$ 30,645,350	$ 1,559,566	5.1%	

1   Interest rates continue to rise, and that is reflective in the difference from year to year.

Account Description	2019 Budget	YTD Actual	Variance	% Collected
Tax Revenue				
Property taxes				
Current	$ 28,477,334	$ 28,239,905	$ (237,429)	99.2%
Abatements/refunds	(140,000)	(67,379)	72,621	48.1%
Omitted properties	6,000	5,677	(323)	94.6%
Delinquent	17,000	20,340	3,340	119.6%
Penalties/interest	36,000	37,252	1,252	103.5%
Specific ownership taxes	3,450,000	2,873,980	(576,020)	83.3%
Local government in lieu of prop. taxes	10,500	9,190	(1,310)	87.5%
Total Tax Revenue	31,856,834	31,118,965	(737,869)	97.7%
Intergovernmental				
Federal - eRate Funding	200,000	125,102	(74,898)	62.6%
State Grant - library materials	145,000	143,026	(1,974)	98.6%
Total Intergovernmental	345,000	268,128	(76,872)	77.7%
Fines and Fees	100,000	100,037	37	100.0%
Interest Income	380,000	374,715	(5,285)	98.6%
Other Revenue				
Donations/grants/gifts				
PPLD Foundation	567,559	193,207	(374,352)	34.0%
Other	18,000	25,858	7,858	143.7%
Copier charges/PMS charges	96,000	85,205	(10,795)	88.8%
Parking lot collections	33,000	18,781	(14,219)	56.9%
Merchandise sales	-	4,112	4,112	100.0%
Miscellaneous	4,500	11,064	6,564	245.9%
Asset sales proceeds	5,000	4,843	(157)	96.9%
Total Other Revenue	724,059	343,070	(380,989)	47.4%
Total General Fund Revenues	$ 33,405,893	$ 32,204,915	$ (1,200,978)	96.4%

Pikes Peak Library District
General Fund Summary
For the Ten-Month Period Ended October 31, 2019

General Fund		Year-To-Date 2019		2018		Change	% Chg.	Notes
Expenditures								
Personnel	$	15,455,371	$	14,277,171	$	1,178,200	8.3%	
Supplies		593,583		507,343		86,240	17.0%	
Library materials		3,449,127		3,531,423		(82,296)	-2.3%	
Utilities		482,874		489,207		(6,333)	-1.3%	
Telecommunication costs		374,083		404,390		(30,307)	-7.5%	
Contractual services		2,935,504		2,616,950		318,554	12.2%	1
Repairs and maintenance		463,485		454,063		9,422	2.1%	
Other services		569,439		448,207		121,232	27.0%	2
Capital outlay		48,105		53,898		(5,793)	-10.7%	
Operating transfers - other funds		2,443,411		2,441,064		2,347	0.1%	
Total Expenditures	$	26,814,982	$	25,223,716	$	1,591,266	6.3%	

1   Activity in 2019 is greater than 2018 by more than $25,000 in the following accounts: janitorial services, consulting, legal, 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.

2   Training costs for 2019 exceeds 2018 by about $61,000. Costs for community outreach for 2019 exceeds 2018 costs by about $25,000. Activity in the designated funds for 2019 was about $34,000 higher than 2018.

Pikes Peak Library District
Statement of Expenditures
General Fund
For the Ten-Month Period Ended October 31, 2019

Account Description	2019 Budget	YTD Actual	Available Budget	% Used
Personnel Services				
Regular employees	$ 16,005,252	$ 11,725,524	$ 4,279,727	73.3%
Temporary employees	22,000	16,151	5,849	73.4%
Substitute employees	420,208	278,125	142,082	66.2%
Work-Study And internship	7,000	2,242	4,758	32.0%
Social security contributions	1,285,002	881,266	403,736	68.6%
Retirement contributions	1,023,744	707,369	316,376	69.1%
Health Plan contributions	1,750,000	1,637,904	112,096	93.6%
Unemployment insurance	47,250	34,360	12,890	72.7%
Workers compensation	85,000	43,962	41,038	51.7%
Vision Plan insurance	62,000	47,177	14,823	76.1%
Life A&D insurance	63,000	50,176	12,824	79.6%
Tuition assistance	40,000	31,116	8,884	77.8%
Total Personnel Services	20,810,455	15,455,371	5,355,084	74.3%
Supplies				
General	373,127	178,694	194,433	47.9%
Microform	950	-	950	0.0%
Software purchases/licenses	339,025	298,532	40,493	88.1%
Computer supplies	50,000	25,806	24,194	51.6%
Processing	100,480	13,486	86,994	13.4%
Office	78,554	56,380	22,173	71.8%
Other	53,341	20,685	32,656	38.8%
Total Supplies	995,475	593,583	401,893	59.6%
Library Materials				
Audio-visual materials	801,158	447,699	353,459	55.9%
Books	1,472,558	948,102	524,455	64.4%
e-materials	1,522,959	1,281,066	241,893	84.1%
Library materials - other	263,744	165,217	98,528	62.6%
Microforms	5,000	-	5,000	0.0%
Periodicals	198,653	101,348	97,305	51.0%
Serials	33,297	13,491	19,806	40.5%
Databases - online services	536,226	489,377	46,849	91.3%
Memorials	20	2,828	(2,808)	0.0%
Total Library Materials	4,833,615	3,449,127	1,384,489	71.4%
Utilities				
Gas	109,168	48,733	60,435	44.6%
Electric	526,656	337,311	189,345	64.0%
Water/sewer	113,415	90,947	22,467	80.2%

Account Description	2019 Budget	YTD Actual	Available Budget	% Used
Storm water fees	7,844	5,883	1,961	75.0%
Total Utilities	757,083	482,874	274,209	63.8%
Telecommunications				
Data	300,000	270,082	29,918	90.0%
Voice	83,903	58,048	25,855	69.2%
Cellular	78,000	44,744	33,256	57.4%
Expansion	5,000	1,209	3,791	24.2%
Total Telecommunications	466,903	374,083	92,820	80.1%
Contractual Services				
Janitorial services	330,000	265,404	64,596	80.4%
Carpet cleaning services	117,000	103,529	13,471	88.5%
Library facility rental	566,473	499,897	66,576	88.2%
Common area maintenance	156,052	144,266	11,785	92.4%
Storage rental	16,800	14,850	1,950	88.4%
Audit	45,000	45,585	(585)	101.3%
Legal	65,000	74,970	(9,970)	115.3%
Consultant	358,528	125,755	232,773	35.1%
Cataloging	50,600	25,259	25,341	49.9%
Trash removal	24,229	17,437	6,792	72.0%
Copier services	56,000	60,165	(4,165)	107.4%
Courier services	222,231	126,264	95,967	56.8%
Liability/property insurance	184,500	153,249	31,251	83.1%
Collection agency fees	30,000	22,617	7,383	75.4%
Printing	125,000	84,408	40,592	67.5%
Programming	360,114	245,772	114,342	68.2%
Treasurer fees	420,000	422,627	(2,627)	100.6%
Microfilming services	25,101	2,474	22,627	9.9%
Computer support agreements	311,500	281,951	29,549	90.5%
Computer equipment maintenance	147,000	146,955	45	100.0%
Software licenses	19,000	17,227	1,773	90.7%
Employee Assistance Program	20,000	11,376	8,624	56.9%
Parking	43,646	43,467	179	99.6%
Total Contractual Services	3,693,774	2,935,504	758,269	79.5%
Repairs and Maintenance				
Grounds maintenance	75,500	57,778	17,722	76.5%
Vehicle operating costs	61,000	55,517	5,483	91.0%
Equipment maintenance	347,217	239,148	108,069	68.9%
Equipment repairs	27,394	5,652	21,742	20.6%
Furniture repairs	34,310	21,722	12,588	63.3%

