

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. REPORTS
 - A. Internal Affairs Committee *5 minutes*
 - B. Public Affairs Committee *5 minutes*
 - C. Governance Committee *5 minutes*
 - D. Liaison comments
 - E. Trustee comments
- V. BUSINESS ITEMS
 - A. 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".

 - 1. Minutes of the November 15, 2023 Board of Trustees meeting (p. 2)
 - 2. Minutes of the December 6, 2023 Board of Trustees Special meeting (p. 3)
 - B. New Business
 - 1. DISCUSSION: Second January 2024 Board meeting
 - 2. DECISION 24-1-1: 2024 Officer Appointments
 - a. President
 - b. Vice President
 - c. Secretary/Treasurer
 - 3. 2024 Committee Chairperson Appointments
 - a. Governance Committee
 - b. Internal Affairs Committee
 - c. Public Affairs Committee
 - 4. DECISION 24-1-2: 2023 General, Capital, Special Revenue Designated Funds Budget Adjustment Resolutions (p. 7)
 - 5. DECISION 24-1-3: 2024 Original Adopted Budget and Resolution (p. 9)
 - 6. DECISION 24-1-4: Resolution Designating Posting Places for 2024 Board Meetings
 - 7. DECISION 24-1-5: 2024 Property Disposal Guidelines
 - 8. DECISION 24-1-6: 2024 Contract/Vendor Approval
 - 9. DECISION 24-1-7: 2024 Insurance Policies
- VI. ADJOURNMENT

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

VIRTUAL MEETING (ZOOM)

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Meeting ID: 867 7654 8192
Passcode: 569086

REGULAR MEETING OF THE BOARD OF TRUSTEES

President Aaron Salt, Vice President Dora Gonzales, Secretary/Treasurer Erin Bents, Scott Taylor, Julie Smyth

Chief Librarian and CEO Teona Shainidze-Krebs, Chief Communications Officer Denise Abbott, Director of Programming Melody Alvarez, Adult Education Manager Britt Bloom, Chief Safety, Community Resources & Security Officer Michael Brantner, Monument & Palmer Lake Library Manager Jean Carrier, Assistant Director of Programming Amber Cox, Executive Assistant Laura Foster, Senior Library Associate Amanda Franke, Senior Librarian Christa Funke, Director of Branches Janina Goodwin, Chief Information Technology Officer Justin Goodwin, Chief Financial Officer Randy Green, Senior Library Assistant Sherri Hendrich, Controller Kim Hoggatt, Assistant Director of Branches Gigi Holman, Program Coordinator John Jarrell, Friends of the Pikes Peak Library District Board of Directors President Rita Jordan, Director of IT Systems & Technical Support Juanita Lanaux, Chief Operating Officer Heather Laslie, Manitou Springs & Ute Pass Library Manager Taryn Malila, Senior Librarian Melissa Mitchell, Senior Library Associate Joe Paisley, Penrose Library Manager Tiffany Paisley, Interlibrary Loan Manager Amanda Marez-Frutchey, Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles, Director of IT Infrastructure Dan Stone, Chief Facilities Management Officer Gary Syling, Internal Communications and Special Projects Manager Jeremiah Walter, Jim Ciletti, Mary Ciletti, Linda Duval, Rick Duval, Manitou Springs Mayor John Graham, City Council member Nancy Henjum, Manitou Springs City Administrator Denise Howell, Jordan Romero, Liz Turner

Absent – Debbie English, Dr. Ned Stoll

CALL TO ORDER

President Aaron Salt called the November 15, 2023 regular meeting of the Pikes Peak Library District (PPLD) Board of Trustees to order at 5:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

There was no public comment.

REPORTS

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District Report was included in the Board packet.

Financial Report: October 2023

The Financial Report for October 2023 was included in the Board packet. Chief Financial Officer Randy Green pointed out that PPLD's investment return is higher than expected. This will be included in a 2023 budget adjustment at an upcoming meeting.

Public Services Report

The Public Services Report was included in the Board packet.

Written Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Pikes Peak Library District Foundation Report

The written reports were included in the Board packet.

Chief Librarian's Report

Chief Librarian and CEO Teona Shainidze-Krebs shared that when meeting with elected officials and community leaders, there is a consistent concern expressed for the safety of our staff and patrons. Ms. Shainidze-Krebs assures those who are concerned that safety is a top priority of the Board of Trustees and Library Administration.

