

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES  
FEBRUARY 6, 2023 3 pm  
LIBRARY 21C – 2<sup>ND</sup> FLOOR STAFF CONFERENCE ROOM



VIRTUAL MEETING (ZOOM)

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

Meeting ID: 837 1958 5376

Passcode: 940463

REGULAR MEETING OF THE BOARD OF TRUSTEES

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- IV. BUSINESS ITEMS
  - A. DECISION 24-2-1: Resolution to Amend the Funds Appropriated for the 2024 Budget (p. 2)
  - B. DECISION 24-2-2: Resolution Designating the Official Custodian of Records of Pikes Peak Library District (p. 27)
- V. ADJOURNMENT

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

RESOLUTION TO AMEND THE FUNDS APPROPRIATED FOR THE 2024 BUDGET

A Resolution to amend the funds appropriated for the 2024 Budget for Pikes Peak Library District.

WHEREAS, a public hearing was held by the Board of Trustees on January 9, 2024, in which the Board of Trustees, in Section 1 of a Resolution dated January 9, 2024, did appropriate the 2024 Budget in the amount of

General Fund	\$ 30,138,569
Capital Fund	\$ 2,723,332
Self-Insurance Fund	<u>\$ 2,644,269</u>
Total	\$ 35,506,170

WHEREAS, subsequent to the January 9, 2024 Budget Meeting, members of the Board of Trustees were informed that fund amounts presented for appropriation, as listed above, were incorrect due to inadvertent error; and

WHEREAS, the Board of Trustees were also informed that expenditures, and specifically expenditures shown by fund on the 2024 Budget Summary document as presented on January 9, 2024, are true and correct; and

WHEREAS, given the above information, the Board of Trustees wishes to rescind the dollar amounts appearing in Section 1 of the January 9, 2024 Resolution, in which the Board approved an appropriation allotted to the individual funds shown above and reappropriate the correct amounts as presented on the Budget Summary document at the Budget Meeting held on January 9, 2024; and

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

That the expenditures, as presented on the approved and adopted budget, and specifically the Budget Summary of the 2024 Budget on January 9, 2024, be recognized as the true and correct appropriated amounts of the Pikes Peak Library District for the year 2024. The following sums are hereby appropriated from the revenues and available fund balances of each fund, to each fund, for the stated purpose, retroactive to January 9, 2024:

General Fund	\$ 36,286,668
Capital Fund	\$ 2,723,332
Self-Insurance Fund	<u>\$ 3,271,797</u>
Total	\$ 42,281,797

The dollar amounts appearing immediately above this sentence shall replace those appearing in Section 1 of the January 9, 2024 Resolution.

ADOPTED, this \_\_\_ day of February 2024.

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Dora Gonzales, President  
Board of Trustees

RESOLUTION TO ADOPT AND APPROPRIATE THE 2024 BUDGET

A resolution summarizing expenditures and revenue for each fund, adopting a budget, and appropriating funds as outlined below for the Pikes Peak Library District, Colorado Springs, Colorado, for the calendar year beginning on the first day of January 2024 and ending on the last day of December 2024.

WHEREAS, pursuant to Colorado Local Government Budget Law, the Board of Trustees of the Pikes Peak Library District must adopt the annual budget for 2024 by January 31, 2024; and

WHEREAS, the 2024 Original Adopted Budget must recognize revenues and have available fund balance sufficient to cover the appropriated expenditures set forth in the annual budget; and

WHEREAS, a Preliminary Balanced Budget for 2024 was submitted by the Chief Financial Officer to the Board of Trustees on September 26, 2023, as required by Colorado Local Government Budget Law; and

WHEREAS, pursuant to the notice published in accordance with Colorado Local Government Budget Law, the proposed 2024 budget has been open for inspection by the public since September 26, 2023; and

WHEREAS, public hearings were held by the Board of Trustees on October 18, 2023 and November 15, 2023 in order to provide interested citizens an opportunity to file or register any comments or objections, and to review evidence and hear testimony as presented to the Board on the proposed 2024 budget; and

WHEREAS, up to and including this date, said proposed budget has been open for inspection by the public and interested citizens to be given an opportunity to file or register any objections to said proposed budget pursuant to Colorado Local Government Budget Law; and

WHEREAS, Attachment A outlines the revenue, expenditures and fund balance details of the 2024 budget; and

WHEREAS, all expenditure changes made to the Preliminary Balanced Budget to revenue and available fund balances are incorporated in the Original Adopted Budget, as required by Colorado Local Government Budget Law; and

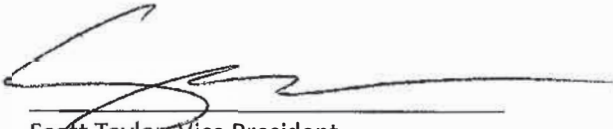
NOW, THEREFORE, BE IT RESOLVED BY THE PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES;

Section 1. That the budget as submitted, amended and summarized in Attachment A, hereby is approved and adopted as the budget of the Pikes Peak Library District for the year 2024. The following sums are hereby appropriated from the revenues and available fund balances of each fund, to each fund, for the stated purpose:

General Fund	\$ 30,138,569
Capital Fund	\$ 2,723,332
Self-Insurance Fund	<u>\$ 2,644,269</u>
Total	\$ 35,506,170

Section 2. That the budget hereby approved and adopted shall be signed by the Chief Librarian/Chief Executive officer, filed with the Colorado Department of Local Affairs, Division of Local Government, and made a part of the public records of the Pikes Peak Library District.

ADOPTED, this 9<sup>th</sup> day of January 2024.