Account Description	2019 Budget	YTD Actual	Available Budget	% Used
Building repairs	142,750	83,668	59,082	58.6%
Total Repairs and Maintenance	688,171	463,485	224,686	67.4%
Other Services				
Translation services	500	412	88	82.4%
Advertising	1,000	422	578	42.2%
Bank And trustee Fees	11,600	8,605	2,995	74.2%
School engagement	1,000	515	485	51.5%
Mileage/Travel reimbursement	73,800	56,634	17,166	76.7%
Employee recruitment	50,500	17,042	33,458	33.7%
Employee testing	500	-	500	0.0%
Dues and memberships	63,153	35,185	27,969	55.7%
Merchandising	1,000	3,064	(2,064)	306.4%
Employee recognition	20,525	6,675	13,850	32.5%
Board of Trustees	7,000	1,810	5,190	25.9%
Community outreach	107,915	82,775	25,139	76.7%
Training	294,986	216,448	78,538	73.4%
Signage	20,200	10,921	9,279	54.1%
Bindery	10,000	3,311	6,689	33.1%
Summer Reading Club	35,186	16,759	18,427	47.6%
Patron reimbursement	500	-	500	0.0%
Postage	62,500	47,954	14,546	76.7%
Volunteer program	5,900	1,823	4,077	30.9%
Safety and wellness	18,500	5,386	13,114	29.1%
Other grant/donation expenditures	337,270	41,578	295,693	12.3%
Administrative support	10,500	-	10,500	0.0%
Equipment rental	3,620	3,093	527	85.4%
Other	(4,500)	9,026	(13,526)	-200.6%
Total Other Services	1,133,155	569,439	563,717	50.3%
Capital Outlay				
Other	103,453	48,105	55,349	46.5%
Total Capital Outlay	103,453	48,105	55,349	46.5%
Operating Transfers to Other Funds				
Fund transfers out	2,443,411	2,443,411	-	100.0%
Total Expenditures	$ 35,925,495	$ 26,814,982	$ 9,110,515	74.6%

Pikes Peak Library District
Special Revenue Funds
For the Ten-Month Period Ended October 31, 2019

Fund Balance - January 1, 2019	$	160,757
Expenditures		29,257
Fund Balance - October 31, 2019	$	131,500

Fund Balance - By Fund - October 31, 2019
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Annual Fund	$	212
Cheyenne Mountain Library Fund		812
Fountain Branch Library Fund		3,768
High Prairie Library Fund		93,012
Sand Creek Library Fund		27,211
1905 Carnegie Library Facility Fund		4,374
Carnegie Garden Support Fund		998
Special Collections Support Fund		1,113
	$	131,500

Pikes Peak Library District
East Library Capital Projects Fund
For the Ten-Month Period Ended October 31, 2019

Account Description	Approved Budget	Mid-Year Adjustment	Revised Budget	2019 Activity	Encumbrances	Available Budget
Revenues and Other Sources of Funds						
Donations-PPLD Foundation	$ 5,000	$ -	$ 5,000	$ -	$ -	$ 5,000
Fund Transfers In	139,627	-	139,627	139,627	-	-
Total Revenues and Other Sources of Funds	144,627	-	144,627	139,627	-	5,000
Expenditures						
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
Total Expenditures	$ 144,627	$ 78,224	$ 222,851	13,329	$ 24,087	$ 185,435
Excess Revenues over Expenditures				126,298		
Fund Balance - January 1, 2019				78,224		
Fund Balance - October 31, 2019				$ 204,522		

Pikes Peak Library District
Penrose Library Capital Projects Fund
For the Ten-Month Period Ended October 31, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
Revenues and Other Sources of Funds						
Fund Transfers In	$ 96,700	$ -	$ 96,700	$ 96,700	$ -	$ -
Expenditures						
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	558,554	8,652	283,157
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
Total Expenditures	$ 96,700	$ 1,003,368	$ 1,100,068	$ 613,998	$ 9,802	$ 476,268
Excess Revenues over Expenditures				(517,298)		
Fund Balance - January 1, 2019				1,003,368		
Fund Balance - October 31, 2019				$ 486,070		

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
Revenues and Other Sources of Funds						
Fund Transfers In	$ 1,156,100	$ -	$ 1,156,100	$ 1,156,100	$ -	$ -
Expenditures						
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 Ii 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	6,000	1,200	-
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	33,528	36,403	31,137
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	3,345	-	1,341
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
Total Expenditures	$ 1,156,100	$ 252,264	$ 1,408,364	851,466	$ 229,659	$ 327,239
Excess Revenues over Expenditures				304,634		
Fund Balance - January 1, 2019				252,263		
Fund Balance - October 31, 2019				$ 556,897		

Pikes Peak Library District
Capital Reserve Fund
For the Ten-Month Period Ended October 31, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
Revenues and Other Sources of Funds						
Donations-PPLD Foundation	$ 123,000	$ -	$ 123,000	$ -	$ -	$ (123,000)
Fund Transfers In	1,050,984	-	1,050,984	1,050,984	-	-
Total Revenues and Other Sources of Funds	1,173,984	-	1,173,984	1,050,984	-	(123,000)
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	1,587	573
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	104,077	198,345	38,712
Dw- Concrete Replacement	-	23,560	23,560	-	5,630	17,930
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	647	72
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	18,937	13,575	17,488
CAL - Contingency	-	11,578	11,578	-	-	11,578
Contingency	-	154,254	154,254	34,744	7,039	112,471
Contingency - Furniture Replacement	-	24,509	24,509	160	-	24,349
CAL - Signage	-	10,000	10,000	3,809	4,106	2,085
Sub-total	402,200	761,192	1,163,392	229,670	282,918	650,804
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	7,698	6,141
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	18,485	8,846	12,154
Technology Refresh (Patrons)	-	68,795	68,795	-	3,279	65,516
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

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
Scanners-Collect Management	2,080	-	2,080	-	-	2,080
Barcode Scanners	-	15,102	15,102	-	-	15,102
RFID Wands	-	15,000	15,000	-	-	15,000
Copier Replacement	-	301,000	301,000	275	16,843	283,882
Network Switches/Ups	100,000	-	100,000	71,128	11,706	17,166
Surveillance System Redesign	30,000	-	30,000	-	6,922	23,078
Telephone Switches	-	94,834	94,834	61,502	-	33,332
Firewall Replacement	-	45,000	45,000	14,455	-	30,545
Switches/Ups Replacement	-	40,000	40,000	11,606	-	28,394
CAL - IT Equipment	-	54,886	54,886	34,337	16,983	3,566
Archival Manag System	-	13,400	13,400	-	-	13,400
Am Bins (2)	-	20,000	20,000	-	-	20,000
Special Collections Equip	-	29,000	29,000	15,380	-	13,620
Ea Library Tween Computers	-	4,000	4,000	-	-	4,000
Datacenter Project	-	111,399	111,399	-	-	111,399
Surveillance System	125,000	-	125,000	-	-	125,000
Av Equip For Audio Visual Dw	-	50,000	50,000	-	-	50,000
Isoc - A/V Standardization	75,000	-	75,000	-	-	75,000
It Management Reserve	47,500	-	47,500	-	-	47,500
Contingency I/T	-	6,335	6,335	2,320	-	4,015
Sub-total	642,194	908,236	1,550,430	377,371	72,277	1,100,782