Board Reports

Internal Affairs Committee

The Internal Affairs Committee met on November 7, 2023. Linda Duval and Jim and Mary Ciletti presented their proposal to rename Library 21c the Frank Waters Library. The Intergovernmental Agreement and lease of the Manitou Springs Carnegie Library were reviewed, and a discussion took place about the Board drafting a PPLD Bill of Rights.

Liaison comments

City Council member Nancy Henjum shared that the first reading of the Colorado Springs City budget took place, and that she is looking forward to interviewing Board of Trustee candidates in early December.

Trustee comments

Scott Taylor verified that all applications for the Board of Trustees vacancy were provided to the Selection Committee. Erin Bents attended and spoke at the Food Industry Training (FIT) graduation and encouraged other Trustees to attend. Julie Smyth attended an Old Colorado City Library staff meeting. Dora Gonzales visited Adult Education. Aaron Salt attended a Cheyenne Mountain Library staff meeting and spoke at the Naturalization Ceremony. Mr. Salt also attended the PPLD Staff party.

PRESENTATION

New Hires/Promotions

Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles introduced Adult Education Manager Britt Bloom, who most recently worked in Young Adult Services. Director of Branches Janina Goodwin introduced Assistant Director of Branches Gigi Holman who most recently worked as the East Library Manager. Director of Programming Melody Alvarez introduced Assistant Director of Programming Amber Cox who most recently worked as the Old Colorado City Library Manager.

ALA's Americans and the Holocaust Exhibit

Senior Librarian Melissa Mitchell in programming, was the lead for the exhibit held at East Library from September 5 through October 11, 2023. PPLD was one of 50 libraries across the country and the only one in Colorado to host the exhibit, postponed from 2021 due to the pandemic. The exhibit drew 3978 visitors from all over the state, and 51 tours were provided. The curator of the Olympic and Paralympic Museum lent artifacts from the 1936 Olympics to accompany the exhibit.

Library 21c name change proposal

Linda Duval, Jim Ciletti, and Mary Ciletti presented a proposal to rename Library 21c after Frank Waters, a prolific writer of books of the west, southwest and Indigenous cultures, who is a native of Colorado Springs. The proposal will be considered upon review of PPLD's Library naming policy and an evaluation of the associated costs to make a change.

BUSINESS ITEMS

Consent Items

Minutes of the October 18, 2023 Board of Trustees meeting
The Consent Item was accepted as presented.

DECISION 23-11-1: Manitou Springs Intergovernmental Agreement (IGA)

Chief Financial Officer Randy Green and Chief Librarian and CEO Teona Shainidze-Krebs thanked the City of Manitou Springs for working with PPLD and thanked President Aaron Salt for thinking outside of the box with his recommendation.

Motion: Erin Bents made a motion that the Pikes Peak Library District Board of Trustees approve the Manitou Springs Intergovernmental Agreement (IGA) as presented

Second: Dora Gonzales seconded the motion.

Vote: the motion was approved unanimously.

DECISION 23-11-2:

Manitou Springs Lease Agreement

Chief Financial Officer Randy Green and Chief Librarian and CEO Teona Shainidze-Krebs explained the lease is Exhibit A of the IGA agreement.

Motion: Dora Gonzales made a motion that the Pikes Peak Library District Board of Trustees approve the Manitou Springs Lease Agreement as presented.

Second: Erin Bents seconded the motion.

Vote: The motion was approved unanimously.

DISCUSSION: Budget implications of ballot measure exploration

The cost to be on the ballot for each initiative is \$500,000, with associated costs for each initiative as high as \$250,000. For 2 initiatives, PPLD would need to reserve \$1.5 million in the budget.

Discussion resulted in focusing on one ballot issue rather than two and including funding in the 2024 budget.

DISCUSSION:

Developing localized PPLD patrons Bill of Rights

The purpose is to create a Bill of Rights that will align with the PPLD Strategic Plan and core values and reflect the El Paso County community. This topic will be moved to committee for further discussion and development of a plan forward.

