



PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES

AUGUST 26, 2020 4 PM

VIRTUAL MEETING (ZOOM)

Call in: 1-253- 215-8782

Meeting ID: 960 7820 4536

Passcode: 719409

- I. CALL TO ORDER
- II. ITEMS TOO LATE FOR THE AGENDA
- III. CORRESPONDENCE AND PRESENTATIONS
 - A. Correspondence
 - B. Presentations
 - 1. Introduction of new staff
 - A. Carol Morrow, Systems Support Specialist (M. Varnet)
- IV. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- V. BUSINESS ITEMS
 - A. Decision 20-8-1: Minutes of the July 22, 2020 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
 - 1. Decision 20-8-2: 2020 CEO Goals (S. Taylor) (p. 7)
 - D. New Business
 - 1. Decision 20-8-3: 2019 Fiscal Year Audit (M. Varnet) (p. 8)
 - 2. Discussion: Mid-year Budget Resolution (M. Varnet, J. Spears) (p. 206)
 - 3. Decision 20-8-4: Proposed changes to PPLD Foundation's Article of Incorporation and Bylaws: (J. Spears) (p. 232)
 - 4. Decision 20-8-5: Authorization to dispose of John Deere Gator XUV 825i w/Power Steering, \$12,000 (J. Spears) (p. 232)
 - 5. Decision 20-8-6: 2021 Employee Health Insurance Programs (M. Varnet) (p.233)
- VI. REPORTS
 - A. Friends of the Pikes Peak Library District Report (S. Adams) (p. 240)
 - B. Pikes Peak Library District Foundation Report (L. James) (p. 241)
 - C. Financial Report (M. Varnet) (p. 242)
 - D. Public Services Report (T. Shainidze Krebs) (p. 259)
 - E. Library Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Safety, Social Services & Security Report (p. 280)
 - F. Chief Librarian's Report (J. Spears)
 - G. Board Reports
 - 1. Governance Committee Report
 - A. Volunteer Agreement (p. 289)
 - 2. Internal Affairs Committee Report
 - 3. Public Affairs Committee Report
 - 4. Board President's Report
- VII. ADJOURNMENT

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

Providing resources and opportunities that impact individual lives and build community

DECISION 20-8-1

**PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
JULY 22, 2020
4 P.M.**
[PPLD Board of Trustees Web Meeting](#)

BOARD MEMBERS, PIKES PEAK LIBRARY DISTRICT STAFF & OTHERS PRESENT VIA ZOOM VIDEO CONFERENCING

President Debbie English, Secretary/Treasurer Wayne Vanderschuere, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Scott Taylor

Friends of the Pike Peak Library District Board of Directors President Stephen Adams, Chief Safety, Social Services, & Security Officer Michael Brantner, Executive Assistant Laura Foster, Volunteer Program Supervisor Karen Goates, Chief Development Officer & Foundation Executive Officer Lance James, Chief HR & OD Officer Heather Laslie, Training Supervisor Sarah Marshall, Library Associate Juniper McGinn, Facilities Project Manager Loyd 'Crow' Neal, Director of IT Infrastructure Annelise Parker, Chief Information Officer Rich Peters, Chief Communications Officer Michelle Ray, Director of Adult Education Tammy Sayles, Chief Public Services Officer Teona Shainidze Krebs, Chief Facilities Management Officer Gary Syling, Ruth Holley Branch Manager Fran Toledo, Chief Financial Officer Michael Varnet, Internal Communications Specialist Jeremiah Walter, Senior Library Associate Emma Weinberg, El Paso County Commissioner Holly Williams

Joined the meeting at 4:50 p.m.: Vice President Mina Liebert

BOARD MEMBERS ABSENT

Trustee Dr. Ned Stoll

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President English called the July 22, 2020 regular meeting of the Pikes Peak Library District Board of Trustees to order at 4:02 p.m.

ITEMS TOO LATE FOR THE AGENDA

Introduction of new staff member Loyd 'Crow' Neal has been added to the Presentation portion of the agenda.

CORRESPONDENCE AND PRESENTATIONS

Presentation: Introduction of New Staff

The following new staff were introduced to the Board of Trustees:

- Sarah Marshall, Training Supervisor
- Loyd 'Crow' Neal, Project Manager

President English welcomed Commissioner Holly Williams and thanked her for attending this meeting. Commissioner Williams stated that Commissioner Bremer is unavailable to attend today's meeting.

PUBLIC COMMENT

There was no Public Comment.

BUSINESS ITEMS

Board Minutes

Decision: 20-7-1: Minutes of the May 27, 2020 Meeting

The minutes from the May 27, 2020 Meeting of the Board of Trustees were presented for review. Trustee Cathy Grossman requested that the minutes be corrected to reflect her attendance at the meeting.

Motion: Dora Gonzales moved to approve the minutes of the May 27, 2020 regular meeting of the Board of Trustees as corrected.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously by the members present at the time: President Debbie English, Secretary/Treasurer Wayne Vanderschuere, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Scott Taylor. Trustee Liebert joined the meeting at 4:50 p.m. and was not present to vote on the Minutes of the May 27, 2020 meeting.

Consent Items

No consent items were presented.

Unfinished Business

There was no unfinished business.

New Business

Decision 20-7-2: MFD recommendation

The MFD recommendation was included in the Board packet. PPLD issued an RFP to replace the Multi-Function Devices (MFD) throughout the District. The award from September 2019 was rescinded due to a flawed process; the RFP was reissued under an amended process. Six vendors submitted proposals. The Information Technology staff recommends that All Copy be approved as the vendor for MFDs. Verbal clarification was provided, in response to a question from Trustee Scott Taylor, that supplies will be replaced following a Just-in-time (JIT) process.

Motion: Scott Taylor moved to accept All Copy Products as MFD vendor at a cost of \$305,697.

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was approved unanimously by the members present at the time: President Debbie English, Secretary/Treasurer Wayne Vanderschuere, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Scott Taylor. Trustee Liebert joined the meeting at 4:50 p.m. and was not present to vote on the Minutes of the May 27, 2020 meeting.

Decision 20-7-3: Manitou IGA between City of Manitou Springs and Pikes Peak Library District

The Manitou IGA between City of Manitou Springs and Pikes Peak Library District was included in the packet. The IGA releases PPLD from the lease, allowing the City of Manitou Springs to decide the future of the Carnegie Building and allowing PPLD to relocate to an appropriate facility. This IGA was passed by Manitou Springs City Council on July 7.

Motion: Scott Taylor moved to approve the Manitou IGA between City of Manitou Spring and Pikes Peak

Library District as it is presented.

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was approved unanimously by the members present at the time: President Debbie English, Secretary/Treasurer Wayne Vanderschuere, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Scott Taylor. Trustee Liebert joined the meeting at 4:50 p.m. and was not present to vote on the Manitou IGA between City of Manitou Springs and Pikes Peak Library District.