Creative Services/Video Studio

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
Wireless Mic Kit	1,300	-	1,300	-	-	1,300
Audio Recorder	300	-	300	-	-	300
Audio Recorder Kit	1,200	-	1,200	-	-	1,200
Video Projector Repl & Additional	-	5,000	5,000	-	-	5,000
Cameras - Studio21C	37,500	-	37,500	-	-	37,500
Dslr Cameras - Checkout	5,700	-	5,700	-	-	5,700
Teleprompter	1,550	-	1,550	-	-	1,550
Video Cam Kit - Checkout	3,000	-	3,000	-	-	3,000
Gopro Kits	1,500	-	1,500	-	-	1,500
Tripod System	320	-	320	-	-	320
Photo Roller System	1,000	-	1,000	-	-	1,000
Checkout Equip 21C	3,900	-	3,900	-	-	3,900
Chargeable Batteries	1,620	-	1,620	-	-	1,620
Isolation Booth 21C Studio	20,000	-	20,000	20,000	-	-
Cricut Machines	1,200	-	1,200	-	-	1,200
Sa-Vinyl Record Cutter	9,000	-	9,000	-	-	9,000
Sa-Larger Kiln	3,000	-	3,000	-	-	3,000
Ea-Larger Laser Cutter	18,000	-	18,000	17,440	-	560
New Maker Kits	1,000	-	1,000	-	-	1,000
Equipment Replacement	3,500	-	3,500	791	-	2,709
New Machinery	-	48,886	48,886	-	-	48,886
Sub-total	114,590	53,886	168,476	38,231	-	130,245
Total Expenditures	$ 1,158,984	$ 1,723,314	$ 2,882,298	645,272	$ 355,195	$ 1,881,831

Excess Revenues over Expenditures 405,712

Fund Balance - January 1, 2019 1,708,313

Fund Balance - October 31, 2019 $ 2,114,025

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

	ColoTrust Investments	US Bank Checking	Total Cash
Cash and Investments Balance October 1, 2019	$ 20,468,631	$ 132,197	$ 20,600,828
Receipts October 2019			
Property Taxes	338,273	-	338,273
Daily Cash Receipts	-	35,899	35,899
Credit Card Receipts	-	8,367	8,367
e-Rate funding	-	125,102	125,102
Interest	33,811	-	33,811
Disbursements October 2019			
Payment of Bills week of 10/04/2019	-	(95,445)	(95,445)
Payment of Bills week of 10/11/2019	-	(368,414)	(368,414)
Payment of Bills week of 10/18/2019	-	(261,588)	(261,588)
Payment of Bills week of 10/25/2019	-	(97,550)	(97,550)
Payment of Bills week of 10/31/2019		(85,250)	(85,250)
Payroll 10/4/2019	-	(645,019)	(645,019)
Payroll 10/18/2019	-	(660,383)	(660,383)
End of Month Payroll payments	-	(211,898)	(211,898)
Transfer between funds	(3,150,000)	3,150,000	-
Cash and Investments Balance October 31, 2019	$ 17,690,715	$ 1,026,018	$ 18,716,733

Community

On Thu., Oct. 24, Katherine Marsh spoke to teens and adults at two events planned by Becca Philipsen from Young Adult Services. While snow derailed most of our school groups from attending, 15 lucky teens were able to have a private book club with Katherine and each received a copy of the book that she signed. That evening, we had 53 patrons brave the cold to see Katherine speak and get their book signed. Katherine's presentations were great and well received by everyone that attended.

Andrea Keiter, Liz Philips, and Tasha Ryan, our new Calhan team members, attended the community Trick-or-Treat at the Calhan Fairgrounds to promote the new Calhan Library.

The much anticipated East Library Sky Jubilee featuring the Mobile Earth + Space Observatory (MESO) and an evening of astronomically awesome activities, happened on Fri., Oct. 11! Our monthly homeschool science program tied into the East Sky Jubilee Event this month, with 146 patrons attending in the Community Room. The folks with MESO led the program, offering stations for making NASA badges, creating solar system models demonstrating relative planet distances, and engineering a Mars lander complete with marshmallow astronauts.

Harvest Festival took place on Sat., Oct. 5 this year. We had great weather and lots of staff support from around the district. There were between 1,300 - 1,400 people throughout the day to attend one of the many activities. It was a great community event and we kicked it off with the Falcon High School Band. Patrons also enjoyed a magic show, a petting zoo, live music, a costume and cookie contest, arts and crafts, and much more.

Tammy Sayles, Deya Rohe, and Lacey Miller helped coordinate the USCIS Naturalization Ceremony on Mon., Oct. 21 at Library 21c. 40 individuals from 17 countries were naturalized, including two individuals from AE's Path to Citizenship group.

Cheyenne Mountain Library in partnership with Adult Education and Adult Services held our second annual Culture Fest event. It was another huge hit with 200 attendees. Delicious food included Nepali, Turkish, German, and Mexican cuisine served by staff and adult education volunteers. Patrons were treated to a Japanese koto performance by Kazuko Kreidel and a shakuhachi performance from PPLD's own West Region manager, Michael Doherty; and dancing from Ballet Folkorico de Barajas.

Resources

Barbara Huff, from Children's Services, in conjunction with Young Adult Services, coordinated and hosted a shared author visit for All Pikes Peak Reads by Katherine Marsh, author of *Nowhere Boy*. She invited and coordinated visits by 12 elementary schools and 750 students over two days.

Library 21c's Children's staff hosted a well-received Harry Potter Science program on Sat., Oct. 26. The program featured a variety of STEAM-related activities for all ages, including a dedicated "Waiting for my Hogwarts Letter" play area for babies and young children Harry Potter Science drew over 130 people into the library with families repeatedly sharing their appreciation of the above-and-beyond creative efforts of the staff.

Liz Turner from Monument Library has been meeting top D-38 officials providing them information on Monument's Aftermath program along with other library resources. Aftermath has reached its highest attendance on record, with many students providing feedback on the help they received.

Innovation / Creativity

The 6th Annual Colorado Springs Mini Maker Faire was held on Sat., Oct. 19 with just over 3,000 attendees. While we had a few less makers this year, attendees and makers expressed their delight over the event and their appreciation of the flow of people. We had a visitor from Make Community, the Maker Faire parent organization, who gave us great feedback on the event and is planning to write up a post about our Faire on the Make Community website. From robots (one doing Tai Chi) to weaving to 3D printing to hand bells to LARPing, we had it all!

Services

Joy Fleishhacker, from Children's Services, coordinated the East Library Sky Jubilee event, providing opportunity for staff collaboration and activities for a wide variety of ages, with programs and program ideas offered by Young Adult Services, Adult Services, the East Makerspace, and help from Children Services. It was satisfying to see such a wonderful East event grow out of a community partnership with Inventa Academy and the MESO unit (Mobile Earth and Space Observatory), both brought in to provide a Homeschool Science @ East program.

Morgan Sawicki and Becca Cruz, from Creative Services, attended the graduation for the second cohort in the culinary workforce development program. Four students graduated with success stories already coming with new jobs being attained. They also attended a debrief meeting with Tammy Sayles, Lacey Miller, and chef instructor Mark Dodge. This program is a collaboration between Pikes Peak Workforce Center, Manitou Art Center, Hillside Community Center, and the Pikes Peak Library District.

Terry Zarsky taught 3 Minding Your Business classes at Library 21c, Penrose Library, and Sand Creek Library for 14 people. She did 21 one on one's for 52 people. She attended 33 outreach events for 1,608 people. She had 11 speaking engagements for the following groups: Thrive, SCORE, Abundance, Fair, Ft. Carson and Peterson Boots 2 Business, Economic Development Council of Colorado - State Conference, Best of Springs, SCORE, SBDC, USAFA TAP and Black Chamber of Commerce for 280 people.

Internal – Staff

After a comprehensive search, Cara Ramsey accepted the offer to become the Regional History and Genealogy Program Coordinator. Thirty-two people applied for the position. The pool contained a wide range of expertise and knowledge with local, statewide, and regional applicants. Cara's knowledge, experience, and skills stood out amongst the pool. Our team is pleased Cara accepted the job offer and excited to welcome her on Mon., Nov. 4.