ADJOURNMENT

There being no further business to discuss, President Aaron Salt adjourned the Pikes Peak Library District Board of Trustees meeting at 7:05 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>

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
DECEMBER 6, 2023 5 pm
LIBRARY 21C, CREATE SPACE



VIRTUAL MEETING (ZOOM)

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Special meeting of the Board of Trustees

President Aaron Salt, Vice President Dora Gonzales, Secretary/Treasurer Erin Bents, Scott Taylor, Julie Smyth

Chief Librarian and CEO Teona Shainidze-Krebs, Chief Communications Officer Denise Abbott, Chief Financial Officer Randy Green, Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles, Director of IT Infrastructure Dan Stone, Chief Facilities Management Officer Gary Syling, Internal Communications and Special Projects Manager Jeremiah Walter, Ruth Holley Library Manager Tess Warren, County Commissioner Longinos Gonzales Jr., Foundation Board of Directors President Nadine Hensler, Rick Miller, Liz Turner

CALL TO ORDER

President Aaron Salt called the December 6, 2023 Special meeting of the Pikes Peak Library District Board of Trustees to order at 5:07 p.m.

PLEDGE OF ALLEGIANCE

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

Having seen that PPLD celebrated Banned Books week earlier this fall, Rick Miller commented to thank the Board for not having banned any books.

BUSINESS ITEMS

DECISION 23-12-1: Authorization of Expenditures

Motion: Debbie English made a motion that the Authorization of Expenditures be approved as presented

Second: Erin Bents seconded the motion.

Discussion: This authorization will allow PPLD to continue fiscal operations from January 1 – 9, 2024, until the January meeting when the budget is approved.

Vote: The motion was approved unanimously.

ADJOURNMENT

There being no further business to discuss, President Aaron Salt adjourned the Pikes Peak Library District special meeting at 5:12 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>

RESOLUTION FOR 2023 BUDGET ADJUSTMENTS

A Resolution appropriating additional sums of money to defray expenditures in excess of the amounts budgeted for Pikes Peak Library District, Colorado Springs, Colorado.

WHEREAS, this resolution is adopted for the following causes:

Revenues and Other Financing Sources

1. Increase revenues for Specific Ownership Taxes by \$125,000 to address higher than expected revenue levels for the 2023 budget.
2. Decrease revenues by (\$306,506) for the deferral of capital projects that was to be funded by the Federal eRate program, which was included in the 2023 budget.
3. Increase revenues for the General fund by \$35,798 and decrease Capital fund by \$35,798 to reclass the addition of software program previously planned as a capital project.
4. Decrease revenues for the Self Insurance fund by (\$132,000) for lower-than-expected collections of benefit costs from employees.
5. Increase revenues by \$1,349,000 for the general fund and \$755 for the Self Insurance fund for income not anticipated in the 2023 budget.
6. Increase revenues by \$240,230 for grants not originally anticipated in the 2023 budget.
7. Increase revenues by \$20,249 for insurance proceeds from claims on libraries at 21c, East, and Penrose that were not anticipated for 2023 budget.
8. Increase revenues for the capital fund for security upgrades \$500,000 and transfer funds to the general fund of \$33,000 for RH&G Archival Management System originally budgeted in Capital funds.

Expenditures and Other Financing Uses

1. To increase the 2023 General Fund budget for the utilization of Fund Balance- Reserved for Encumbrances, as follows:

a. Library Materials	\$174,030
b. Other Encumbrances	<u>387,370</u>
Total encumbrances	\$561,400
2. To decrease the 2023 Budget (\$1,522,097) for personnel costs appropriation savings (wages, applicable taxes, and required district retirement contributions) recalibrating personnel costs based on final personnel levels as of the final working day of 2023, December 24, 2023.
3. To decrease the 2023 Capital fund budget by \$33,000 for the transfer of funds to the General fund for the RH&G Archival Management System.

4. To decrease the 2023 General fund budget by \$300,000 and \$200,000 for the Security upgrades for Penrose Library and across the district.
5. To increase the 2023 budget for security upgrades for Penrose Library and across the District by \$298,625 and \$198,625 respectively.
6. To increase the 2023 Budget by \$75,100 for various grants and usage of designated funds, which were not known when the 2023 Budget was approved.

NOW THEREFORE, it is resolved by the Board of Trustees of Pikes Peak Library District, Colorado Springs, Colorado:

1. That the 2023 appropriation of the General Fund is hereby decreased from \$35,425,186, to \$35,039,589, as presented in Attachment A.
2. That the 2023 appropriation of the Capital Fund is hereby increased from \$4,415,249, to \$4,945,498, as present in Attachment A.

ADOPTED, this 9th day of January, 2024.