Decision 20-7-4: Manitou MOA between Pikes Peak Library District and Manitou Art Center

The Manitou MOA between Pikes Peak Library District and Manitou Art Center was presented to the Internal Affairs Committee last week. This is a bridge agreement in effect as of July 1, 2020 that allows for PPLD to take possession of space within the Manitou Art Center as it becomes necessary. A lease and MOA, or MOU, will be created as a final agreement as further details are determined.

Motion: Wayne Vanderschuere moved to approve the Manitou MOA between Pikes Peak Library District and Manitou Art Center as presented.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously by the members present at the time: President Debbie English, Secretary/Treasurer Wayne Vanderschuere, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Scott Taylor. Trustee Liebert joined the meeting at 4:50 p.m. and was not present to vote on the Manitou IGA between City of Manitou Springs and Pikes Peak Library District.

President English requested a tour of the Manitou Art Center for members of the Board of Trustees, to be arranged by the Chief Librarians office in collaboration with Natalie Johnson of the Manitou Art Center and PPLD project management.

Decision 20-7-5: Exhibit Policy

Pikes Peak Library District reviews policies on an ongoing basis. The Exhibit Policy was presented to the Internal Affairs committee last week.

Motion: Cathy Grossman moved to approve the Exhibit Policy as presented.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously by the members present at the time: President Debbie English, Secretary/Treasurer Wayne Vanderschuere, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Scott Taylor. Trustee Liebert joined the meeting at 4:50 p.m. and was not present to vote on the Manitou IGA between City of Manitou Springs and Pikes Peak Library District.

REPORTS

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District Report was included in the Board packet. Board of Directors President stated that Ken Krassy has resigned from his position on the Board and has been replaced with Susan Gilbert, a former trustee of Santa Fe libraries. The Board Treasurer has indicated she will leave her position on the Board before the end of the year.

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation Report was included in the Board packet. Chief Foundation Officer Lance James announced an estate gift from the Milt and Darlene Johnson estate in the amount of \$150,000. A

press conference to announce estate gifts to several city entities is scheduled for Friday August 7 at the Olympic Museum.

Financial Report

The Financial Report for the period ending June 30, 2020 was included in the Board packet. Chief Financial Officer Michael Varnet reported that expenses are lower compared to last year at this time. He noted that investment earnings, specific ownership tax collections, and property taxes are behind last year's figures. Mr. Varnet indicated the 2019 audit is completed and a final review is underway. He will discuss the Mid-year Budget Resolution at the next Internal Affairs Committee and the Resolution will be brought to the August Board of Trustees meeting.

Public Services Report

The Public Services Reports for May and June 2020 were included in the Board packet. Chief Public Services Officer Teona Shainidze Krebs shared that the May 2020 report is comprehensive and the June 2020 report is focused on highlights, for the Board to decide which format is preferred. The Board indicated a preference for the format of the June report.

Library Reports

The Communications Report, Facilities Report, Human Resources Report, and Information Technology Report were included in the Board packet.

Chief Librarian's Report

Chief Librarian John Spears indicated the State Library has provided guidance on collecting statistics for the 2020 Annual Report.

Mr. Spears stated that PPLD is currently in Phase 3 of the Phased Opening plan, allowing limited access to libraries for patrons. No in-person programming is planned for Phase 3 other than programs hosted by Adult Education that require physical presence in order to be effective for participants. He stated that the Phased Opening plan allows for moving backwards, if the El Paso County Department of Public Health deems it necessary due to increased rates of infection, as well as forwards. Phase 4 of the plan is established and Phases 5 and 6 are in development.

Chief Librarian John Spears shared that PPLD has partnered with PPWFC to provide furniture for a remote computer lab.

Chief Librarian Spears expressed his gratitude to staff for their willingness to perform additional responsibilities as a result of the pandemic. The changes made to operations as a result of the pandemic have showcased the flexibility of staff across the District to meet the needs of the community.

President Debbie English shared her appreciation for everything staff has done to continue to provide resources to the community.

Vice President Mina Liebert thanked staff for developing critical partnerships in the community to support patrons in a variety of ways. The ability to move quickly to implement these partnerships is appreciated and will continue to be of value to the community as school districts make decisions about the 2020-2021 school year. She also shared that the marketing collateral is easy to understand, engaging, and inviting and that she appreciates the expertise of the Communications staff.

Board Reports

Governance Committee Report

Governance Committee Chair Scott Taylor reported that the Committee met on July 14, 2020. The Governance Committee discussed the following:

- Adopt-a-Trustee program
- CEOs goals
- Board retreat cancelled for 2020
- Review of the Board Bylaws

Internal Affairs Committee Report

Internal Affairs Committee Chair Wayne Vanderschuere reported that the Committee met on July 14, 2020. The Internal Affairs Committee discussed the following:

- Manitou Springs Library
- Multi-Function Device RFP
- Exhibit Policy
- State of Fiscal Year 2020 Budget
- Fiscal Year 2021 Budget

Public Affairs Committee Report

The Public Affairs Committee did not meet.

Board President's Report

President Debbie English thanked County Commissioner Holly Williams for her support and attendance at today's meeting.

ADJOURNMENT

There being no further business to conduct, President English adjourned the July 22, 2020 meeting of the Pikes Peak Library District Board of Trustees at 5:38 p.m.

Decision: 20-8-2

2020: CEO Proposed Goals:

1. Develop a facilities master plan for Pikes Peak Library District
2. Implement marketing plans to increase awareness of Library programs and services
3. Implement a Government Outreach to improve communication and awareness of the Pikes Peak Library District with various community leaders and outer municipalities
4. Continue professional development strategy for the Chief Librarian as well as the PPLD staff
5. Develop a new strategic plan for the Pikes Peak Library District in 2020
6. Brief the Board periodically throughout the year about the progress of these and strategic plan goals
7. Develop pandemic plans for the district. The plan should outline how the district would provide services to the community.

Decision: 20-8-3

**Pikes Peak Library District
August 26, 2020**

Completion of Financial Audit of PPLD's 2019 Financial Records

The Local Government Audit Law (Section 29-1-601 et seq., C.R.S.) requires Colorado local governments such as the Pikes Peak Library District (the District) to have an annual audit of their financial statements. The law states that the audit must be performed by an independent Certified Public Accountant, and be in accordance with Generally Accepted Accounting Standards.

PPLD's 2019 financial records were audited by BKD, LLP. The audit was completed in accordance with all applicable State statutes and in accordance with Generally Accepted Auditing Standards.

Included with this document is PPLD's 2019 Comprehensive Annual Financial Report (CAFR). Also included with this document is BKD, LLP's communication letter to the Board of Trustees, Internal Affairs Committee and Management.

BKD, LLP issued an "unqualified" opinion, meaning the financial records are materially correct as presented. Their opinion is included on pages 27 - 29 in the 2019 CAFR. A second report, "Independent Auditor's Report on Internal Controls Over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with Government Auditing Standards" is located on pages 175 - 176 of the 2019 CAFR.