Collection Management hosted a Collection Summit in October that had staff from many locations and departments in attendance. We presented information on new "Children's Talking Book" models, a product that provides access to an extensive array of newspapers, the Macmillan eBook embargo, and Blu-ray format expansion. Elyse Jones presented on the planning and implementation of circulating cultural institution passes. The program will use software that validates the patron via the ILS and allows the patron to print the passes.

October marked the retirement of Manitou Springs and Ute Pass Libraries' Manager Margaret Morris. She was an asset to both libraries and she will be missed. The Friends of Manitou Springs Library provided catering, and the Manitou Arts Center graciously hosted the event.

Accountability

Old Colorado City Library will be delaying the renovation of the floors until next year. It is prudent to make sure that we do it correctly and are able to make some changes that will meet the needs of the patrons better.

	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	25,083		310,453
Mobile Libraries	7,615	8,515	8,461	8,291	7,099	8,418	7,311	7,620	7,891	6,989	7,141		85,351
Calhan											1,123		1,123
Cheyenne	24,795	22,725	23,122	22,970	24,524	23,580	23,712	22,628	19,820	21,214	20,431		249,521
Fountain	10,692	9,334	9,994	8,361	10,246	12,298	12,456	10,393	9,023	9,555	8,865		111,217
High Prairie	18,507	16,493	17,506	16,384	16,363	18,101	17,677	16,855	15,264	15,469	14,648		183,267
Ruth Holley	20,746	18,659	18,548	18,944	18,253	18,809	20,024	18,467	16,770	16,923	14,510		200,653
Manitou Springs	2,972	2,914	3,177	2,991	2,924	2,843	3,252	2,520	2,351	2,612	2,485		31,041
Monument	22,829	21,025	23,750	21,161	22,642	25,160	25,059	22,521	21,244	20,328	20,073		245,792
Old Colorado City	13,187	11,563	12,519	12,626	12,740	12,023	11,986	11,747	10,365	10,747	10,516		130,019
Palmer Lake	2,210	2,184	2,217	2,482	2,578	2,886	3,157	2,485	2,443	2,502	2,299		27,443
Rockrimmon	22,716	19,817	21,781	20,629	21,545	23,248	22,900	20,397	18,190	18,884	18,699		228,806
Sand Creek	20,906	19,089	19,852	18,239	19,054	20,506	19,119	17,511	16,483	16,154	15,795		202,708
Ute Pass	1,708	1,584	2,083	1,527	1,383	1,397	1,472	1,405	1,213	1,260	1,101		16,133
Senior Van	1,464	1,670	1,265	1,712	1,525	1,598	1,415	1,561	1,372	1,422	1,196		16,200
East	83,737	73,242	83,606	74,752	79,030	92,223	88,352	79,755	75,581	72,111	71,759		874,148
Library 21c	56,576	50,524	55,580	49,844	52,530	62,436	62,031	55,048	49,946	49,388	48,962		592,865
Total	342,214	307,198	333,130	310,322	322,083	355,128	349,256	317,205	293,740	291,778	284,686	0	3,506,740

YTD CIRC Comparison	2019	2018	% Change
Penrose	310453	388938	-20.2%
Mobile Libraries	85351	94336	-9.5%
Calhan	1123	0	
Cheyenne	249521	274676	-9.2%
Fountain	111217	132786	-16.2%
High Prairie	183267	201115	-8.9%
Ruth Holley	200653	238150	-15.7%
Manitou Springs	31041	30568	1.5%
Monument	245792	267376	-8.1%
Old Colorado City	130019	141179	-7.9%
Palmer Lake	27443	26224	4.6%
Rockrimmon	228806	246907	-7.3%
Sand Creek	202708	244169	-17.0%
Ute Pass	16133	19889	-18.9%
Senior Van	16200	19414	-16.6%
East	874148	892501	-2.1%
Library 21c	592865	656501	-9.7%
Total Physical Materials	3506740	3874729	-9.5%

Current Month CIRCULATION Comparison by Facility	2019	2018	% Change
Penrose	25083	32331	-22.4%
Mobile Libraries	7141	8465	-15.6%
Calhan	1123		
Cheyenne	20431	24909	-18.0%
Fountain	8865	10911	-18.8%
High Prairie	14648	16628	-11.9%
Ruth Holley	14510	19545	-25.8%
Manitou Springs	2485	2595	-4.2%
Monument	20073	22220	-9.7%
Old Colorado City	10516	12593	-16.5%
Palmer Lake	2299	2259	1.8%
Rockrimmon	18699	21221	-11.9%
Sand Creek	15795	20552	-23.1%
Ute Pass	1101	1736	-36.6%
Senior Van	1196	1631	-26.7%
East	71759	77020	-6.8%
Library 21c	48962	53203	-8.0%
Total Physical Materials	284686	327819	-13.2%

Current Month e-materials & Summary	2019	2018	% Change
Overdrive	160994	147534	9.1%
RB Digital Mags	6575	6702	-1.9%
eReaders	4	8	-50.0%
1-Click Audio	439	456	-3.7%
Hot Spots	41	58	-29.3%
Total e-materials	168053	154758	8.6%
ILL	2033	2314	-12.1%
Cameras/Equip	80	74	8.1%
Other Physical Materials	284686	327819	-13.2%
Total Monthly Circ	454852	484965	-6.2%

Circulation without Renewals

November 2019

Current Month Comparison VISITORS	2019	2018	% Change
Penrose	40726	48931	-16.8%
Mobile Libraries	2983	3426	-12.9%
Calhan	714		
Cheyenne	13757	15987	-13.9%
Fountain	6787	7669	-11.5%
High Prairie	7234	8316	-13.0%
Ruth Holley	10622	13627	-22.1%
Manitou	3169	3481	-9.0%
Monument	13750	13593	1.2%
Old Colorado City	9229	11429	-19.2%
Palmer Lake	1223	1550	-21.1%
Rockrimmon	12866	14191	-9.3%
Sand Creek	20587	22986	-10.4%
Ute Pass	1226	1799	-31.9%
East	41347	44925	-8.0%
21c	38456	43848	-12.3%
KCH	85	0	#DIV/0!
TOTAL Visitors	224761	255758	-12.1%
Special Collections	1430	1219	17.3%

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	44079	0	532372
Mobile Libraries Total	11278	13161	13478	13937	12066	13295	12060	12189	12357	11665	11677	0	137163
Calhan											1512	0	1512
Cheyenne	30604	33278	37279	36480	38250	37297	38553	35662	33656	35549	33521	0	390129
Fountain	13965	14601	17060	14669	16930	19381	21001	17838	15730	16631	15187	0	182993
High Prairie	24346	25660	29705	28079	27831	28954	30225	28070	27101	27481	25439	0	302891
Holley	27152	28984	32016	31869	30667	30742	33669	30728	28569	30146	25879	0	330421
Manitou	3756	4166	4943	4804	4638	4450	5027	4121	3943	4480	4115	0	48443
Monument	30228	32367	39250	34970	36376	39476	41589	37105	35627	35028	33297	0	395313
Old Colorado City	16491	17317	19837	20086	20299	18906	19284	18253	17422	17897	16991	0	202783
Palmer Lake	2970	3458	3566	3931	4076	4372	5040	4237	4140	4239	3784	0	43813
Rockrimmon	30572	30602	34924	34000	34203	36208	36897	33460	30726	31728	30633	0	363953
Sand Creek	25926	28975	34099	31904	31664	33984	32402	29466	29376	29302	28004	0	335102
Ute Pass	2081	2248	3108	2325	2265	2104	2295	2219	2036	1938	1749	0	24368
Senior Van	1567	1970	1750	2287	1930	2080	1882	1963	1805	1824	1643	0	20701
Bookmobiles	9711	11191	11728	11650	10136	11215	10178	10226	10552	9841	10034	0	116462
East	112093	115913	141935	132781	133296	149381	151444	137820	131926	130427	125090	0	1462106
Library 21c	72298	77951	94214	86948	87996	99958	104348	94927	87383	87100	84748	0	977871
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	111	0	1387
Total Physical Materials	**451467**	**474945**	**558061**	**527552**	**532687**	**568132**	**584838**	**533060**	**505064**	**510998**	**485816**	**0**	**5732620**