Scott Taylor, Vice President  
Board of Trustees



2024 Budget  
Original Adopted Budget Document

Board of Trustees Meeting  
January 9, 2024



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2024 Original Adopted Budget

# SECTION 1 - SUMMARY



**Changes to 2023 RAB - 2024 OAB**

	<u>2023 RAB *</u>	<u>Changes</u>	<u>2024 OAB</u>	<u>% Change</u>
<b><u>REVENUES</u></b>				
Property Taxes	33,773,099	1,733,071	35,506,170	5%
Specific ownership taxes	3,500,000	0	3,500,000	0%
Interest on taxes	38,250	2,250	40,500	6%
Payment in lieu of taxes	10,200	600	10,800	6%
<b>Total taxes</b>	<b>37,321,549</b>	<b>1,735,922</b>	<b>39,057,471</b>	<b>5%</b>
Intergovernmental	912,131	(19,358)	892,773	-2%
Donations/fundraising	265,797	213,641	479,438	80%
Employee contributions	612,143	(217,820)	394,323	-36%
Other Operating Revenue	165,548	493,414	658,962	298%
Other Revenue	0	0	0	0%
<b>Total Operating Revenue</b>	<b>1,955,619</b>	<b>469,877</b>	<b>2,425,496</b>	<b>24%</b>
<b>Total Revenue</b>	<b>39,277,168</b>	<b>2,205,799</b>	<b>41,482,967</b>	<b>6%</b>
<b><u>Expenditures</u></b>				
Personnel Expense	24,569,950	358,688	24,928,638	1%
Operating Expense	14,440,736	189,091	14,629,827	1%
Capital Outlay	1,000,000	1,723,332	2,723,332	172%
<b>Total Expenditures</b>	<b>40,010,686</b>	<b>2,271,111</b>	<b>42,281,797</b>	<b>6%</b>
<b>Net Impact to Fund Balance</b>	<b>(733,518)</b>	<b>(65,312)</b>	<b>(798,830)</b>	<b>9%</b>



## 2024 BUDGET SUMMARY

	General Fund	Capital Fund	Self-Insurance Fund	TOTAL BUDGET
<b><u>REVENUES</u></b>				
Property Taxes	30,138,570	2,723,332	2,644,269	35,506,170
Specific ownership taxes	3,500,000	0	0	3,500,000
Interest on taxes	40,500	0	0	40,500
Payment in lieu of taxes	10,800	0	0	10,800
<b>Total taxes</b>	<b>33,689,870</b>	<b>2,723,332</b>	<b>2,644,269</b>	<b>39,057,471</b>
Intergovernmental	892,773	0	0	892,773
Fines and fees	90,000	0	0	90,000
Interest income	500,000	0	0	500,000
Donations/fundraising	479,438	0	0	479,438
Employee contributions	0	0	394,323	394,323
Miscellaneous - Copy sales	25,000	0	0	25,000
Miscellaneous - Parking lot collection:	11,000	0	0	11,000
Miscellaneous - Other	32,962	0	0	32,962
Other Revenue	0	0	0	0
<b>Total Revenue</b>	<b>35,721,043</b>	<b>2,723,332</b>	<b>3,038,592</b>	<b>41,482,967</b>
<b><u>EXPENSES</u></b>				
Personnel Expense	21,656,841	0	3,271,797	24,928,638
Operating Expense	14,629,827	0	0	14,629,827
Capital Outlay	0	2,723,332	0	2,723,332
<b>Total Expense</b>	<b>36,286,668</b>	<b>2,723,332</b>	<b>3,271,797</b>	<b>42,281,797</b>
<b>Net change in fund balance</b>	<b>(565,625)</b>	<b>0</b>	<b>(233,205)</b>	<b>(798,830)</b>
Fund balance, beginning of year	15,152,335	2,840,635	337,860	18,330,830
<b>Fund balance, end of year</b>	<b>14,586,710</b>	<b>2,840,635</b>	<b>104,655</b>	<b>17,532,000</b>





## FUND BALANCES PROJECTION

	12/31/2022		12/31/2023		12/31/2024
	Audited Fund Balances	2023 Projected Impacts	Projected Fund Balance	2024 Budget Impacts	Projected Fund Balance
Nonspendable	562,009	(12,580)	549,429	(12,299)	537,130
Restricted Fund Balance	1,497,853	43,935	1,541,788	47,061	1,588,849
<b>Restricted General Fund</b>	<b>2,059,862</b>	<b>31,355</b>	<b>2,091,217</b>	<b>34,762</b>	<b>2,125,979</b>
Assigned	561,401	(190,000)	371,401	(12,000)	359,401
Unassigned	10,652,749	2,036,968	12,689,717	(588,387)	12,101,330
<b>Unrestricted General Fund</b>	<b>11,214,150</b>	<b>1,846,968</b>	<b>13,061,118</b>	<b>(600,387)</b>	<b>12,460,731</b>
<b>General Fund</b>	<b>13,274,012</b>	<b>1,878,323</b>	<b>15,152,335</b>	<b>(565,625)</b>	<b>14,586,710</b>
<b>Special Revenue Fund (Designated Purpose Fund)</b>	<b>63,791</b>	<b>0</b>	<b>63,791</b>	<b>0</b>	<b>63,791</b>
Capital Reserve- Facilities	1,915,386	(721,800)	1,193,586	0	1,193,586
Capital Reserve- Communications	71,329	20,600	91,929	0	91,929
Capital Reserve- Security	649,986	(164,610)	485,376	0	485,376
Capital Reserve- IT	1,672,397	(709,864)	962,533	0	962,533
Capital Reserve- Video Studio	50,407	(45,407)	5,000	0	5,000
Capital Reserve- Creative Services	55,744	(17,324)	38,420	0	38,420
<b>Capital</b>	<b>4,415,249</b>	<b>(1,638,405)</b>	<b>2,776,844</b>	<b>-</b>	<b>2,776,844</b>
<b>Self- Insurance</b>	<b>823,639</b>	<b>(485,779)</b>	<b>337,860</b>	<b>(233,205)</b>	<b>104,655</b>
<b>TOTAL FUND BALANCE</b>	<b>18,576,691</b>	<b>(245,861)</b>	<b>18,330,830</b>	<b>(798,830)</b>	<b>17,532,000</b>
Less: Restricted & Special Revenue	(2,123,653)	(31,355)	(2,155,008)	(34,762)	(2,189,770)
Less: Cash Flow	(4,000,000)	0	(5,500,000)	0	(5,500,000)
<b>AVAILABLE FUND BALANCE</b>	<b>12,453,038</b>	<b>(277,216)</b>	<b>10,675,822</b>	<b>(833,592)</b>	<b>9,842,230</b>