BKD, LLP met with the Internal Affairs Committee on July 29, 2020 to present the results of the audit. The Internal Affairs Committee will present the results of the audit to the Board of Trustees at the August 26, 2020 Board meeting. In short, there were no audit adjustments, one passed audit adjustment (adjustments that they consider as immaterial and do not need to be posted to the financial records), and there were no management letter comments or other significant items of deficiency.

Recommendation

Management recommends acceptance of the results of the audit of PPLD's 2019 financial records as described above.



Pikes Peak Library District

Comprehensive Annual Financial Report

Year ending December 31, 2019

Administrative Offices
20 N. Cascade Ave.
Colorado Springs, CO 80903



(719) 531-6333 ppld.org

Pikes Peak Library District

Comprehensive Annual Financial Report

For the year ended December 31, 2019

Board of Trustees

(As of December 31, 2019)

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

Chief Librarian and Chief Executive Officer

John Spears

Prepared by

Michael E. Varnet, CPA, CPFO

Chief Financial Officer

Administrative Offices
20 N. Cascade Avenue
Colorado Springs, Colorado 80903

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Comprehensive Annual Financial Report
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Introductory Section



(719) 531-6333

ppld.org

P.O. Box 1579

Colorado Springs, CO 80901

July 31, 2020

Members of the Board of Trustees
Pikes Peak Library District
20 N. Cascade Avenue
Colorado Springs, Colorado 80903

Dear Trustees:

I am pleased to submit to you the Comprehensive Annual Financial Report (CAFR) of the Pikes Peak Library District (the District) for the year ended December 31, 2019.

This is the 29th consecutive year that an annual financial report has been submitted to you in CAFR format, in accordance with guidelines of the Government Finance Officers Association of the United States and Canada (GFOA).

Please refer to pages 31 to 43 for the section of the CAFR called “Management’s Discussion and Analysis.” This section provides a discussion of the significant issues and analysis of the District’s 2019 financial statements.

Last year’s CAFR received the Certificate of Achievement for Excellence in Financial Reporting from the GFOA for the 28th consecutive year. This award represents affirmation that the District has achieved excellence in financial reporting. The District will submit the 2019 CAFR for recognition again this year.

I want to take this opportunity to thank PPLD’s Chief Financial Officer and the Finance Office staff for their operational support that ensures financial excellence, and the Board of Trustees for their stewardship of the District’s fiscal activities and their supportive and future-oriented planning.

Respectfully submitted,

John Spears
Chief Librarian and Chief Executive Officer

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(719) 531-6333

ppld.org

P.O. Box 1579

Colorado Springs, CO 80901

July 31, 2020

To the Board of Trustees and the Citizens of the Pikes Peak Library District:

State law requires that every general-purpose local government publish within seven months of the close of each fiscal year a complete set of audited financial statements. This report is published to fulfill that requirement for the fiscal year ended December 31, 2019.

Management assumes full responsibility for the completeness and reliability of the information contained in this report, based upon a comprehensive framework of internal control that it has established for this purpose. Because the cost of internal control should not exceed anticipated benefits, the objective is to provide reasonable, rather than absolute, assurance that the financial statements are free of any material misstatements.

BKD, LLP, our independent certified public accountants, has issued an unmodified (“clean”) opinion on the Pikes Peak Library District’s (the District or PPLD) financial statements as of and for the year ended December 31, 2019. The independent auditor’s report is located at the front of the financial section of this report.

Management’s Discussion and Analysis (MD&A) immediately follows the Independent Auditor’s Report, and provides a narrative introduction, overview, and analysis of the basic financial statements. MD&A complements this letter of transmittal and should be read in conjunction with it.

PROFILE OF THE GOVERNMENT

Government Structure

The District is considered a “Library District,” which is a separate legal entity, and was created through Colorado State Statute (C.R.S. 24-90-110). The District is not considered a component unit of any other government entity, including El Paso County, Colorado, and is financially, managerially and operationally independent, and meets the guidelines outlined by the Governmental Accounting Standards Board.

Pikes Peak Library District has one component unit affiliation: Pikes Peak Library District Foundation, Inc. (a discretely presented component unit), which organized in 2003 to raise funds for the sole benefit of PPLD.

PPLD provides library services to all of El Paso County, excluding Security/Widefield School District #3. Security/Widefield and the town of Manitou Springs did not join the Library District when it was formed in 1962. The town of Manitou Springs subsequently voted to join PPLD effective January 1, 2013.

There are 15 library facilities and three mobile libraries covering a service area of approximately 2,070 square miles. PPLD owns eight facilities: East Library, Calhan 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 to special non-mobile populations.

PPLD's 15 library facilities and mobile fleet are structured by region—north, southeast, and west—and their daily operations include circulation, shelving, and security. Library Services encompasses Adult Education, Adult Services, Family & Children's Services, Collection Management, Creative Services, Regional History and Genealogy (including Special Collections), and Young Adult Services. The administrative offices and departments

comprised of the Chief Librarian and CEO, Communications (branding, marketing, video production, and community relations), Development, Facilities, Finance, Human Resources, Security, and Information Technology.

PPLD'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 PPLD. Trustees are prohibited by law from receiving compensation, and their duties and responsibilities are defined in law (C.R.S. 24-90-109).

The Board of Trustees is required to adopt a final budget no later than December 15 of each fiscal year. The annual budget serves as a foundation of PPLD's financial planning and control. The budget is prepared by fund and by department.

About Pikes Peak Library District

PPLD seeks to engage and transform people's lives via its 15 library facilities, online resources, and mobile library services. With a mission to provide resources and opportunities that impact individual lives and build community, PPLD welcomes all community members to enrich their minds, make connections, and reach their full potential.

As a national leader and the second largest library system in Colorado, the District serves a population of more than 662,000 residents across 2,070 square miles of El Paso County. Thanks to an employee base of nearly 475 full- and part-time staff and about 1,700 volunteers, PPLD continues to be recognized for its commitment to diversity and community collaboration, its innovative and community-focused programs, and excellent customer service.

The history of public libraries in the Pikes Peak Region began in October 1885 when the Colorado Springs Social Union established a library on the corner of Tejon and Cucharras Streets in downtown Colorado Springs. In 1905, a new library opened at 21 West Kiowa Street, with funds donated by Andrew Carnegie and land granted by General William Jackson Palmer. In 1962, a majority of El Paso County citizens voted to establish a special taxing district and PPLD was formed. The District serves residents of El Paso County, with the exception of Security/Widefield School District #3, including all unincorporated areas and municipalities of Calhan, Colorado Springs, Ellicott, Falcon, Fountain, Manitou Springs, Monument, and Palmer Lake.

The District's Strategic Plan for the years 2017 – 2020 follows:

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

Pikes Peak Library District
Strategic Plan 2017-2020



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

2019 Highlights

Calhan Library Opening: PPLD opened its 15th location on Nov. 4. The Calhan Library is located at 600 Bank St. in a 2,400-square-foot building purchased from the Calhan Youth Education and Recreation Foundation.

Ruth Holley Library Rededication: PPLD rededicated the Ruth Holley Library with a ribbon cutting ceremony writing workshop, and open mic. Ruth Holley Library first opened in 1987.