YTD CIRC Comparison

	2019	2018	% Change
Penrose	532372	581022	-8.4%
Mobile Libraries Total	137163	136981	0.1%
Calhan	1512	0	
Cheyenne	390129	347228	12.4%
Fountain	182993	174682	4.8%
High Prairie	302891	264985	14.3%
Holley	330421	313721	5.3%
Manitou	48443	37937	27.7%
Monument	395313	357441	10.6%
Old Colorado City	202783	179170	13.2%
Palmer Lake	43813	36906	18.7%
Rockrimmon	363953	334149	8.9%
Sand Creek	335102	307898	8.8%
Ute Pass	24368	25993	-6.3%
Senior Van	20701	20312	1.9%
Bookmobiles	116462	116669	-0.2%
East	1462106	1227853	19.1%
Library 21c	977871	843974	15.9%
Dispensers	0	0	
Parenting	1387	1608	-13.7%
Total Physical Materials	**5732620**	**5171548**	**10.85%**

Current Month Comparison CIRCULATION

	2019	2018	% Change
Penrose	44079	49300	-10.6%
Mobile Libraries Total	11677	12102	-3.5%
Calhan	1512		
Cheyenne	33521	31470	6.5%
Fountain	15187	14562	4.3%
High Prarie	25439	22690	12.1%
Holley	25879	26003	-0.5%
Manitou	4115	3370	22.1%
Monument	33297	29932	11.2%
Old Colorado City	16991	16068	5.7%
Palmer Lake	3784	3168	19.4%
Rockrimmon	30633	28991	5.7%
Sand Creek	28004	25916	8.1%
Ute Pass	1749	2220	-21.2%
Senior Van	1643	1698	-3.2%
Bookmobiles	10034	10404	-3.6%
East	125090	106067	17.9%
Library 21c	84748	69815	21.4%
Dispensers	0	0	
Parenting	111	111	0.0%
Total Physical Materials	**485816**	**441785**	**9.97%**

Current Month Comparison VISITORS

	2019	2018	% Change
Penrose	40726	48931	-16.8%
Mobile Libraries Total	2983	3426	-12.9%
Calhan	714		
Cheyenne	13757	15987	-13.9%
Fountain	6787	7669	-11.5%
High Prairie	7234	8316	-13.0%
Ruth Holley	10622	13627	-22.1%
Manitou	3169	3481	-9.0%
Monument	13750	13593	1.2%
Old Colorado City	9229	11429	-19.2%
Palmer Lake	1223	1550	-21.1%
Rockrimmon	12866	14191	-9.3%
Sand Creek	20587	22986	-10.4%
Ute Pass	1226	1799	-31.9%
Knights of Columbus Hall	85	0	
East	41347	44925	-8.0%
Library 21c	38456	43848	-12.3%
TOTAL	**224761**	**255758**	**-12.1%**
Special Collections	1430	1219	17.3%

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	303518	0	3534103
DVD	134871	147462	176680	165284	164741	162650	167963	154746	142946	149706	142743	0	1709792
CD Music	12862	15085	16143	15359	14810	13949	14631	13962	13717	13974	13095	0	157587
CD Book	14932	15071	18322	16817	17362	18036	18285	17031	15608	15792	14853	0	182109
Playaway	6258	6686	8369	7703	7887	9129	9015	7507	7146	6952	6470	0	83122
Kit	1582	1571	1723	1986	1993	2252	2309	1976	1784	1805	1537	0	20518
Game	3178	3541	4736	4393	4478	4891	4850	4079	3726	3917	3600	0	45389
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Physical Items	451467	474945	558061	527552	532687	568132	584838	533060	505064	510998	485816	0	5732620
													0
ILL	2037	1983	2307	2123	2201	2007	2336	2081	1877	2011	2033	0	22996
CyberShelf-OverDrive	167140	148668	167363	154120	164499	164282	173056	169934	162345	166725	160994	0	1799126
RB Digital Magazines	5910	5611	6620	6885	6949	6276	5715	7083	6554	6855	6575	0	71033
eReader	4	7	6	3	3	10	13	11	2	4	4	0	67
OneClick Audio	460	387	415	415	458	492	454	442	388	436	439	0	4786
Hot Spots	58	56	56	57	54	53	53	46	38	32	41	0	544
Cameras & Equipment	65	84	64	89	66	84	79	100	99	86	80	0	896
													0
TOTAL STATE Circ	627141	631741	734892	691244	706917	741336	766544	712757	676367	687147	655982	0	7632068
Freegal Music	7065	6521	6835	6876	6744	6804	6798	6345	6814	6775	6335	0	73912
Freading	108	109	132	124	117	89	112	117	101	141	123	0	1273
DVD Player	160	137	95	152	151	155	147	109	135	160	110	0	1511
Hoopla	1948	1767	2059	1792	1922	1896	1858	1948	1887	1848	1959	0	20884
Comics	341	368	405	323	308	309	394	376	425	358	385	0	3992
Kanopy	838	828	844	1040	1449	1677	1601	1838	1526	1654	1470	0	14765
													0
CLC	9990	10628	12635	11322	11442	11830	12479	11432	10899	11113	10024	0	123794
Laptop Use	1373	1336	1519	1626	1635	1153	1187	1237	1145	1195	966	0	14372
Active Users	255131	254818	254774	253569	253425	254251	254279	279930	279102	280082	279166	0	

Monthly Circ by Format			
	2019	2018	Change
Print	303518	270563	12%
DVD	142743	132374	8%
CD Music	13095	13006	1%
CD Book	14853	15350	-3%
Playaway	6470	6132	6%
Kit	1537	1587	-3%
Game	3600	2773	30%
	0	0	
TOTAL Physical Items	485816	441785	9.97%
ILL	2033	2314	-12%
CyberShelf-OverDrive	160994	147534	9%
RB Digital Magazines	6575	6702	-2%
eReader	4	8	-50%
OneClick Audio	439	456	-4%
Hot Spots	41	58	-29%
Cameras & Equipment	80	74	8%
Total e-materials	168053	154758	9%
Freegal Music	6335	7631	-17%
Freading	123	92	34%
DVD Player	110	128	-14%
Hoopla	1959	1968	0%
Comics	385	209	84%
Kanopy	1470	886	66%
CLC	10024	9568	5%
Laptop Use	966	1312	-26%
Active Users	279166	254850	10%

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	655982	598931	10%
December		559962	-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	7632068	6770306	13%
December		7330268	-100%

Circulation Report
Item Type
November 2019

Communications Department: Report for December 10, 2019

News coverage and media highlights

- Total features:
  - **Last month:** 59
  - **Year-to-date total:** 880, which averages to 80 per month

- Highlighted coverage for the month (from the full interactive report):
  - The **grand opening of Calhan Library** was covered in the *Colorado Springs Gazette*, the *Colorado Springs Independent*, and the *Ranchland News* (article in print only). The *Gazette* piece was **shared 81 times** on social media.
  - **Maker-in-Residence Tarikh Brown** was profiled in the Colorado Springs Business Journal.
  - KOAA (channel 5 news) covered the **"We Have a Story: Homeless in Colorado Springs" exhibit** at Library 21c. The piece **was shared 629 times** on social media.
  - The **Manitou Arts, Culture, and Heritage initiative (MACH)** vote and efforts to fund a renovation of the Manitou Springs Library were covered multiple times in the *Pikes Peak Bulletin* (articles in print only).
  - The *Colorado Springs Independent* previewed **José Olivarez's author visit**, wrapping up All Pikes Peak Reads 2019.
  - This month's Library Limelight column featured **ways you can make the holidays personalized and affordable at the Library**. It ran in the *Woodmen Edition*, *Tri-Lakes Tribune*, and *Cheyenne Edition*.