2024 Original Adopted Budget

## SECTION 2 - REVENUE



## 2024 Revenue Budget

	General Fund	Capital Funds	Self-Insurance Fund	2024 OAB
<b><u>REVENUES</u></b>				
Property Taxes	30,138,570	2,723,332	2,644,269	35,506,170
Specific ownership taxes	3,500,000	0	0	3,500,000
Interest on taxes	40,500	0	0	40,500
Payment in lieu of taxes	10,800	0	0	10,800
<b>Total taxes</b>	<b>33,689,870</b>	<b>2,723,332</b>	<b>2,644,269</b>	<b>39,057,471</b>
Intergovernmental - E-Rate	544,000	0	0	544,000
Intergovernmental - State Grant	169,766	0	0	169,766
Intergovernmental - AEFLA	84,002	0	0	84,002
Intergovernmental - IECLE	95,005	0	0	95,005
Intergovernmental - OTHER	0	0	0	0
Fines and fees	90,000	0	0	90,000
Interest income	500,000	0	0	500,000
Donations/fundraising	479,438	0	0	479,438
Employee contributions	0	0	394,323	394,323
Miscellaneous - Copy sales	25,000	0	0	25,000
Miscellaneous - Parking lot collections	11,000	0	0	11,000
Miscellaneous - Other	32,962	0	0	32,962
<b>Total Operating Revenue</b>	<b>2,031,174</b>	<b>0</b>	<b>394,323</b>	<b>2,425,496</b>
Proceeds from sale of assets	0	0	0	0
Insurance proceeds	0	0	0	0
Transfers In	0	0	0	0
TABOR refund	0	0	0	0
<b>Total Other Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUE</b>	<b>35,721,043</b>	<b>2,723,332</b>	<b>3,038,592</b>	<b>41,482,967</b>



**REVENUE BY MAJOR CATEGORY 2023 RAB - 2024 OAB**

	<u>2023 RAB *</u>	<u>Changes</u>	<u>2024 OAB</u>	<u>% Change</u>
<b><u>REVENUES</u></b>				
Property Taxes	33,773,099	1,733,071	<b>35,506,170</b>	5%
Specific ownership taxes	3,500,000	0	<b>3,500,000</b>	0%
Interest on taxes	38,250	2,250	<b>40,500</b>	6%
Payment in lieu of taxes	10,200	600	<b>10,800</b>	6%
<b>Total taxes</b>	<b>37,321,549</b>	<b>1,735,922</b>	<b>39,057,471</b>	<b>5%</b>
Intergovernmental - E-Rate	503,506	40,494	<b>544,000</b>	8%
Intergovernmental - State Grant	171,706	(1,940)	<b>169,766</b>	-1%
Intergovernmental - AEFLA	84,002	0	<b>84,002</b>	0%
Intergovernmental - IECLE	95,005	0	<b>95,005</b>	0%
Intergovernmental - OTHER	57,912	(57,912)	<b>0</b>	-100%
Fines and fees	67,500	22,500	<b>90,000</b>	33%
Interest income	38,250	461,750	<b>500,000</b>	1207%
Donations/fundraising	265,797	213,641	<b>479,438</b>	80%
Employee contributions	612,143	(217,820)	<b>394,323</b>	-36%
Miscellaneous - Copy sales	45,225	(20,225)	<b>25,000</b>	-45%
Miscellaneous - Parking lot collections	10,050	950	<b>11,000</b>	9%
Miscellaneous - Other	4,523	28,439	<b>32,962</b>	629%
<b>Total Operating Revenue</b>	<b>1,955,619</b>	<b>469,877</b>	<b>2,425,496</b>	<b>24%</b>
Proceeds from sale of assets	0	0	<b>0</b>	0%
Insurance Proceeds	0	0	<b>0</b>	0%
Transfers In	0	0	<b>0</b>	0%
TABOR refund	0	0	<b>0</b>	0%
<b>Total Other Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>TOTAL BUDGET</b>	<b>39,277,168</b>	<b>2,205,799</b>	<b>41,482,967</b>	<b>6%</b>



2024 Original Adopted Budget

## SECTION 3 - EXPENDITURES



**Changes to TOTAL EXPENDITURE Budget 2023 RAB - 2024 OAB**

	<u>2023 RAB *</u>	<u>Changes</u>	<u>2024 OAB</u>	<u>% Change</u>
<b>General Fund</b>				
<b>Public Services</b>	<b>21,189,815</b>	<b>(28,941)</b>	<b>21,218,755</b>	<b>0%</b>
<b>Public Services Administrative</b>	<b>8,983,538</b>	<b>30,864</b>	<b>8,952,674</b>	<b>0%</b>
Public Services Administration	136,293	(70,186)	206,478	-51%
Collection Management	2,431,043	(124,218)	2,555,261	-5%
Collection Management - Library Materials	4,926,893	339,267	4,587,626	7%
Regional History and Genealogy	729,691	(2,840)	732,530	0%
Adult Education	759,618	(111,160)	870,779	-15%
<b>Programming Administration</b>	<b>1,822,941</b>	<b>41,537</b>	<b>1,781,405</b>	<b>2%</b>
<b>Branch Administration</b>	<b>10,383,336</b>	<b>(101,341)</b>	<b>10,484,677</b>	<b>-1%</b>
Branch Administration	691,435	3,334	688,101	0%
Penrose Library	1,409,031	14,137	1,394,894	1%
East Library	1,718,363	(41,563)	1,759,926	-2%
Library 21c	1,536,666	(31,163)	1,567,829	-2%
Cheyenne Mountain Library	595,753	60,603	535,150	10%
Fountain Library	460,559	45,643	414,916	10%
High Prairie Library	406,493	(19,243)	425,736	-5%
Manitou Springs Library	315,802	(60,568)	376,370	-19%
Monument Library	579,122	(23,384)	602,505	-4%
Old Colorado City Library	468,912	15,010	453,902	3%
Palmer Lake Library	500	500	-	100%
Rockrimmon Library	515,363	(82,252)	597,615	-16%
Ruth Holley Library	456,324	(4,806)	461,131	-1%
Sand Creek Library	566,194	5,328	560,866	1%
Ute Pass Library	34,688	34,688	-	100%
Calhan Library	74,486	(280)	74,766	0%
Mobile Library Services	479,175	(13,263)	492,438	-3%
The Hall @ PPLD	74,469	(4,062)	78,531	-5%
<b>Administration</b>	<b>13,913,396</b>	<b>(455,952)</b>	<b>14,369,348</b>	<b>-3%</b>
Chief Librarian and CEO Office	321,638	(63,527)	385,166	-20%
Support Services	<b>8,761,107</b>	<b>773,638</b>	<b>7,987,469</b>	<b>9%</b>
Support Services Administration	121,143	(59,382)	180,525	-49%
Human Relations Office	804,063	21,512	782,552	3%
Facilities	<b>4,606,889</b>	<b>461,991</b>	<b>4,144,898</b>	<b>10%</b>
Facilities - District-wide	1,606,410	473,310	1,133,100	29%
Facilities - Penrose Library	373,102	(19,425)	392,526	-5%
Facilities - East Library	236,325	(8,981)	245,305	-4%
Facilities - Library 21c	548,710	(25,822)	574,533	-5%
Facilities - Utilities / Rents	1,842,342	42,908	1,799,434	2%
Information Technology	<b>3,229,011</b>	<b>349,517</b>	<b>2,879,494</b>	<b>11%</b>
Information Technology	2,740,108	300,941	2,439,167	11%
Creative Services	488,903	48,576	440,327	10%
Security	1,299,529	(468,277)	1,767,807	-36%
Finance Office	1,404,825	(94,939)	1,499,764	-7%
Communications Office	<b>1,551,051</b>	<b>101,162</b>	<b>1,449,889</b>	<b>7%</b>
Communications	1,335,928	303,561	1,032,367	23%
Patron Experience	94,066	(217,398)	311,464	-231%
Multi-Cultural	121,057	14,999	106,057	12%
Development Office	354,468	(11,726)	366,194	-3%