Fine Free / Auto Renewals: PPLD officially eliminated overdue fines. Patrons are no longer assessed fines for books that are late in returning to the Library. The District also rolled out automatic renewals later in the same month.

Community Needs Assessment: During the last two quarters of 2019, PPLD partnered with Elevated Insights to conduct a community needs assessment, using quantitative and qualitative research to better understand the residents of El Paso County. Findings and recommendations will serve as the roadmap for a strategic plan and master facilities plan that prioritize community needs.

PowerPass: Beginning with the 2019-2020 school year, every Colorado Springs School District 11 student receives a PowerPass. This digital library card gives students access to PPLD's digital resources, like databases, eBooks, and song and movie downloads.

Other notable achievements from 2019 included:

- eMaterials circulation eclipsed two million checkouts for the first time.
- PPLD launched the new quarterly magazine *District Discovery*.
- Knight of Columbus Hall underwent renovations to increase building capacity.
- PPLD earned the Certificate of Achievement for Excellence in Financial Reporting for the 28th consecutive year.
- PPLD was named a Three-Star Library by Library Journal.
- High Prairie Library was named Silver Partner by Colorado Department of Public Health & Environment's Environmental Leadership Program.
- The roof at Library 21c was repaired, and that facility's skylight was replaced.
- A new Cisco phone system was installed District-wide.

Successful programming and events in 2019 included Summer Adventure for children and teens, the Winter Adult Reading Program, the Vegan Market, Mountain of Authors, High Prairie Harvest Festival, All Pikes Peak Reads Author Visits, and the Colorado Springs Mini Maker Faire.

The Library also participated in Library events on the state, national, and international level:

- PPLD hosted the Colorado Public Library Directors annual retreat, a Journal Design Institute Symposium, and the IFLA Library Services to Multicultural Populations Section Mid-Year Meeting.
- A delegation from PPLD attended World Library and Information Congress in Athens, Greece.
- PPLD staff attended and/or presented at the annual conferences for the Colorado Association of Libraries, the American Library Association, and the Public Libraries Association.

LOCAL ECONOMY

The information included in the following paragraphs under this caption has been extracted and summarized from the Colorado Springs Chamber of Commerce, Colorado Department of Revenue, Colorado Springs Economic Development Corporation, Colorado Department of Education, the Bureau of Labor Statistics, U.S. Census Bureau, and the Colorado Springs Convention and Visitors Bureau.

Population

As of December 31, 2019, the population of El Paso County is 723,237 (the District's legal service is 662,241 and is included in this total). Colorado Springs, the largest municipality within El Paso County (the County), is the 39th largest city in the nation. The County's population has increased by approximately 203,400 since 2000, with approximately half of the increase due to migration from other states and the balance due to natural growth.

Age

The projected median age for El Paso County is 33.7 at the end of 2019. The following are estimates of the population for El Paso County by certain age categories:

| | <u>2019</u> | | <u>2018</u> | |
|-----------|---------------------------|-------|---------------------------|-------|
| Under 15 | 144,612 | 20.0% | 143,940 | 20.2% |
| 15-24 | 116,207 | 16.1% | 114,430 | 16.1% |
| 25-44 | 202,098 | 27.9% | 195,048 | 27.5% |
| 45-64 | 168,524 | 23.3% | 168,836 | 23.8% |
| 65+ | <u>91,796</u> | 12.7% | <u>87,705</u> | 12.4% |
| Total | <u><u>723,237</u></u> | | <u><u>709,959</u></u> | |

Industries

The following chart shows the percentage of employment by industry type:

| | <u>2019</u> | <u>2018</u> |
|--------------------------------|--------------------|--------------------|
| Government, including military | 18.1% | 18.1% |
| Professional and business | 15.7% | 15.6% |
| Wholesale and retail trade | 15.2% | 15.2% |
| Education, health care | 12.7% | 13.2% |
| Leisure and hospitality | 13.9% | 13.6% |
| Financial | 6.3% | 6.3% |
| Manufacturing | 4.0% | 4.0% |
| All other | 14.1% | 14.0% |

Wage/Salary

Wages are competitive with similarly sized cities, but the average education of the El Paso County employee is greater, providing employers with a high value workforce.

In regularly conducted surveys, local employers rank the quality, dependability and stability of the El Paso County workforce as some of the community's top strengths. Local employers also consistently rank the caliber of their employees as higher than that of employees in sister facilities elsewhere.

The following chart depicts the estimated annual mean of wage levels for certain occupations.

| Occupation | 2019 Annual Wages | 2018 Annual Wages |
|--|----------------------------------|----------------------------------|
| Accountants and Auditors | 75,970 | \$ 79,920 |
| Bank Tellers | 32,940 | 30,090 |
| Bookkeeping, Accounting, and Auditing Clerks | 40,470 | 37,490 |
| Carpenters | 46,300 | 45,080 |
| Civil Engineers | 95,150 | 92,460 |
| Computer Programmers | 77,090 | 90,960 |
| Correctional Officers | 58,690 | 56,180 |
| Dental Hygienists | 75,270 | 76,410 |
| Electrical Engineers | 107,060 | 113,580 |
| Elementary School Teachers | 48,650 | 47,580 |
| Executive Secretaries | 53,240 | 52,460 |
| Financial Analysts | 84,080 | 87,050 |
| Graphic Designers | 52,580 | 53,190 |
| Order Clerks | 30,770 | 28,820 |
| Payroll Clerks | 45,600 | 43,460 |
| Physicians and Surgeons | 196,000 | 208,690 |
| Property Managers | 65,580 | 64,700 |
| Social Workers | 67,840 | 66,300 |
| Systems Analysts | 100,760 | 102,440 |

Consumer Spending

Retail sales for 2019 were about 4% higher than 2018. Population and per capita income drive consumer spending. Both are expected to increase in the future.

Cost of Living

Colorado Springs' cost of living index for 2019 was 100.8, which is slightly higher than the nation as a whole. The following chart compares the cost of living index for Colorado Springs to other cities:

| | 2019 | 2018 |
|----------------------|-------------|---------------|
| Seattle, WA | 156.7 | 154.8 |
| Los Angeles, CA | 145.9 | 148.2 |
| Portland, OR | 134.0 | 131.0 |
| Denver, CO | 110.8 | 113.2 |
| Dallas, TX | 107.7 | 105.4 |
| Salt Lake City, UT | 103.3 | 102.8 |
| Las Vegas, NV | 103.1 | not available |
| Colorado Springs, CO | 100.8 | 98.8 |
| National Average | 100.0 | 100.0 |
| Phoenix, AZ | 98.9 | 97.4 |
| Boise, ID | 98.4 | 97.2 |
| Albuquerque, NM | 88.3 | 96.9 |

Housing

Colorado Springs currently has a supply of reasonably affordable housing, which is important because much of the country is having a difficult time providing this necessity. Colorado Springs' median household income is currently above the levels needed to meet the average cost of housing.