Digital marketing statistics and highlights

- PPLD.org website statistics:
  - **Monthly totals:** 112,210 users, with 93,642 being new; 211,917 sessions; and 381,053 pageviews
  - **Year-to-date totals:** 1,385,830 users, with 1,11,700 being new; 2,724,787 sessions; and 4,858,135 pageviews
  - **Most popular web page for last month**, besides the home page: ppld.org/jobs

- District-wide social media statistics (January – October 2019):
  - **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:
  - The **Black Friday and Cyber Monday posts on Facebook** performed quite well. For example, PPLD Kids' Black Friday post (featured to the right) received 168 reactions with 63 shares. It was reshared by PPLD, reaching an additional 2,904 people with 262 reactions and 21 shares.
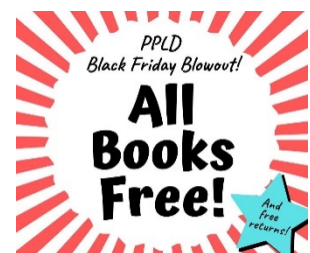
Video production statistics & highlights

- <u>Totals (from June – October 2019):</u>
    - **Online video views:** 289,488
    - **Content production:** 56 produced by PPLD
    - **PPLD TV:** 21 hours of new programming

- <u>New videos and other updates:</u>
    - **Promotion:** Watch the new Kinderspark PSA for PPLD Kids.
    - **Event filming:** Watch sessions from the last Indie Author Day hosted by PPLD, as well as the Colorado Springs World Affairs Council, at vimeo.com/ppldtv.

Community partnerships, events & other happenings

- <u>Totals for 2019:</u>
    - **Community partnerships:** 27, with 19 currently active
    - **Outreach activities:** 118 (excludes school visits)
    - **Known outreach impressions:** 16,278

- **Dianne Primavera, Lieutenant Governor for Colorado, visited Monument Library** on Nov. 19 and read *Penguinaut* aloud to Story Time attendees. Her stop was part of a weeklong tour across Colorado to promote early literacy and OneBookColorado.org within schools and libraries.

- The **Colorado Ballet Society hosted the Petite Nutcracker at Library 21c** on Nov. 29 and Nov. 30. All eight performances by the Colorado Youth Ballet were sold out.

- The **Make it Personal marketing campaign continues!** 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.

- **Attend an event on Sat., Dec. 14!** The 4th annual **Yule Ball**, presented by PPLD, takes places 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 from 11 a.m. – 3 p.m. with more than 50 vendors and hundreds of participants expected.

- **Vitalant will host blood drives** at East Library (10 a.m. to noon) and Library 21c (2:30 p.m. to 4:30 p.m.) on Fri., Dec. 27.

- Call for human "books" as part of our 2020 Human Library! PPLD will accept applications from volunteers through Tue., Dec. 31. With a collection of people from all walks of life, the annual program is designed to build a positive framework for conversations that can challenge stereotypes and prejudices through dialogue. Individuals serve as human "books," and participants can "read" the book by engaging in a conversation with the book on loan. It aims to establish a safe and conversational space where difficult questions are expected, appreciated, and hopefully answered. Save the date for the 2020 Human Library, which will take place at East Library on Sat., March 7.

- **It's time for 13th annual [Teen Art Contest](#)!** This year's theme is 20/20 vision, and the contest is open to middle and high school students who are residents of El Paso County. Submissions are due by Sun., Feb. 16, with the awards ceremony taking place on Sun., March 29, at 2 p.m. in Library 21c's venue.

- The **Jean Ciavonne Poetry Contest** kicks off Wed., Jan. 1, for 4th and 5th grade students in the Pikes Peak region. This year's theme is "Poetry Stew: Poems About Food," and the entry deadline is Tues., March 3. Six winners will each receive $50 and a book of poetry during the award ceremony on Sat., April 11.

Meeting and study room statistics

- Room usage:
    - **Patrons reservations:** 3,309 during the month, bringing the year-to-date total to 40,954
    - **Staff-hosted programs:** 1,133 public programs, bringing the year-to-date total to 14,518

- Library Market and other related use (reservations and cancellations):
    - **Monthly use of PPLD.LibraryMarket.com:** 14,423 users; 27,576 sessions; and 142,172 pageviews
    - **Online requests:** 4,606, bringing the year-to-date total to 50,310
    - **Phone and email inquiries:** 509, bringing the year-to-date total 5,061

Other key updates

- Community needs assessment:
    - Elevated Insights will provide a **detailed final report**, as well as an **overview presentation of key findings, themes, and recommendations,** to the Board of Trustees and PPLD staff during the month of December.
    - Following the project's conclusion, PPLD 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). The team also plans to use the **assessment's findings and recommendations to inform future decisions**, such as for strategic planning.

- Other high-level planning by the Communications department:
    - **FY20 strategic communications framework**, focused on four key areas: Branding, community engagement, internal communications, and marketing/promotion
    - **Crisis and issue-related communications**

Facilities Department Report
December 10, 2019

Projects

Calhan Library building renovation is complete. Turning our attention to the exterior, we have met with Carla Anderson Landscape Design to begin developing plans for landscape improvements. We hope to have the plan and contractor in place to begin work in the spring of 2020.

An additional requirement from the Colorado Springs Fire Department for the East Library back-up generator replacement project includes extending the generator exhaust system above the roof line directing any fumes away from patrons and building occupants. The unit production schedule is still listed for January 2020 with installation anticipated in February.

Discussions continue with Pikes Peak Regional Building Department on the project for the installation of a roof structure on the old chiller pit at East Library. This is an unusual project in that the structure is part of the original construction and codes do not accurately address existing circumstances. With the denial of the variance last month, the GC and architect offered options which are still being explored. The more cost-effective option would be for a spray-applied fire retardant. The GC is currently pricing out this option for consideration. If it is agreed this is the best course of action, the architect will revise the drawings and we'll hopefully be granted the permit for this project. An update will be provided in the January Facilities Department report.

There is no change in the status 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 and awarded to Design Edge Architects. A kickoff meeting occurred on November 21. The architect will develop a schedule as well as conceptual drawings. The next meeting is to be determined.

Ruth Holley Library underwent service point reconfiguration that was completed the week of Thanksgiving. The existing service desk was removed and replaced with two standing counters to provide express computer access closer to print stations and other equipment. The new service desk is now located at the east side of the main entry lobby. The reconfiguration also included changes to the quiet reading area as well as relocation of several shelving units to make way for the new learning lab coming in 2020.

Facilities staff are also working on some smaller projects at East and 21c. At East, we're bidding out the expansion of the current security office to include the Weigh and Win space next door. At 21c, we are bidding out some alterations for the space previously occupied by Ricoh. These alterations include adding a large one-way window to allow staff to monitor the public space as well as some millwork restorations needed in the staff area.

Facilities Staff

The Facilities Department has a new Facilities Specialist at East Library. Jeffrey Paley started on November 18, 2019 and we look forward to the contributions he will bring to the entire Facilities Team.

All three regional Facilities departments were instrumental in completing last minute details for the opening of the Calhan Library. This library will be overseen by the East Facilities department going forward.