**Changes to TOTAL EXPENDITURE Budget 2023 RAB - 2024 OAB**

	<u>2023 RAB *</u>	<u>Changes</u>	<u>2024 OAB</u>	<u>% Change</u>
Interdepartmental	220,777	(692,283)	913,060	-314%
Interdepartmental - Other	798,816	(714,244)	1,513,060	-89%
<b>ATTRITION SAVINGS</b>	<b>(578,039)</b>	<b>21,961</b>	<b>(600,000)</b>	<b>-4%</b>
<b>UNDESIGNATED</b>	<b>35,103,211</b>	<b>(484,893)</b>	<b>35,588,103</b>	<b>-1%</b>
Designated Funds	319,377	(379,188)	698,565	-119%
<b>DESIGNATED</b>	<b>319,377</b>	<b>(379,188)</b>	<b>698,565</b>	<b>-119%</b>
<b>TOTAL GENERAL FUND</b>	<b>35,422,588</b>	<b>(864,080)</b>	<b>36,286,668</b>	<b>-2%</b>
<b><u>Self-Insurance Fund</u></b>				
Self-Insured Medical	3,588,098	316,301	3,271,797	9%
<b>SELF INSURANCE FUND</b>	<b>3,588,098</b>	<b>316,301</b>	<b>3,271,797</b>	<b>9%</b>
<b><u>Capital Fund</u></b>				
Capital Reserve- Facilities	293,168	(929,832)	1,223,000	-317%
Capital Reserve-Communications	40,250	13,750	26,500	34%
Capital Reserve- Security	-	(663,332)	663,332	100%
Capital Reserve- IT	666,582	(143,918)	810,500	-22%
Capital Reserve- Video Studio	-	0	-	0%
Capital Reserve- Creative Services	-	0	-	0%
<b>CAPITAL FUND</b>	<b>1,000,000</b>	<b>(1,723,332)</b>	<b>2,723,332</b>	<b>-172%</b>
<b>2024 BUDGET</b>	<b>40,010,686</b>	<b>(2,271,111)</b>	<b>42,281,797</b>	<b>-6%</b>

\* January 18, 2023 Revised Original Approved Budget



**Changes to OPERATING Budget 2023 RAB - 2024 OAB**

	<u>2023 RAB *</u>	<u>Changes</u>	<u>2024 OAB</u>	<u>% Change</u>
<b>General Fund</b>				
<b>Public Services</b>	<b>6,413,444</b>	<b>299,426</b>	<b>6,114,018</b>	<b>5%</b>
<b>Public Services Administrative</b>	<b>5,893,687</b>	<b>140,209</b>	<b>5,753,478</b>	<b>2%</b>
Public Services Administration	7,118	(56,234)	63,352	-790%
Collection Management	822,530	(148,170)	970,700	-18%
Collection Management - Library Materials	4,926,893	339,267	4,587,626	7%
Regional History and Genealogy	57,846	10,346	47,500	18%
Adult Education	79,300	(5,000)	84,300	-6%
<b>Programming Administration</b>	<b>292,948</b>	<b>47,658</b>	<b>245,290</b>	<b>16%</b>
<b>Branch Administration</b>	<b>226,809</b>	<b>111,559</b>	<b>115,250</b>	<b>49%</b>
Branch Administration	84,723	68,723	16,000	81%
Penrose Library	14,980	4,480	10,500	30%
East Library	26,200	6,200	20,000	24%
Library 21c	26,700	6,700	20,000	25%
Cheyenne Mountain Library	6,852	1,352	5,500	20%
Fountain Library	8,400	3,900	4,500	46%
High Prairie Library	3,975	125	3,850	3%
Manitou Springs Library	5,883	(967)	6,850	-16%
Monument Library	5,000	150	4,850	3%
Old Colorado City Library	4,240	40	4,200	1%
Palmer Lake Library	500	500	-	100%
Rockrimmon Library	3,975	475	3,500	12%
Ruth Holley Library	6,742	3,242	3,500	48%
Sand Creek Library	11,500	5,000	6,500	43%
Ute Pass Library	2,915	2,915	-	100%
Calhan Library	1,325	1,325	-	100%
Mobile Library Services	11,899	7,399	4,500	62%
The Hall at PPLD	1,000	0	1,000	0%
<b>Administration</b>	<b>7,417,915</b>	<b>(399,329)</b>	<b>7,817,244</b>	<b>-5%</b>
Chief Librarian and CEO Office	62,648	30,000	32,648	48%
<b>Support Services</b>	<b>5,689,955</b>	<b>805,276</b>	<b>4,884,678</b>	<b>14%</b>
Support Services Administration	-	(45,000)	45,000	0%
Human Relations Office	269,571	58,600	210,971	22%
<b>Facilities</b>	<b>3,713,952</b>	<b>514,168</b>	<b>3,199,784</b>	<b>14%</b>
Facilities - District-wide	1,606,410	473,310	1,133,100	29%
Facilities - Penrose Library	86,250	(750)	87,000	-1%
Facilities - East Library	71,450	150	71,300	0%
Facilities - Library 21c	107,500	(1,450)	108,950	-1%
Facilities - Utilities / Rents	1,842,342	42,908	1,799,434	2%
<b>Information Technology</b>	<b>1,706,432</b>	<b>277,508</b>	<b>1,428,924</b>	<b>16%</b>
Information Technology	1,631,465	236,641	1,394,824	15%
Creative Services	74,967	40,867	34,100	55%
<b>Security</b>	<b>71,375</b>	<b>(21,225)</b>	<b>92,600</b>	<b>-30%</b>
<b>Finance Office</b>	<b>715,397</b>	<b>12,809</b>	<b>702,588</b>	<b>2%</b>
<b>Communications Office</b>	<b>483,774</b>	<b>73,049</b>	<b>410,725</b>	<b>15%</b>
Communications	463,214	52,489	410,725	11%
Patron Experience	-	0	-	0%
Multi-Cultural	20,560	20,560	-	100%
<b>Development Office</b>	<b>163,650</b>	<b>(17,295)</b>	<b>180,945</b>	<b>-11%</b>