The following chart compares the average price of a new 2,400 sq. ft. home in Colorado Springs to other cities at the end of 2019.

| | 2019 | 2018 |
|----------------------|-------------|-------------|
| Los Angeles, CA | \$ 816,438 | \$ 809,182 |
| Seattle, WA | 813,440 | 725,929 |
| Portland, OR | 616,272 | 549,358 |
| Denver, CO | 515,298 | 489,272 |
| Las Vegas, NV | 447,464 | 309,514 |
| Salt Lake City, UT | 396,378 | 361,743 |
| Dallas, TX | 389,520 | 327,946 |
| National Average | 366,058 | 347,825 |
| Boise, ID | 349,211 | 320,087 |
| Colorado Springs, CO | 343,668 | 323,230 |
| Phoenix, AZ | 334,870 | 319,590 |
| Albuquerque, NM | 260,900 | 241,100 |

At the end of 2019, apartment rental rates are equally reasonable when compared to approximately 950 square foot apartments with two bedrooms and one and a half or two full baths in other cities:

| | 2019 | 2018 |
|----------------------|------------------|------------------|
| | Per Month | Per Month |
| Los Angeles, CA | \$ 2,800 | \$ 2,730 |
| Seattle, WA | 2,650 | 2,508 |
| Portland, OR | 2,542 | 2,595 |
| Dallas, TX | 1,588 | 1,440 |
| Denver, CO | 1,500 | 1,439 |
| Phoenix, AZ | 1,424 | 1,065 |
| Colorado Springs, CO | 1,310 | 1,273 |
| Salt Lake City, UT | 1,273 | 1,109 |
| Las Vegas, NV | 1,208 | 1,030 |
| National Average | 1,155 | 1,094 |
| Boise, ID | 1,131 | 958 |
| Albuquerque, NM | 901 | 963 |

Tourism

Tourism remains one of the main draws to the Colorado Springs area. More than 20 million visitors per year put over two billion dollars into the local economy. Top attractions include the world-renowned Garden of the Gods followed by the United States Air Force Academy. Most visitors to the Colorado Springs area come from Colorado followed by Texas and California.

Roads

Colorado Springs is conveniently located near the geographical center of the United States, providing easy access to Interstate 70 heading east and west and Interstate 25 heading north and south. To the city's east, Powers Boulevard is a major north-south thoroughfare providing rapid access for the city's growing eastern edge. Highway 24 bypass provides an east-west route.

Airport

Air travel is easy from Colorado Springs with two airports from which to choose in close proximity. The Colorado Springs airport features 12 gates and a 13,500-foot runway, which allows modern aircraft to reach any city in North America. The airport is capable of handling all jet aircraft including wide body planes. Denver International Airport is just 75 miles to the north (about 1 hour and 30 minutes by car on Interstate 25 and E-470).

Legislation

The State of Colorado operates under the Taxpayer Bill of Rights (TABOR), which imposes restrictions on collected property tax revenues in relation to fiscal year spending. Both amounts cannot exceed the prior year's amount (adjusted for inflation and a growth factor) without voter approval. TABOR also imposes restrictions and stipulations on elections, including bond issuances and mill levy increases.

Education

El Paso County has 17 school districts, as well as private elementary/high schools, charter schools, and the state-sponsored Colorado School for the Deaf and the Blind. The 85%ⁱ high school graduation rates in El Paso County are higher than those for Colorado but are still below the Colorado Department of Education's target of 90%.

Colorado Springs has 18 institutions of higher education. The three largest are:

| | Total Enrollment | |
|--|-------------------------|-------------|
| | 2019 | 2018 |
| Pikes Peak Community College | 13,275 | 13,572 |
| University of Colorado at Colorado Springs | 12,795 | 12,932 |
| United States Air Force Academy | 4,336 | 4,276 |

National Rankings

- Colorado Springs ranked #3 in U.S. News and World Report's Best Places to Live in 2019. A low cost of living, low unemployment rate, and a variety of recreation and entertainment options were cited as reasons for the ranking.
- Colorado Springs ranked #2 in InsuranceProvider.com's 10 Safest Cities in the United States. The score was based primarily on the city's low crime rate, low likelihood of natural disasters, and driving safety.
- Colorado Springs ranked #6 on WalletHub's Best Cities for Veterans to Live. Rankings were based on livability, affordability and veteran-friendliness.
- Colorado Springs was ranked #13 on the New York Times' 52 Places to Visit in 2020 list. The ranking was based on proximity to the mountains, the upcoming openings of the U.S. Olympic & Paralympic Museum and Pikes Peak Summit Complex, and a blossoming culinary scene.
- Colorado Springs was ranked #14 on CubeSmart.com's Top 20 Cities to Move to in 2020. A high quality of life and easy access to outdoor activities were cited as reasons for the ranking.
- *CompTIA ranked Colorado Springs #16 on their Top 20 Best Tech Cities for IT jobs* due to key factors like population growth, affordability and a sustainable economy.
- Colorado Springs ranked #19 on Forbes' 2019 Best Places for Business and Careers list. Major industries, median home price, and job growth factored into the ranking.

- Colorado Springs ranked #28 best metro area for STEM professionals by WalletHub. The data set ranges from per-capita job openings for STEM graduates to annual median wage growth for STEM jobs.

OTHER ITEMS

Internal Controls

The District has a number of policies and procedures, which govern the operations of the District to ensure effective cash management, compliance with government accounting regulations, and good business practice. The objectives of these policies and procedures are commensurate with our District-wide goals to effectively manage the current assets and resources of the District.

The oversight responsibilities of the financial operations of the District rest with the Board of Trustees. Each month the Board is provided detailed financial information, prepared by the Finance Office, including financial statements and budget analysis for each fund. The Board is responsible for all budgetary resolutions and approvals, and for setting the mill levy annually. The Board is also responsible for the approval of any real estate transactions, bonded debt, borrowing of funds, and major contracts.

The Chief Librarian and Chief Executive Officer can authorize operational contracts, and to approve expenditures up to \$100,000. The Chief Financial Officer can authorize purchase orders under \$100,000. Purchases in excess of \$100,000 are submitted to the Board of Trustees for approval. These, and other stipulations, are included in an extensive Financial Guidelines Policy, which was approved by the Board of Trustees.

Segregation of duties is a guiding principle in the Finance Office. For example, the staff members who count the cash and prepare deposit slips are not authorized to record deposits in the accounting system. Only a few staff members are given the combination to the safe, and only the Chief Finance and Business Officer and the Executive Director are authorized to affect wire transfers or banking transactions.

The Chief Financial Officer approves all purchase orders, payments of services, and journal entries. The accounting system is carefully set up to allow rights for certain functions to the appropriate staff members only. A staff member who does not have cash receipt or cash disbursement responsibility processes bank reconciliations, but such reconciliations must be reviewed and approved by the Chief Finance and Business Officer.

Internally performed cash audits of all petty cash and cash registers banks are scheduled periodically at the Library locations.

We believe that the cash management procedures in place are thorough and comprehensive, providing an effective environment of safety and good stewardship of the taxpayers' trust.

FINANCIAL POLICIES

The 2019 CAFR has been prepared in compliance with the District's Financial Guidelines without exception.