Attest: _____
President
Board of Trustees



2024 Budget
Original Adopted Budget Document

Board of Trustees Meeting
January 9, 2024



2024 Budget Original Adopted Budget Document Table of Contents

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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>
<u>REVENUES</u>				
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%
Total taxes	37,321,549	1,735,922	39,057,471	5%
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%
Total Operating Revenue	1,955,619	469,877	2,425,496	24%
Total Revenue	39,277,168	2,205,799	41,482,967	6%
<u>Expenditures</u>				
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%
Total Expenditures	40,010,686	2,271,111	42,281,797	6%
Net Impact to Fund Balance	(733,518)	(65,312)	(798,830)	9%

2024 BUDGET SUMMARY

	General Fund	Capital Fund	Self-Insurance Fund	TOTAL BUDGET
REVENUES				
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
Total taxes	33,689,870	2,723,332	2,644,269	39,057,471
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
Total Revenue	35,721,043	2,723,332	3,038,592	41,482,967
EXPENSES				
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
Total Expense	36,286,668	2,723,332	3,271,797	42,281,797
Net change in fund balance	(565,625)	0	(233,205)	(798,830)
Fund balance, beginning of year	13,061,118	2,776,844	337,860	16,175,822
Fund balance, end of year	12,495,493	2,776,844	104,655	15,376,992



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
Restricted General Fund	2,059,862	31,355	2,091,217	34,762	2,125,979
Assigned	561,401	(190,000)	371,401	(12,000)	359,401
Unassigned	10,652,749	2,036,968	12,689,717	(565,625)	12,124,092
Unrestricted General Fund	11,214,150	1,846,968	13,061,118	(577,625)	12,483,493
General Fund	13,274,012	1,878,323	15,152,335	(542,863)	14,609,472
Special Revenue Fund <i>(Designated Purpose Fund)</i>	63,791	0	63,791	0	63,791
Capital Reserve- Facilities	1,915,386	(721,800)	1,193,586	1,223,000	2,416,586
Capital Reserve-Communications	71,329	20,600	91,929	26,500	118,429
Capital Reserve- Security	649,986	(164,610)	485,376	663,332	1,148,708
Capital Reserve- IT	1,672,397	(709,864)	962,533	810,500	1,773,033
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
Capital	4,415,249	(1,638,405)	2,776,844	2,723,332	5,500,176
Self- Insurance	823,639	(485,779)	337,860	(233,205)	104,655
TOTAL FUND BALANCE	18,576,691	(245,861)	18,330,830	1,947,264	20,278,094
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)
AVAILABLE FUND BALANCE	12,453,038	(277,216)	10,675,822	1,912,502	12,588,324



2024 Original Adopted Budget

SECTION 2 - REVENUE



2024 Revenue Budget

	General Fund	Capital Funds	Self-Insurance Fund	2024 OAB
<u>REVENUES</u>				
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
Total taxes	33,689,870	2,723,332	2,644,269	39,057,471
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
Total Operating Revenue	2,031,174	0	394,323	2,425,496
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
Total Other Revenue	0	0	0	0
TOTAL REVENUE	35,721,043	2,723,332	3,038,592	41,482,967



REVENUE BY MAJOR CATEGORY 2023 RAB - 2024 OAB

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



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>
General Fund				
Public Services	21,189,815	(28,941)	21,218,755	0%
Public Services Administrative	8,983,538	30,864	8,952,674	0%
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%
Programming Administration	1,822,941	41,537	1,781,405	2%
Branch Administration	10,383,336	(101,341)	10,484,677	-1%
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%
Administration	13,913,396	(455,952)	14,369,348	-3%
Chief Librarian and CEO Office	321,638	(63,527)	385,166	-20%
Support Services	8,761,107	773,638	7,987,469	9%
Support Services Administration	121,143	(59,382)	180,525	-49%
Human Relations Office	804,063	21,512	782,552	3%
Facilities	4,606,889	461,991	4,144,898	10%
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	3,229,011	349,517	2,879,494	11%
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	1,551,051	101,162	1,449,889	7%
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%
ATTRITION SAVINGS	(578,039)	21,961	(600,000)	-4%
UNDESIGNATED	35,103,211	(484,893)	35,588,103	-1%
Designated Funds	319,377	(379,188)	698,565	-119%
DESIGNATED	319,377	(379,188)	698,565	-119%
TOTAL GENERAL FUND	35,422,588	(864,080)	36,286,668	-2%
<u>Self-Insurance Fund</u>				
Self-Insured Medical	3,588,098	(407,772)	3,995,870	-11%
SELF INSURANCE FUND	3,588,098	(407,772)	3,995,870	-11%
<u>Capital Fund</u>				
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%
CAPITAL FUND	1,000,000	(1,723,332)	2,723,332	-172%
2024 BUDGET	40,010,686	(2,995,184)	43,005,870	-7%