Monthly Statistics

In November, the Facilities department completed 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 November, Facilities staff completed 143 demand work orders (work orders submitted by PPLD staff) accounting for 190.56 hours of staff time and 158 preventive maintenance work orders (work orders scheduled for equipment, etc.) to account for 208.71 hours of staff time.

Facilities completed 128 meeting room set ups at the three large libraries accounting for a total of 65.75 hours.

Human Resources Report
December 10, 2019

Human Resources:

Major projects included the following:

- Organizational Development
  - o Dr. Nita Mosby Tyler facilitated Deconstructing Equity training for part of the North region staff on November 8th.
  - o Third session of the PPLD Leadership Program was facilitated.
  - o HR retreat was facilitated. New department goals for 2020 are being finalized.
- Benefits update
  - o Open Enrollment is here: December 2-December 13
- Wellness program
  - o Fall Nutrition Challenge Complete! Total completions are still being calculated.
- Volunteer program
  - o Candidate (Internal to PPLD) has been selected and will be starting December 30th
- Workers Compensation
  - o One injury was reported in November
- Recruitment
  - o Participated in the Veterans Job Fair on November 5th.

Recruitment / Selection Activity	November 2019
Jobs Posted	8
Newly Hired Employees	7
Promoted Employees	1
Transferred Employees	0
Separated Employees	3

Projects

- Broadband Internet Service Increase: Project completed

- Core Switch Installation: Project Estimated Completion Date (ECD) moved to December

- Transition to Windows 10/Office 2016: In progress with Library 21c the last library to transition with ECD December 17

- Technology Refresh Patrons: Project continues 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 encountered a problem with facsimile services requiring resolution before moving forward. Anticipate providing Finance with requirements end of December

- Calhan: Phone service workaround in place for voice service all other IT services operational.

Monthly Statistics

- Computer Usage Statistics: Decreased 42.52% year to date from 2018 (460,773,/801,621)

- Laptop Circulation: Decreased 16.36% year to date from 2018 (14,372/17,183)

- AWE Children's Early Literacy Computer Usage: Decreased 13.15% from 2018 (53,690/61,822)

- Hotspot Circulation: Decrease 31.74% year to date from 2018 (544/797).

Safety

Safety continues its work on revamping and creating a new *Emergency Operations Procedure* (EOP) book for the District. This resource will have written procedures for dealing with the ten top identified emergency situations that could occur within the District. It additionally has several after-occurrence resources for disseminating information and communications standards. Two separate versions are being created, a staff and a public version. These books are scheduled to be distributed in 2020 after all procedures have been created or updated.

New drill guidelines and procedures are being established in coordination with the sixteen identified police and fire departments that respond to PPLD facilities.

Thanks to assistance from the Facilities Department, all PPLD facilities are now equipped with AED stations. An in-house instructor has been certified as an American Heart Instructor and has begun the task of training ninety-five identified staff members across the District in CPR and AED use. This will bring us in compliance with our own guidelines for the first time in many years. Safety has rewritten the CPR/AED protocols to bring them up-to-date with current training and legislation requirements.

Safety recently completed a training series on active shooter situations within the District. A 90-minute training video was produced and is now available to all staff members. Additionally, an emergency procedure was written and established for training and guidance on what to do in an active shooter situation to be included in the new EOP book.

Safety has recently rewritten the *Blood Bourne Pathogen* (BBP) response guidelines for PPLD employees and identified the team members to be trained on the procedure. Safety has surveyed the BBP kits across the District and found that most are in significant disrepair or missing. Twenty-four deployment locations were identified for the BBP Cleanup Kits. Test quantities of supplies were ordered and checked for appropriateness and supply needs have been ordered and will be dispersed in January.

Safety has certified three in-house instructors for the national *Stop the Bleed* training program. Twelve classes have been scheduled across the District in 2020 with the hope of training two hundred team members in this life saving curriculum. Training materials for this class were prohibitively expensive through traditional means. PPLD cooperated with University Health to identify alternate visual aid methods and we have acquired supplies to create our own in-house materials at a tenth of the cost. Supplies to distribute a *Stop the Bleed* kit for every first aid kit in the District have been purchased and are being compiled. Safety will disperse this resource in early 2020.

Social Services

Social Services continues to work to achieve District wide awareness and visibility. The Social Worker and Security team have worked together to develop a District wide informational flyer to post at each PPLD facility indicating how to contact PPLD's Social Worker. The flyer provides brief examples of things with which the Social Worker can assist. This will provide the added benefit of visually reminding staff that this resource is available when they are dealing with issues with patrons that could be assisted by the Social Worker.

Social Services continues to assist in the arts therapy program and the scheduled weekly support group at Penrose Library.

Social Services has expanded weekly drop-in office hours from Penrose Library, to Ruth Holley, and Library 21c, and will soon provide drop-in hours at East Library as well.

Social Services continues to work with a myriad of outside organizations to expand awareness of PPLD programs and connect to outreach that we direct our patrons towards for services as well.

Social Services has reached what we would consider the threshold of services that can be provided. With an overwhelming number of patrons across the District reaching out for assistance, significant wait times and lag due to PPLD staff limitations has occurred. Social Services simply has too many requests to provide service to all patrons. This has resulted in a triaging of services that can be provided and long- term scheduling of assistance to less urgent resource requests.

Social Services is actively outreaching to all local service groups to investigate ways that they can support the resource goals identified through volunteer hours, outside funded peer navigators, and street outreach programs scheduling time at our facilities.

Security

Security is currently preparing to start the 2020 round of "Non Violent Crisis Intervention Training" for our staff. In 2019 we were able to certify over one hundred twenty staff members in this communication/assertiveness/personal safety course. We hope to train an equal number of staff next year. We also provided this training to staff from four other library systems. By certifying in-house staff as trainers, we were able to provide $216,000 worth of training at a cost of $7,000 (plus regular staff compensation time).

Security continues to see a trend of downward suspensions across the District. There is also a significant downward trend in recidivism of those we allow back into Library facilities after suspensions. It is believed this reduction is due to District wide trainings, the inception of the one-day removal tool, and heightened security interaction across the District. A yearly analysis will be available early in 2020.

With the assistance of Hunan Resources and Facilities, Security is ready to implement the new photo badge/key card combo in January 2020. New procedures have been written and are in the process of being reviewed. This will greatly increase the security of PPLD facilities as well as provide a better customer service experience for patron interactions.

Security continues to work with IT and Finance to develop the RFP for the camera renovation across the District. The demo systems have been evaluated and we hope to have a final document ready for bid by the end of the year. An update report for this project is attached.

Camera Replacement Information

At the commencement of the camera replacement team operation, Security, and IT convened to discuss the current state of the system and identifying what needed to be accomplished and how. A complete District survey was completed looking at what was currently in the camera system and what the challenges and needs were.

This survey took several months and was an in-depth look at, not only the cameras, but the rest of the system hardware, the software, the cabling, and the ways in which the system was inefficient, damaged, or not meeting the needs of the District.

<u>Pre-Survey Findings</u>

- We identified a large number of cameras that are not connected to our network (dummy cameras). These are left over from previous systems that were never removed or are cameras that have broken and haven't been replaced.
- There are a significant number of cameras (approx. 50) that are intermittently working or go out two to three times a day across the entire District. This means that from minute to minute they may or may not be working.
- Across the District, there are several camera servers that crash multiple times a week, which stops entire facility recording for hours or days. The entire system must be rebooted over and over, causing downtime and significant lapses in footage being stored until the outage is found and rebooted.
- Ghosting and skipping is a significant problem at a minimum of five facilities. This is where the camera will only record every few seconds so a person appears to be skipping across the screen or a blur is left behind them as the camera records a longer exposure.
- Freezing of an entire server or of a camera occurs at every facility. The live feed freezes and the only way you can tell is to select the camera for viewing and then it will launch to real time again. Cameras can be frozen for hours or days until each camera is selected to see if it has frozen or not.
- Some servers are old enough that they can no longer be repaired. Replacement parts are no longer available for the servers at High Prairie, so entirely new servers need to be installed. This is the direction the entire system is headed.
- At some facilities, the systems were never installed properly, so we have cameras out of licensing compliance, or never licensed at all.
- In almost every facility, we have cameras that have broken motors so they can no longer be moved and are fixed where they are looking.
- Many cameras are down and cannot be brought back up.
- Many cameras with cracked lenses or housings were discovered due to the age of the cameras.
- Approximately 50% of interior non-staff areas are in view. The rest of the District is a blind spot.