AWARDS and ACKNOWLEDGMENTS

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the Pikes Peak Library District for its Comprehensive Annual Financial Report for the year ended December 31, 2018. This was the 28th consecutive year that the District has received this prestigious award.

In order to be awarded a Certificate of Achievement for Excellence in Financial Reporting, the government must publish an easily readable and efficiently organized comprehensive annual financial report. This report must justify both generally accepted accounting principles and applicable legal requirements. A Certificate of Achievement is valid for a period of one year only. We believe that our current Comprehensive Annual Financial Report continues to meet the Certificate of Achievement for Excellence in Financial Reporting program's requirements, and we are submitting it to the GFOA to determine its eligibility for another certificate.

We wish to thank the members of the Board of Trustees for their leadership and support.

Finally, we would like to offer special thanks to the following individuals who are (or have been) employed by the District's Finance Office, and whose efforts and contributions made the preparation of the 2019 CAFR a success:

Dana Austin, Tisha Gough, Randy Green, Tina Lambert, Dawn Ouradnik, Tatiana Zonte, Merry Zumwalt

Respectfully submitted,

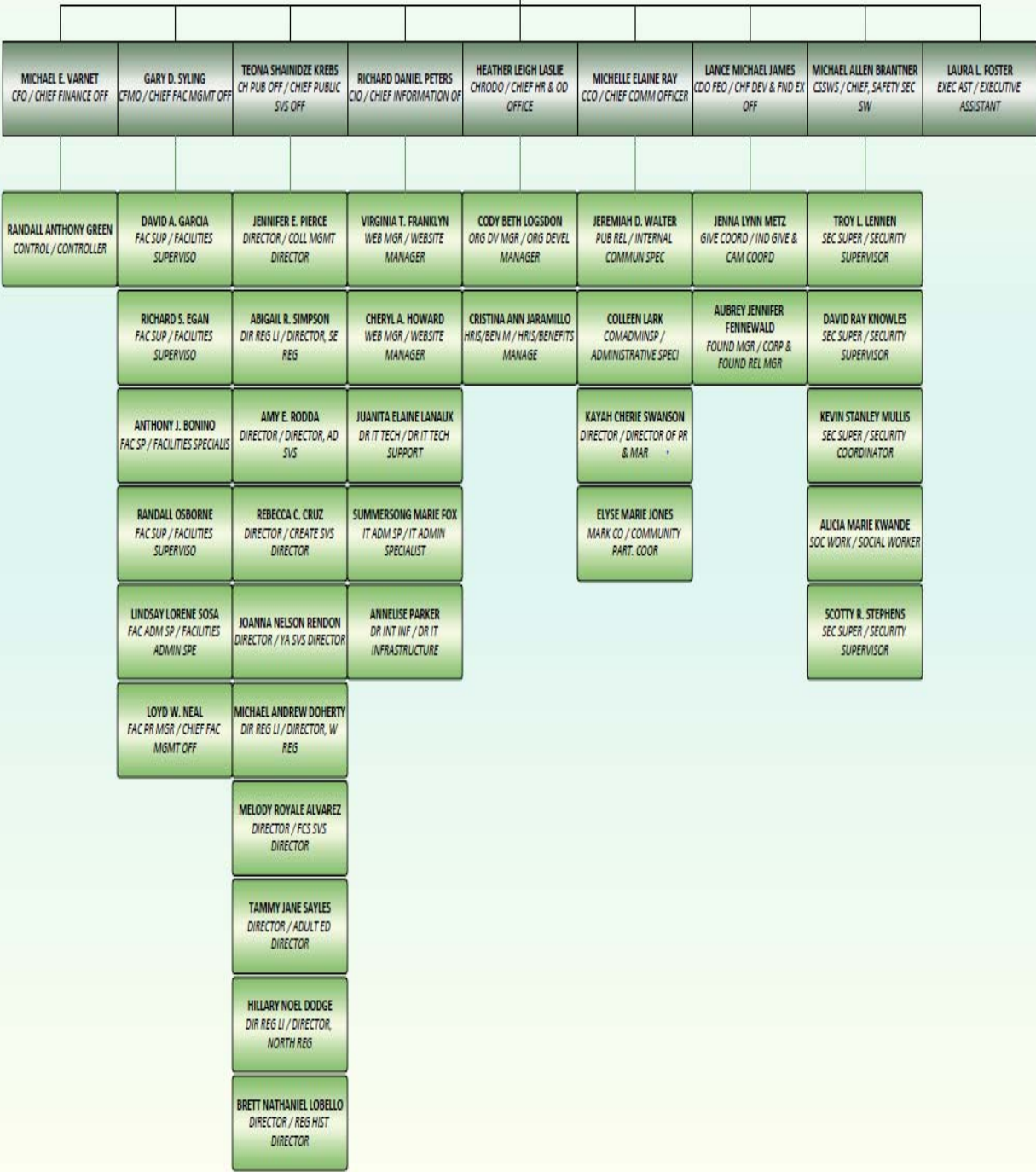


John Spears
Executive Director



Michael E. Varnet, CPA, CPFO
Chief Financial Officer

JOHN G. SPEARS
 CH LIB CEO / CHIEF LIB & CEO /
 Location: 100



**Chief Librarian and
Chief Executive Officer's Leadership Team
December 31, 2019**

John SpearsChief Librarian and Chief Executive Officer
Michael BrantnerChief Safety, Social Work and Security Officer
Teona Shainidze Krebs Chief Public Services Officer
Lance James Chief Development Officer and Foundation Executive Officer
Heather LaslieChief Human Resources and Organizational Development Officer
Rich PetersChief Information Officer
Michelle RayChief Communications Officer
Gary Syling Chief Facilities Management Officer
Michael Varnet, CPA, CPFO..... Chief Financial Officer
Sue Hammond.....Executive Assistant