<b>Changes to OPERATING Budget 2023 RAB - 2024 OAB</b>				
	<u>2023 RAB *</u>	<u>Changes</u>	<u>2024 OAB</u>	<u>% Change</u>
Interdepartmental	231,116	(1,281,944)	1,513,060	-555%
<b>UNDESIGNATED</b>	<b>13,831,359</b>	<b>(99,903)</b>	<b>13,931,262</b>	<b>-1%</b>
Designated Funds	319,377	(379,188)	698,565	-119%
<b>DESIGNATED</b>	<b>319,377</b>	<b>(379,188)</b>	<b>698,565</b>	<b>-119%</b>
<b>TOTAL GENERAL FUND</b>	<b>14,150,736</b>	<b>(479,091)</b>	<b>14,629,827</b>	<b>-3%</b>
<u>Self-Insurance Fund</u>				
Self-Insured Medical	290,000	290,000	-	100%
<b>SELF INSURANCE FUND</b>	<b>290,000</b>	<b>290,000</b>	<b>-</b>	<b>100%</b>
<b>TOTAL OPERATING BUDGET</b>	<b>14,440,736</b>	<b>(189,091)</b>	<b>14,629,827</b>	<b>-1%</b>

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Changes to PERSONNEL Budget 2023 RAB - 2024 OAB

	<u>2023 RAB *</u>	<u>Changes</u>	<u>2024 OAB</u>	<u>% Change</u>
<b>General Fund</b>				
<b>Public Services</b>	<b>14,776,371</b>	<b>(328,367)</b>	<b>15,104,738</b>	<b>-2%</b>
<b>Public Services Administration</b>	<b>3,089,851</b>	<b>(109,346)</b>	<b>3,199,196</b>	<b>-4%</b>
Public Services Administration	129,175	(13,952)	143,127	-11%
Collection Management	1,608,513	23,952	1,584,561	1%
Regional History and Genealogy	671,845	(13,186)	685,030	-2%
Adult Education	680,318	(106,160)	786,479	-16%
<b>Programming Administration</b>	<b>1,529,993</b>	<b>(6,121)</b>	<b>1,536,115</b>	<b>0%</b>
<b>Branch Administration</b>	<b>10,156,527</b>	<b>(212,900)</b>	<b>10,369,427</b>	<b>-2%</b>
Branch Administration	606,712	(65,389)	672,101	-11%
Penrose Library	1,394,051	9,657	1,384,394	1%
East Library	1,692,163	(47,763)	1,739,926	-3%
Library 21c	1,509,966	(37,863)	1,547,829	-3%
Cheyenne Mountain Library	588,901	59,251	529,650	10%
Fountain Library	452,159	41,743	410,416	9%
High Prairie Library	402,518	(19,368)	421,886	-5%
Manitou Springs Library	309,919	(59,601)	369,520	-19%
Monument Library	574,122	(23,534)	597,655	-4%
Old Colorado City Library	464,672	14,970	449,702	3%
Palmer Lake Library	-	-	-	0%
Rockrimmon Library	511,388	(82,727)	594,115	-16%
Ruth Holley Library	449,582	(8,048)	457,631	-2%
Sand Creek Library	554,694	328	554,366	0%
Ute Pass Library	31,773	31,773	-	100%
Calhan Library	73,161	(1,605)	74,766	-2%
Mobile Library Services	467,276	(20,662)	487,938	-4%
The Hall @ PPLD	73,469	(4,062)	77,531	-6%
<b>Administration</b>	<b>6,495,481</b>	<b>(100,545)</b>	<b>6,552,104</b>	<b>-2%</b>
Chief Librarian and CEO Office	258,990	(93,527)	352,518	-36%
Support Services	<b>3,071,152</b>	<b>(31,638)</b>	<b>3,102,790</b>	<b>-1%</b>
Support Services Administration	121,143	(14,382)	135,525	-12%
Human Relations Office	534,493	(37,088)	571,581	-7%
Facilities	<b>892,937</b>	<b>(52,178)</b>	<b>945,114</b>	<b>-6%</b>
Facilities - Penrose Library	286,852	(18,675)	305,526	-7%
Facilities - East Library	164,875	(9,131)	174,005	-6%
Facilities - Library 21c	441,210	(24,372)	465,583	-6%
Information Technology	<b>1,522,579</b>	<b>72,009</b>	<b>1,450,570</b>	<b>5%</b>
Information Technology	1,108,643	64,300	1,044,343	6%
Creative Services	413,936	7,709	406,227	2%
Security	1,228,154	(447,052)	1,675,207	-36%
Finance Office	689,428	(107,748)	797,176	-16%
Communications Office	<b>1,067,277</b>	<b>28,113</b>	<b>1,039,164</b>	<b>3%</b>
Communications	872,714	251,072	621,642	29%
Patron Experience	94,066	(217,398)	311,464	-231%
Multi-Cultural	100,497	(5,561)	106,057	-6%
Development Office	190,818	5,569	185,249	3%