* January 18, 2023 Revised Original Approved Budget

Changes to OPERATING Budget 2023 RAB - 2024 OAB

	2023 RAB *	Changes	2024 OAB	% Change
General Fund				
Public Services	6,413,444	299,426	6,114,018	5%
Public Services Administrative	5,893,687	140,209	5,753,478	2%
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%
Programming Administration	292,948	47,658	245,290	16%
Branch Administration	226,809	111,559	115,250	49%
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%
Administration	7,417,915	(399,329)	7,817,244	-5%
Chief Librarian and CEO Office	62,648	30,000	32,648	48%
Support Services	5,689,955	805,276	4,884,678	14%
Support Services Administration	-	(45,000)	45,000	0%
Human Relations Office	269,571	58,600	210,971	22%
Facilities	3,713,952	514,168	3,199,784	14%
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%
Information Technology	1,706,432	277,508	1,428,924	16%
Information Technology	1,631,465	236,641	1,394,824	15%
Creative Services	74,967	40,867	34,100	55%
Security	71,375	(21,225)	92,600	-30%
Finance Office	715,397	12,809	702,588	2%
Communications Office	483,774	73,049	410,725	15%
Communications	463,214	52,489	410,725	11%
Patron Experience	-	0	-	0%
Multi-Cultural	20,560	20,560	-	100%
Development Office	163,650	(17,295)	180,945	-11%



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

* January 18, 2023 Revised Original Approved Budget

Changes to PERSONNEL Budget 2023 RAB - 2024 OAB

	<u>2023 RAB *</u>	<u>Changes</u>	<u>2024 OAB</u>	<u>% Change</u>
<u>General Fund</u>				
Public Services	14,776,371	(328,367)	15,104,738	-2%
Public Services Administration	3,089,851	(109,346)	3,199,196	-4%
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%
Programming Administration	1,529,993	(6,121)	1,536,115	0%
Branch Administration	10,156,527	(212,900)	10,369,427	-2%
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%
Administration	6,495,481	(100,545)	6,552,104	-2%
Chief Librarian and CEO Office	258,990	(93,527)	352,518	-36%
Support Services	3,071,152	(31,638)	3,102,790	-1%
Support Services Administration	121,143	(14,382)	135,525	-12%
Human Relations Office	534,493	(37,088)	571,581	-7%
Facilities	892,937	(52,178)	945,114	-6%
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	1,522,579	72,009	1,450,570	5%
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	1,067,277	28,113	1,039,164	3%
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	(10,339)	545,739	(600,000)	-5278%
Interdepartmental - Other	567,700	567,700	-	100%
ATTRITION SAVINGS	(578,039)	(21,961)	(600,000)	4%
UNDESIGNATED	21,271,852	(428,912)	21,656,841	-2%
Designated Funds	-	0	-	0%
DESIGNATED	-	-	-	0%
TOTAL GENERAL FUND	21,271,852	(428,912)	21,656,841	-2%
<u>Self-Insurance Fund</u>				
Self-Insured Medical	3,298,098	(26,301)	3,271,797	-1%
SELF INSURANCE FUND	3,298,098	(26,301)	3,271,797	-1%
TOTAL PERSONNEL BUDGET	24,569,950	(455,213)	24,928,638	-2%

* January 18, 2023 Revised Original Approved Budget



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
Chief Librarian and CEO Office	2	3	3	2.0	3.0	3.0
Public Services	335	332	332	265.0	263.5	263.5
Public Services Administration	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
Programming	22	22	22	21.5	21.5	21.5
Branches	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
Support Services	42	40	40	41.8	39.3	39.3
Support Services Administration	1	1	1	1.0	1.0	1.0
Human Relations Office	7	7	7	6.8	6.8	6.8
Facilities	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
Information Technology Office	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
Security	25	29	29	23.5	28.5	28.5
Finance Office	8	10	10	8.0	10.0	10.0
Communications Office	15	15	15	14.4	13.9	13.9
Communications	13	10	10	12.4	9.3	9.3
Patron Experience	1	4	4	1.0	3.6	3.6
Multi-Cultural	1	1	1	1.0	1.0	1.0
Development Office	2	2	2	2.0	2.0	2.0
Grand Total	429	431	431	356.6	360.1	360.1