**Pikes Peak Library District
List of Managers
As of December 31, 2019**

| <u>Manager's Name</u> | <u>Job Title</u> |
|------------------------------|--|
| Abbott, Steve | Library Manager 2, Rockrimmon Library |
| Asmar, Michael | Library Supervisor, Penrose Library |
| Blakely, Evelyn | Library Supervisor, Old Colorado City Library |
| Brantner, Michael | Chief Safety, Social Work & Security Officer |
| Carrier, Jean | Library Supervisor, Monument Library |
| Carlson, Christina | Supervisor, Collection Management |
| Cruz, Rebecca | Director, Creative Services |
| Dodge, Hillary | Regional Library Director, North Region |
| Doherty, Michael | Regional Library Director, West Region |
| Egan, Richard | Facilities Supervisor, Library 21c |
| Fletcher, Mark | Library Supervisor, Fountain Library |
| Ford, Terry | Library Supervisor, East Library |
| Foye, Laura | Library Supervisor, High Prairie Library |
| Fuqua-Jones, Linda | Library Supervisor, Palmer Lake Library |
| Garcia, David | Facilities Supervisor, East Library |
| Garcia, Lisa | Library Supervisor, Sand Creek Library |
| Gomori, Alicia | Library Manager 2, Fountain Library |
| Goodwin, Janina | Library Manager 3, East Library |
| Green, Randall | Controller, Finance |
| Hancock, Sandy | Library Manager 2, Old Colorado City Library |
| Hart, Andrew | Library Manager 2, Monument & Palmer Lake Libraries |
| James, Lance | Chief Development Officer & Foundation Executive Officer |
| Knowles, David | Security Supervisor, Library 21c |
| Jaramillo, Cristina | HRIS, Benefits, & Compliance Manager |
| Krupicka-Smith, Antonia | Library Manager 3, Penrose Library |
| Lanaux, Juanita | Manager, End User Services |
| Laslie, Heather | Chief HR & Organizational Development Officer |
| Lennen, Troy | Security Supervisor, Penrose Library |
| Lobello, Brett | Director, Regional History & Genealogy |
| Logsdon, Cody | Organizational Development Manager |
| London, Laura | Library Supervisor, Rockrimmon Library |
| Marez-Frutchey, Amanda | Manager 1, Interlibrary Loan |
| Morris, Tim | Manager 2, Special Collections |
| Osborne, Randall | Facilities Supervisor, Penrose Library |
| Paisley, Tiffany | Library Manager 2, Cheyenne Mountain Library |
| Parker, Annelise | Manager, IT Infrastructure |
| Peters, Richard | Chief Information Officer |
| Pierce, Jenny | Director, Collection Management |

**Pikes Peak Library District
List of Managers
As of December 31, 2019**

| | |
|------------------------|---|
| Ray, Michelle | Chief Communications Officer |
| Rendon, Joanna | Director, Young Adult Services |
| Robert, Marion | Library Supervisor, East Library Shelving |
| Rodda, Amy | Director, Adult Services |
| Rundle, Jacob | Library Manager 2, Sand Creek Library |
| Sayles, Tammy | Director, Adult Education |
| Schloesser, Melissa | Library Supervisor, Library 21c |
| Shainidze Krebs, Teona | Chief Public Services Officer |
| Simpson, Abby | Regional Library Director, Southeast Region |
| Snellgrove, Rachel | Manager 1, Adult Education |
| Spears, John | Chief Librarian & CEO |
| Springer, Whitney | Library Manager 2, Manitou Springs & Ute Pass Libraries |
| Swanson, Kayah | Director, Public Relations |
| Syling, Gary | Chief Facilities Management Officer |
| Tierney, Catie | Library Manager 3, Library 21c |
| Toledo, Fran | Library Supervisor, Ruth Holley Library |
| VACANT | Director, Children's Services |
| VACANT | Library Manager 2, Ruth Holley Library |
| VACANT | Library Supervisor, Cheyenne Mountain Library |
| VACANT | Security Supervisor, East Library |
| Varnet, Michael | Chief Finance Officer |
| Ward, Lisa | Manager 1, Mobile Library Services |
| Willhoff, Elizabeth | Library Manager 2, High Prairie Library |



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**Pikes Peak Library District
Colorado**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

December 31, 2018

Christopher P. Morrill

Executive Director/CEO

Financial Section

Independent Auditor's Report

Board of Trustees
Pikes Peak Library District
Colorado Springs, Colorado

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the discretely presented component unit, each major fund and the aggregate remaining fund information of the Pikes Peak Library District (the District), as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Board of Trustees
Pikes Peak Library District

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Pikes Peak Library District as of December 31, 2019, and the respective changes in financial position, and where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary and pension information as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The combining and individual fund statements and schedules as listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The 2019 combining and individual fund statements and schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the 2019 combining and individual fund statements and schedules are fairly stated, in all material respects in relation to the basic financial statements as a whole. We also have previously audited, in accordance with auditing standards generally accepted in the United States of America, the District's basic financial statements as of and for the year ended December 31, 2018, which are not presented with the

Board of Trustees
Pikes Peak Library District

accompanying financial statements. In our report dated June 24, 2019, we expressed unmodified opinions on the respective financial statements of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information. In our opinion, the 2018 comparative combining and individual fund financial statements and schedules supplementary information is fairly stated in all material respects in relation to the basic financial statements as of and for the year ended December 31, 2018 taken as a whole.

The Statistical Section has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated July 29, 2020, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

BKD, LLP

Colorado Springs, Colorado
July 29, 2020

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Management's Discussion & Analysis

Pikes Peak Library District

Management's Discussion and Analysis (Unaudited)

December 31, 2019

As management of the Pikes Peak Library District, we offer readers of the Pikes Peak Library District financial statements this narrative overview and analysis of the financial activities of the Pikes Peak Library District (the District or PPLD) for the year ended December 31, 2019. We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in our letter of transmittal, which can be found on pages 11 through 21 of this report.

Financial Highlights

- The District's total assets and deferred outflows of resources was \$90,487,436 as of December 31, 2019. Included in this total is current assets of \$45,349,838 (primarily cash and investments of \$14,393,851 and property taxes receivable of \$30,262,651), noncurrent assets (capital assets) of \$34,822,315, and deferred outflow of resources (pension-related amounts) of \$10,315,283.
- The District's total liabilities and deferred inflows of resources was \$61,499,468 as of December 31, 2019. Included in this total is current liabilities of \$2,029,036 (accounts payable of \$720,759 and accrued compensation payable of \$1,308,277), noncurrent liabilities of \$27,992,558 (accrued compensation absences of \$1,274,669 and net pension liability of \$26,717,889), and deferred inflows of resources of \$31,477,874 (property taxes of \$30,262,651 and pension-related amounts of \$1,215,223).
- The District's assets exceed its liabilities by \$28,987,968 (net position) as of December 31, 2019.
- Total net position is comprised of the following:
 - (1) Net investment in capital assets of \$34,741,176 includes property and equipment, net of accumulated depreciation.
 - (2) Net position of \$1,179,070 is restricted by constraints imposed from outside the District, such as gifts, grantors, laws or regulations.
 - (3) Unrestricted net position of (\$6,932,278) represents the portion available to maintain the District's continuing obligations to citizens and creditors. As discussed below, the District implemented GASB Statement No. 68 effective January 1, 2015. As of December 31, 2019, the District's proportionate share of the Net Pension Liability was \$26,717,889. This balance is included in the unrestricted net position.
- The District's total assets in its Governmental Funds was \$48,040,194 as of December 31, 2019 (primarily cash and investments of \$13,949,214 and property taxes receivable of \$30,262,651).
- The District's total liabilities of its Governmental Funds was \$4,563,769 as of December 31, 2019 (accounts payable of \$630,119, accrued compensation payable of \$761,990, and amounts due to other funds of \$3,171,660).
- The District's total deferred inflows of resources was \$30,325,202 (property taxes of \$30,262,651 and unavailable fund resources of \$62,551).