**Changes to PERSONNEL Budget 2023 RAB - 2024 OAB**

	<u>2023 RAB *</u>	<u>Changes</u>	<u>2024 OAB</u>	<u>% Change</u>
Interdepartmental	<b>(10,339)</b>	<b>545,739</b>	<b>(600,000)</b>	<b>-5278%</b>
Interdepartmental - Other	567,700	567,700	-	100%
<b>ATTRITION SAVINGS</b>	<b>(578,039)</b>	<b>(21,961)</b>	<b>(600,000)</b>	<b>4%</b>
<b>UNDESIGNATED</b>	<b>21,271,852</b>	<b>(428,912)</b>	<b>21,656,841</b>	<b>-2%</b>
Designated Funds	-	0	-	0%
<b>DESIGNATED</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>TOTAL GENERAL FUND</b>	<b>21,271,852</b>	<b>(428,912)</b>	<b>21,656,841</b>	<b>-2%</b>
<u>Self-Insurance Fund</u>				
Self-Insured Medical	<b>3,298,098</b>	<b>(26,301)</b>	<b>3,271,797</b>	<b>-1%</b>
<b>SELF INSURANCE FUND</b>	<b>3,298,098</b>	<b>(26,301)</b>	<b>3,271,797</b>	<b>-1%</b>
<b>TOTAL PERSONNEL BUDGET</b>	<b>24,569,950</b>	<b>(455,213)</b>	<b>24,928,638</b>	<b>-2%</b>

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## Authorized Positions & FTE Counts

Department	Total Authorized Positions			Total Full Time Equivalents (FTEs)		
	2023 Budget	2023 Projection	2024 Budget	2023 Budget	2023 Projection	2024 Budget
<b>Chief Librarian and CEO Office</b>	2	3	3	2.0	3.0	3.0
<b>Public Services</b>	335	332	332	265.0	263.5	263.5
<b>Public Services Administration</b>	48	48	48	45.5	45.5	45.5
Public Services Administration	1	1	1	1.0	1.0	1.0
Collection Management	25	24	24	24.5	23.5	23.5
Regional History and Genealogy	12	12	12	10.0	10.0	10.0
Adult Education	10	11	11	10.0	11.0	11.0
<b>Programming</b>	22	22	22	21.5	21.5	21.5
<b>Branches</b>	265	262	262	198.0	196.5	196.5
Branch Administration	10	11	11	10.0	11.0	11.0
Penrose Library	39	38	38	28.8	28.1	28.1
East Library	49	48	48	35.0	34.7	34.7
Library 21c	37	37	37	28.2	28.6	28.6
Cheyenne Mountain Library	14	13	13	11.0	10.0	10.0
Fountain Library	12	11	11	8.3	7.5	7.5
High Prairie Library	11	11	11	7.8	7.8	7.8
Manitou Springs Library	8	10	10	5.8	6.8	6.8
Monument Library	16	16	16	12.1	12.0	12.0
Old Colorado City Library	11	10	10	8.9	8.3	8.3
Palmer Lake Library	0	0	0	0.0	0.0	0.0
Rockrimmon Library	13	14	14	9.8	10.7	10.7
Ruth Holley Library	13	13	13	9.5	9.5	9.5
Sand Creek Library	14	13	13	10.5	9.9	9.9
Ute Pass Library	1	0	0	0.8	0.0	0.0
Calhan Library	3	3	3	1.7	1.7	1.7
Mobile Library Services	13	13	13	9.0	9.0	9.0
The Hall @ PPLD	1	1	1	1.0	1.0	1.0
<b>Support Services</b>	42	40	40	41.8	39.3	39.3
<b>Support Services Administration</b>	1	1	1	1.0	1.0	1.0
<b>Human Relations Office</b>	7	7	7	6.8	6.8	6.8
<b>Facilities</b>	14	14	14	14.0	14.0	14.0
Facilities - Penrose Library	5	5	5	5.0	5.0	5.0
Facilities - East Library	3	3	3	3.0	3.0	3.0
Facilities - Library 21c	6	6	6	6.0	6.0	6.0
<b>Information Technology Office</b>	20	18	18	20.0	17.5	17.5
Information Technology	14	12	12	14.0	11.5	11.5
Creative Services	6	6	6	6.0	6.0	6.0
<b>Security</b>	25	29	29	23.5	28.5	28.5
<b>Finance Office</b>	8	10	10	8.0	10.0	10.0
<b>Communications Office</b>	15	15	15	14.4	13.9	13.9
<b>Communications</b>	13	10	10	12.4	9.3	9.3
<b>Patron Experience</b>	1	4	4	1.0	3.6	3.6
<b>Multi-Cultural</b>	1	1	1	1.0	1.0	1.0
<b>Development Office</b>	2	2	2	2.0	2.0	2.0
<b>Grand Total</b>	429	431	431	356.6	360.1	360.1



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## SECTION 4 -CAPITAL



**Changes to CAPITAL Budget 2023 RAB - 2024 OAB**

	<u>2023 RAB *</u>	<u>Changes</u>	<u>2024 OAB</u>	<u>% Change</u>
<b>Capital Fund</b>				
Capital Reserve- Facilities	293,168	929,832	1,223,000	317%
Capital Reserve-Communications	40,250	(13,750)	26,500	-34%
Capital Reserve- Security	-	663,332	663,332	100%
Capital Reserve- IT	666,582	143,918	810,500	22%
Capital Reserve- Video Studio	-	-	-	0%
Capital Reserve- Creative Services	-	-	-	0%
<b>CAPITAL FUND</b>	<b>1,000,000</b>	<b>1,723,332</b>	<b>2,723,332</b>	<b>172%</b>
<b>TOTAL CAPITAL BUDGET</b>	<b>1,000,000</b>	<b>1,723,332</b>	<b>2,723,332</b>	<b>172%</b>