2024 Original Adopted Budget

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>
<u>Capital Fund</u>				
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%
CAPITAL FUND	1,000,000	1,723,332	2,723,332	172%
TOTAL CAPITAL BUDGET	1,000,000	1,723,332	2,723,332	172%



CAPITAL PROJECTS DETAIL

	<u>2023 RAB *</u>	<u>2024 OAB</u>	<u>\$ Variance</u>	<u>% Variance</u>
<u>Capital Reserve- Facilities</u>				
<u>District-wide</u>				
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		
	\$163,668	\$60,000	(\$103,668)	-63%
<u>East</u>				
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		
	\$45,000	\$1,075,000	\$1,030,000	2289%
<u>Library 21C</u>				
Buildings	16,500			
Improvements other than Buildings	23,000			
21C Contingency		25,000		
	\$39,500	\$25,000	(\$14,500)	-37%
<u>Old Colorado City</u>				
Staff Office Wall Correction		4,000		
Window Screen		5,000		
	\$0	\$9,000	\$9,000	
<u>Penrose</u>				
Buildings	45,000			
Garage Door Replacement		15,000		
Tower Dirt Separator		35,000		
	\$45,000	\$50,000	\$5,000	11%
<u>Rockrimmon</u>				
Front Door Auto Opener		4,000		
	\$0	\$4,000	\$4,000	
	\$293,168	\$1,223,000	\$929,832	317%



CAPITAL PROJECTS DETAIL

	<u>2023 RAB *</u>	<u>2024 OAB</u>	<u>\$ Variance</u>	<u>% Variance</u>
<u>Capital Reserve-Communications</u>				
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		
	\$40,250	\$26,500	(\$13,750)	-34%
<u>Capital Reserve- Security</u>				
Technology updates for MO, CH, SA		250,000		
Carnegie Security Updates		93,000		
Penrose Exterior Storage		30,000		
Contingency		290,332		
	\$0	\$663,332	\$663,332	100%
<u>Capital Reserve- IT</u>				
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		
	\$666,582	\$810,500	\$143,918	22%
TOTAL CAPITAL	\$1,000,000	\$2,723,332	\$1,723,332	172%
CAPITAL FUND	1,000,000	2,723,332	1,723,332	272%



2024 Original Adopted Budget

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

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)

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 Statisitcs data	8.200%	5.585%	5.585%
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A. Steps to calculate the "5.5%" Limit (State Levy Law):

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
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Steps to calculate the TABOR limit:

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

C. TABOR Property Tax Revenue Limit (TABOR Factor): 10.13% 7.43% 5.63%

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

D. Calculate mill levy.

D1.	Divide the lesser revenue limit by the current net assessed valuation. Round to 6 decimals. Lesser of Line A7 or Line C2 / Line DR4 = Tax Rate:	0.0037940	0.0029224	0.0030338
D2.	1000 Multiply Line D1 by 1000 and round to 3 decimal places. Mill Levy:	3.794	2.922	3.034
	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
	Allowable Increase in Mill Levy due to Abatements	0.018	0.013	0.014
D3.	Current Year Mill Levy (1)	3.812	2.936	3.047
	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.	CALCULATION ~Current Year Allowable Mill Levy (2)	3.512	3.525	3.526
D5.	The Lesser of Current Year Mill Levy (1) & Allowable (2)	3.512	2.936	3.047
D6.	Net Assessed Valuation (from certs)	9,616,485,960	12,353,543,750	11,699,591,370
	Calculation-Property Tax Revenue	33,773,100	36,264,303	35,652,642
	Desired 2024 Property Tax Revenue		34,073,100	35,652,642
	NAV		12,353,543,750	11,699,591,370
	1 Mill		0.001	0.001
	Target Current Year Mill Levy (w/Temp Reduction Included)		(2.758)	(3.047)
	Temporary Credit Needed to achieve Desired Prop. Tax Rev.		(0.190)	(0.014)

D7. Mill Levy based on D5

General Operating Expenses Mill Levy	2.936	3.047
Abatement Mill Levy	0.013	0.014
Temporary Credit	(0.190)	

Current Year Mill Levy	2.758	3.061
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General Operating Expenses Mill Levy \$	36,264,303	35,652,642
Abatement Mill Levy \$	162,121	158,597
Temporary Credit \$	(2,353,324)	

Current Year Mill Levy	34,073,100	35,811,238
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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 9th day of January 2024.

Scott Taylor, Vice President
Board of Trustees