- Elevators have no coverage at Penrose, a significant number of incidents or concerns happen in these locations. Staff are vulnerable in this confined space with agitated patrons.
- Due to the current state of the camera system, and the universally poor coverage and quality of the video it provides, Security or any other team members do not view our footage live to monitor and respond to events. Real time intervention is not a possibility for the current system. Thus, when an event occurs, our system is only referenced after the fact to see what occurred and if we happened to catch any part of it on camera. Our system is for investigation only at this point.
- All facilities in the District are tied only to the location they are at. To view any footage that has occurred at a facility, you have to go to the specific location to view the images. You cannot view files from anywhere other than the facility they occurred at, and only past images.
- Very few cameras within the District have specs that would qualify them to admitted as reliable evidence in a criminal proceedings.
- Servers are currently located in highly inconvenient locations such as offices, in cabinets at checkout desks, and small rooms with no ventilation, causing heat issues which triggers additional failures.
- Servers themselves are freezing multiple times a day.
- All three regional libraries and several of the smaller branches have cameras that turn on and off several times a day, due to unknown causes.
- In the 50% of floor coverage that we do have, significant additional blind spots and dead zones were identified that are impactful safety concerns.
- Our current software system can take up to three hours to download a two minute video for law enforcement or internal investigations. While the download is occurring, you cannot watch the system live anymore.
- Current storage capacities were identified to be well below industry standard. One facility was as low as three days before it looped.
- As an example of identified blind spots, at Penrose, 24 exterior favored spaces for sleeping, fires, camping and illegal drug deals were identified. Clearly visible on our current system are five of them.

Requirements Identified Post-Survey

- All camera installations must be available to be viewed from off-site and on-site locations.
- Access must be able to be granted and restricted for those utilizing the system
- All entrances to facilities should be covered from interior and exterior angles.
- All public entrances will be equipped with looped in monitors within the public's view.
- All public entrance cameras will be high definition-rated to capture quality images for investigation and court-related cases.
- All exterior book drops will be covered.
- System must be thorough and provide flexibility and clarity that live preventative viewing and monitoring can occur to address issues as they happen and not after the fact.
- All staff patron fixed interaction points will be captured by at least one angle.

- All patron to staff area transition points will be covered.
- Efforts will be made to cover all PPLD-owned parking lot areas as thoroughly as possible without excessive cost restrictions.
- All computer labs will be covered.
- All Maker Spaces will be covered.
- All meeting rooms will be covered.
- All identified safety or threat concerns at facilities will be covered.
- All exterior PPLD assets will be covered.
- All storage will be a minimum of 30 days at each facility.
- Facial recognition software should be investigated for legally trespassed individuals.
- Downloading and snapshot of software program should be convenient and quick.
- Ability to utilize different cameras that are not proprietary should be a capability of the software program.
- Analytic expansion should be easy and have a variety of applicable options.
- Each facility should have a minimum of 85-90% coverage of public spaces excluding study rooms.
- All servers must be located in closets and not in staff areas.
- Penrose elevators should be covered, as it is a high risk and occurrence space.
- Facial recognition program tied to entire district should be investigated to identify suspended aggressive and violent patrons re-entering facilities.

RFP Development Steps (Security and IT Joint Effort)

- Security leadership conducted a detailed survey of all PPLD facilities by walking the facilities and observing blind spots, areas of concern, and possible camera placements.
- Security reviewed the last five years of incident data for each facility in the District and compiled data on what incidents have occurred where, the impact current camera locations could have had on those events, and identified where possible camera placement would have assisted with those incidents.
- The team searched for a qualified camera installation consultation expert.
- Once selected, project scope and planning meetings with the expert were held, reviewing the concerns across the entire District.
- Individual surveys of each facility in the District were undertaken with the consultant.
- At each facility, the building manager was consulted on what their camera needs and concerns were for the facility, what their desires were with the new system, and what concerns they may have.
- Some building areas were identified as high-crime sections (i.e. drug deals, theft, lewd acts, safety violations). These areas were surveyed for additional camera requirements to deter issues.
- Line of sight reorganization recommendations were made to assist with the cameras, as well as staff viewing (some of these have already been accomplished).
- Shelf height reduction recommendations were made at many facilities to assist with staff and camera viewing (some of these have already been addressed).
- IT surveyed all data closets and current camera server locations to assess needs and issues.

An in-depth analysis of possible camera locations was performed including:

- o Camera placement to cover as many interaction positions as possible
- o Blind Spots
- o Best camera types for each identified position to enhance the clarity, use, and appropriateness of each camera:
  - 360' fish-eye lenses
  - 360' four lens combo cameras
  - 360' two lens conversion cameras
  - Hallway blocking cameras
  - PTZ cameras
  - Multiple lens single license cameras
  - Sun-glare issues
  - Lowlight identification issues
  - Vandalism issues
  - Historic structure issues at the Carnegie locations
  - Aesthetic issues
  - Mounting challenges
  - Appearance to patrons
  - Cabling and additional power issues
- o Security and branch leadership interaction with camera system
- Discussions occurred on how to simplify use for everyone.
- Possible solutions were discussed on how to allow access from exterior sources.
- Solutions for providing cameras to the mobile libraries and how that could be supported were reviewed.
- Detailed maps of our findings at each location were produced.
- Security then re-surveyed the facilities with the possible solutions, looked at every camera placement spot, considered if placement could be condensed, and if the correct camera had been selected to best suit that area.
- Changes to the maps were drafted and the results sent to the Consultant again.
- The new maps were reviewed and approved.
- The consultant produced detailed floor plans showing the positions of the identified cameras, servers, monitors, and access stations.
- Security then re-surveyed each facility to ensure that what was produced was accurate to the decisions that had been made.
- Security and IT sat through approximately five presentations from industry leaders on the capabilities and merits of camera software systems to evaluate their appropriateness to our needs.
- Security and IT sat through approximately seven presentations from industry leaders of camera manufacturing to assess the appropriateness of the products for our needs.
- RFP's for other Colorado Springs public and nonpublic facilities for camera systems were referenced.

- All floorplans were then reviewed and areas where any future movement or reallocation of space by shelves, other library services or equipment or construction were identified and evaluated if the cameras identified there were appropriate or needed to be changed to address any future use or movement.
- Discussions on ensuring that cameras could be refocused or changed if future needs changed so they were versatile were conducted and needs addressed.
- Top Software and camera identified vendors were asked if they could provide free of charge a system for us to install and test at Penrose library.
- Agreements to install and support eight separate types of cameras, at no charge to us, and a full software management system and a facial recognition system were reached and the systems were installed at Penrose for demo.
- Systems are currently being evaluated for:
    - Clarity
    - Open source efficiency
    - Ease of use
    - Mobile tech interaction
    - Accuracy of facial software
    - Download speed
    - Weather interference
    - Low light and sun light interaction filters
    - Support
    - Training modules
    - Digital and optical zoom clarity
    - Use by our currently deployed computers system without upgrade
    - Bandwidth usage
    - Lag
    - Freeze-frame
    - Physical distance restrictions