**CAPITAL PROJECTS DETAIL**

	<u>2023 RAB *</u>	<u>2024 OAB</u>	<u>\$ Variance</u>	<u>% Variance</u>
<b><u>Capital Reserve- Facilities</u></b>				
<b><u>District-wide</u></b>				
HVAC Controller	4,668			
Buildings	58,000			
Equipment	61,000			
Improvements other than Buildings	40,000			
Annual Asphalt Maintenance		30,000		
Tree Trimming		30,000		
	<b>\$163,668</b>	<b>\$60,000</b>	<b>(\$103,668)</b>	<b>-63%</b>
<b><u>East</u></b>				
2018 Contingency	25,000			
Improvements other than Buildings	20,000			
Elevator Modernization		220,000		
SOC Build		65,000		
Chiller Compressor Replacement		65,000		
Parking Lot Replacement		700,000		
Contingency		25,000		
	<b>\$45,000</b>	<b>\$1,075,000</b>	<b>\$1,030,000</b>	<b>2289%</b>
<b><u>Library 21C</u></b>				
Buildings	16,500			
Improvements other than Buildings	23,000			
21C Contingency		25,000		
	<b>\$39,500</b>	<b>\$25,000</b>	<b>(\$14,500)</b>	<b>-37%</b>
<b><u>Old Colorado City</u></b>				
Staff Office Wall Correction		4,000		
Window Screen		5,000		
	<b>\$0</b>	<b>\$9,000</b>	<b>\$9,000</b>	
<b><u>Penrose</u></b>				
Buildings	45,000			
Garage Door Replacement		15,000		
Tower Dirt Separator		35,000		
	<b>\$45,000</b>	<b>\$50,000</b>	<b>\$5,000</b>	<b>11%</b>
<b><u>Rockrimmon</u></b>				
Front Door Auto Opener		4,000		
	<b>\$0</b>	<b>\$4,000</b>	<b>\$4,000</b>	
	<b>\$293,168</b>	<b>\$1,223,000</b>	<b>\$929,832</b>	<b>317%</b>



**CAPITAL PROJECTS DETAIL**

	<u>2023 RAB *</u>	<u>2024 OAB</u>	<u>\$ Variance</u>	<u>% Variance</u>
<b><u>Capital Reserve-Communications</u></b>				
Contingency	5,000			
FO SIGNAGE	7,500			
HI SIGNAGE	5,000			
KCH, Crs, Facilities	6,000			
LI Signage	9,500			
RHG Signage	2,250			
RU Signage	5,000			
Contingency (with Reorg)		5,000		
RU Exterior Signage Update		5,000		
RO Interior Signage update		5,500		
HI Interior Signage Update		5,500		
UT Interior Signage Update		5,500		
	<b>\$40,250</b>	<b>\$26,500</b>	<b>(\$13,750)</b>	<b>-34%</b>
<b><u>Capital Reserve- Security</u></b>				
Technology updates for MO, CH, SA		250,000		
Carnegie Security Updates		93,000		
Penrose Exterior Storage		30,000		
Contingency		290,332		
	<b>\$0</b>	<b>\$663,332</b>	<b>\$663,332</b>	<b>100%</b>
<b><u>Capital Reserve- IT</u></b>				
Archival Management System	37,200			
Network Switches/ UPS (E-rate)	429,382			
Wireless System (E-rate)	200,000			
Security Gates- District Wide		108,000		
MA (2), FO, CA(2), MO, PA, UT, 21C Studio				
ZAYO- E-Rate (Internet) (ERATE)		300,000		
Meraki (Network Access Points) (ERATE)		280,000		
SmartNet ( Switch Maintenance) (ERATE)		100,000		
Young Adult Gaming PCs 21c (4) EA (5)		22,500		
	<b>\$666,582</b>	<b>\$810,500</b>	<b>\$143,918</b>	<b>22%</b>
<b>TOTAL CAPITAL</b>	<b>\$1,000,000</b>	<b>\$2,723,332</b>	<b>\$1,723,332</b>	<b>172%</b>
<b>CAPITAL FUND</b>	<b>1,000,000</b>	<b>2,723,332</b>	<b>1,723,332</b>	<b>272%</b>





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## SECTION 5 -TABOR CALCUATION



**PROPERTY TAX REVENUE LIMIT CALCULATIONS WORKSHEET**

**Mill Levy & Property Tax Revenue Calculation**

11/23/2022      8/25/2023      12/22/2023

BUDGET YEAR:		2023	2024	2024
<b>Data required for the "5.5%" calculation (assessed valuations): (On Certification of Valuation by EPC Assessor form-Use for Statutory Prop Tax Rev Limit Calc (5.5% Limit) Only)</b>				
DR1.	Previous year net total assessed valuation (Line Item 1)	9,571,049,930	9,616,485,960	9,616,485,960
DR2.	Current Year's Gross Total Taxable Assessed Valuation (Line Item 2)	9,750,080,380	12,534,142,600	11,877,413,160
DR3.	(Found on Subtotal for General Operating row (can also be found on Abstract of Assessment)	33,825,855	33,603,816	33,603,816
DR4.	Current year total net assessed valuation. (Line Item 4)	9,616,485,960	12,353,543,750	11,699,591,370
DR23.	Inflation - % This % is forecasted based on U.S.Bureau of Labor Statistices data	8.200%	5.585%	5.585%

<b>A. Steps to calculate the "5.5%" Limit (State Levy Law):</b>				
A8.	Adjust Current Year's revenue Limit by any unauthorized excess revenue from the prior year. Line A7 - Line DR10 = Reduced current year's 5.5% limit:	36,484,594	36,318,531	36,282,742

<b>Steps to calculate the TABOR limit:</b>				
B.	TABOR "Local Growth" Percentage			
B1.	(Sum of lines DR13-18) - (Sum of lines DR19-21) = Net Growth Value:	1,834,512,518	2,518,662,804	2,414,284,280
B2.	Determine the (theoretical) valuation of property which was on the tax roll last year. Line DR12 - Line B1	94,942,507,938	136,182,675,451	127,757,036,095
B3.	Determine the rate of local growth. Line B1 / Line B2 = Local Growth Rate:	1.93%	1.85%	0.04%
B4.	Calculate the percentage of local growth. Line B3 x 100 = Growth Percentage:	1.93	1.85	0.04

<b>C. TABOR Property Tax Revenue Limit (TABOR Factor):</b>				
C1.	Calculate the growth in revenue allowed. Line DR3 x (Line B4 + Line DR23) = Increase Allowed:	3,427,315	2,498,366	1,890,229
C2.	Calculate the TABOR revenue limit. Line DR3 + Line C1 = TABOR Revenue Limit:	37,253,170	36,102,182	35,494,045

<b>D. Calculate mill levy.</b>				
Divide the lesser revenue limit by the current net assessed valuation. Round to 6 decimals. Lesser of Line A7 or Line C2 / Line DR4 =				
D1.	Tax Rate:	0.0037940	0.0029224	0.0030338
D2.	<b>1000 Multiply Line D1 by 1000 and round to 3 decimal places. Mill Levy:</b>	<b>3.794</b>	<b>2.922</b>	<b>3.034</b>
Calculate increase due to abatement Revenue				
	1 Mill Generates (.001)	9,616,486	12,353,544	11,959,563
	Allowable Abatement Revenue	169,284	162,121	162,121
	<b>Allowable Increase in Mill Levy due to Abatements</b>	<b>0.018</b>	<b>0.013</b>	<b>0.014</b>
D3.	<b>Current Year Mill Levy (1)</b>	<b>3.812</b>	<b>2.936</b>	<b>3.047</b>
	CALCULATION~ Prior Year Mill Levy	3.490	3.512	3.512
	CALCULATION~ Abatement Mill Levy	0.018	0.013	0.014
	From Resolutions ~Temporary Credit	0.004	0.000	0.000
D4.	<b>CALCULATION ~Current Year Allowable Mill Levy (2)</b>	<b>3.512</b>	<b>3.525</b>	<b>3.526</b>
D5.	<b>The Lesser of Current Year Mill Levy (1) &amp; Allowable (2)</b>	<b>3.512</b>	<b>2.936</b>	<b>3.047</b>

D6.	Net Assessed Valuation (from certs)	9,616,485,960	12,353,543,750	11,699,591,370
	<b>Calculation-Property Tax Revenue</b>	<b>33,773,100</b>	<b>36,264,303</b>	<b>35,652,642</b>
	Desired 2024 Property Tax Revenue		34,073,100	35,652,642
	NAV		<b>12,353,543,750</b>	<b>11,699,591,370</b>
	<b>1 Mill</b>	<b>divided by</b>	<b>0.001</b>	<b>0.001</b>
	<b>Target Current Year Mill Levy (w/Temp Reduction Included)</b>		<b>(2.758)</b>	<b>(3.047)</b>
	Temporary Credit Needed to achieve Desired Prop. Tax Rev.		<b>(0.190)</b>	<b>(0.014)</b>

D7.	<b>Mill Levy based on D5</b>			
	General Operating Expenses Mill Levy		2.936	3.047
	Abatement Mill Levy		0.013	0.014
	Temporary Credit		<b>(0.190)</b>	
	<b>Current Year Mill Levy</b>		<b>2.758</b>	<b>3.061</b>
	General Operating Expenses Mill Levy \$		36,264,303	35,652,642
	Abatement Mill Levy \$		162,121	158,597
	Temporary Credit \$		<b>(2,353,324)</b>	
	<b>Current Year Mill Levy</b>		<b>34,073,100</b>	<b>35,811,238</b>

**Resolution Designating the Official Custodian of Records of the Pikes Peak Library District**

**WHEREAS**, the Board of Trustees of the Pikes Peak Library District (“District”) is responsible for the management, control, and supervision of all of the business and affairs of the District; and

**WHEREAS**, the Board of Trustees of the District has the authority to appoint an agent; and

**WHEREAS**, the Board of Trustees of the District has determined that it is appropriate to designate an official custodian of the District’s records for the protection of such records and in order to permit their inspection by the person entitled to examine and copy such records in an orderly fashion.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Pikes Peak Library District that for calendar year 2024:

1. Official Custodians.
  - a. The Secretary of the Board of Trustees is hereby designated as the Primary Official Custodian responsible for the maintenance, care and keeping of all records of the District, except as provided herein.
  - b. The Executive Assistant to the Chief Librarian and Chief Executive Officer is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all official minutes of the regular, special, and executive session meetings of the District, The location of all such records shall be the Penrose Library, 20 N. Cascade Ave., Colorado Springs, CO 80903.
  - c. The Chief Facilities Management Officer for the District’s construction projects is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District’s construction projects, subject to the control, supervision and direction of the Primary Official Custodian.
  - d. The Chief Financial Officer for the District is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District’s finances, and all other legal records of the District, subject to the control, supervision, and direction of the Primary Official Custodian.
  - e. The Chief Operating Officer is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District’s employee personnel records, subject to the control, supervision, and direction of the Primary Official Custodian.
  - f. The Chief Public Services Officer is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District’s patron records, subject to the control, supervision and direction of the Primary Official Custodian.
2. Agents of the Official Custodian. The Official Custodians shall have the authority to designate such agents as they shall determine appropriate to perform any and all acts necessary to enforce and execute the provision of the Resolution.
3. Inspection of Public Records. All public records of the District shall be open for inspection at the times designated herein, unless prohibited by the provisions of Part 2 of Title 24, Article 72 (“Open Records Act”) or policies adopted by the Board of Trustees in conformance with the Open Records Act.

4. Request for Inspection. Request for inspection and copying of any public record(s) of the District shall be made to the office of the appropriate Official Custodian in writing and shall set forth the particular documents or record desired to be inspected or copied. If such document or record is available for inspection and copying, the appropriate Official Custodian will notify the applicant of the date, time and location where the material can be inspected or copied. If such public record is not available in such Official Custodian's office, the applicant shall be notified of this fact.
5. Times for Inspection. Inspection of the District's public records shall be made, where permitted by law, during normal business hours, Monday through Friday, except on holidays, at an hour specifically set by the appropriate Official Custodian for each particular request for inspection.
6. Copies, Print-Outs or Photographs of Public Records. In a case where a person has a right to inspect a public record under the control of the Official Custodian and requests in writing that the District furnish copies, print-outs or photographs thereof, the Official Custodian shall notify the applicant if such record is available for copying, and may furnish such copies, print-outs or photographs for a reasonable fee to be set by the Official Custodian, which shall not exceed twenty-five cents (\$.25) per page, unless the actual cost exceeds that amount, in which case the actual cost may be charged.
7. Exemptions. No person shall be permitted to inspect or copy any record of the District if, in the opinion of the Official Custodian after consultation with the District's general counsel, such inspection or copying would come within the prohibition of one or more exemptions set forth in the Open Records Act.

The foregoing Resolution was approved and adopted this 6th day of February 2024.

PIKES PEAK LIBRARY DISTRICT

By \_\_\_\_\_  
Dora Gonzales  
President  
Board of Trustees