Pikes Peak Library District
Management's Discussion and Analysis (Unaudited) (Continued)
December 31, 2019

- The District's General Fund reported total ending fund balance of \$10,060,702 as of December 31, 2019. This compares to the prior year ending fund balance of \$10,725,941, showing an decrease of \$665,239 during the current year.
- At the end of the current calendar year, unassigned fund balance for the General Fund was \$8,336,338, or 24.7%, of total General Fund expenditures, including transfers for the year ended December 31, 2019.
- Overall, the District continues to maintain a moderately strong financial position.

The above financial highlights are explained in more detail in the "Financial Analysis of the District as a Whole" section of this document.

Overview of the Financial Statements

This Management's Discussion and Analysis document introduces the District's basic financial statements. The basic financial statements include: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the basic financial statements. This report also contains required and other supplementary information in addition to the basic financial statements themselves. Comparative data is presented when available.

Government-wide Financial Statements

The District's annual report includes two District government-wide financial statements. These statements provide both long-term and short-term information about the District's overall financial status. Financial reporting at this level uses a perspective similar to that found in the private sector with its basis in accrual accounting and elimination of internal activities between funds.

The first of these government-wide statements is the *Statement of Net Position*. This is the government-wide statement of financial position presenting information that includes all of the District's assets and deferred outflows of resources, and liabilities and deferred inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District as a whole is improving or deteriorating. Evaluation of the overall health of the District would extend to other nonfinancial factors such as diversification of the taxpayer base or the condition of District infrastructure, in addition to the financial information provided in this report.

The second government-wide statement is the *Statement of Activities*, which reports how the District's net position changed during the current calendar year. All current year revenues and expenses are included regardless of when cash is received or paid. An important purpose of the design of the Statement of Activities is to show the financial reliance of the District's distinct activities or functions on revenues provided by the District's taxpayers.

Both government-wide financial statements distinguish governmental activities of the District that are principally supported by property taxes and from business-type activities that are intended to recover all or a significant portion of their costs through user fees and charges. Governmental activities include general library operations. The District has no business-type activities.

Pikes Peak Library District
Management's Discussion and Analysis (Unaudited) (Continued)
December 31, 2019

The government-wide financial statements also include the financial statements of Pikes Peak Library District Foundation, Inc., a legally separate entity. Financial information for this component unit is reported separately from the financial information presented for the District (primary government) in accordance with GASB standards.

The government-wide financial statements are presented on pages 45 through 50 of this report.

Fund Financial Statements

A fund is an accountability unit used to maintain control over resources segregated for specific activities or objectives. The District uses funds to ensure and demonstrate compliance with finance-related laws and regulations. Within the basic financial statements, fund financial statements focus on the District's significant funds. Each major fund is separately reported.

The District has the following fund types:

Governmental funds are reported in the fund financial statements and encompass the same functions reported as governmental activities in the government-wide financial statements. However, the focus is very different with fund statements providing a distinctive view of the District's governmental funds. These statements report short-term fiscal accountability focusing on the use of spendable resources and balances of spendable resources available at the end of the year. They are useful in evaluating annual financial requirements of governmental programs and the commitment of spendable resources for the near-term.

Since the government-wide focus includes the long-term view, comparisons between these two perspectives may provide insight into the long-term impact of short-term financing decisions. Both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures and changes in fund balances provide a reconciliation to assist in understanding the differences between these two perspectives.

The basic governmental fund financial statements are presented on pages 51 through 54 of this report.

The Internal Service Fund (Employee Health Plan) is reported in the fund financial statements, and generally reports employee and employer contributions along with benefit claims paid and administrative costs related to the District's partially self-insured health plan offered to employees with a regularly scheduled workweek of 30 or more hours.

The basic internal service fund financial statements are presented on pages 55 through 57 of this report.

Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because those resources are not available to support the District's own programs. The accounting used for fiduciary funds is much like that used for the government-wide statements.

The basic fiduciary fund financial statement can be found on page 58 of this report.

Pikes Peak Library District
Management's Discussion and Analysis (Unaudited) (Continued)
December 31, 2019

The accompanying notes to the basic financial statements provide information essential to a full understanding of the government-wide and fund financial statements. The notes to the basic financial statements begin on page 59 of this report.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the District's detailed budget presentations for its General Fund, the District's proportionate share of the net pension liability, and District contributions. These statements and schedules demonstrate compliance with the District's adopted and final revised budget. The required supplementary information can be found on pages 89 through 96.

As discussed, the District reports one major fund and several non-major funds in the basic financial statements. The individual governmental fund comparative statements are presented in a subsequent section of this report beginning on page 99.

Financial Analysis of the District as a Whole

The District's net position at calendar year-end is \$28,987,968. The following table provides a summary of the District's net position as of December 31, 2019 and 2018:

Pikes Peak Library District
Management's Discussion and Analysis (Unaudited) (Continued)
December 31, 2019

| | Summary of Net Position | | | |
|---------------------------------------|----------------------------|------------------------|----------------------------|------------------------|
| | 2019 | | 2018 | |
| | Governmental Activities | Percentage of Total | Governmental Activities | Percentage of Total |
| Assets | | | | |
| Current and other assets | \$ 45,349,838 | 57% | \$ 44,944,558 | 56% |
| Capital assets | 34,822,315 | 43% | 35,446,350 | 44% |
| Total assets | 80,172,153 | 100% | 80,390,908 | 100% |
| Deferred Outflows of Resources | 10,315,283 | 100% | 13,224,830 | 100% |
| Liabilities | | | | |
| Current liabilities | 2,029,036 | 7% | 2,714,586 | 9% |
| Noncurrent liabilities | 27,992,558 | 93% | 27,205,854 | 91% |
| Total liabilities | 30,021,594 | 100% | 29,920,440 | 100% |
| Deferred Inflows of Resources | 31,477,874 | 100% | 28,616,343 | 100% |
| Net Position | | | | |
| Net investment in capital assets | 34,741,176 | 99% | 34,938,136 | 99% |
| Restricted | 1,179,070 | 4% | 1,131,310 | 3% |
| Unrestricted | (6,932,278) | -3% | (990,490) | -2% |
| Total net position | \$ 28,987,968 | 100% | \$ 35,078,956 | 100% |

The District continues to maintain a moderately high current ratio. The current ratio compares current assets to current liabilities and is an indication of the ability to pay current obligations. However, to make this ratio meaningful, we have eliminated the property taxes receivable for governmental activities. After this elimination, governmental activities' current assets are \$15,087,187. As a result, the current ratio for the District overall is 7.4 to 1 which compares favorably to the December 31, 2018 ratio of 6.1 to 1. This ratio is strong.

The District reported an overall positive balance in net position. Net position decreased by (\$6,090,988) for governmental activities.

Approximately 120% of the District's net position is comprised of capital assets as of December 31, 2019. The District uses these capital assets to provide services to its citizens.

The following table provides a summary of the District's changes in governmental activities' net position for the years ended December 31, 2019 and 2018:

Pikes Peak Library District
Management's Discussion and Analysis (Unaudited) (Continued)
December 31, 2019

| | Summary of Changes in Net Position | | | |
|---------------------------------------|---|--------------------------------|------------------------------------|--------------------------------|
| | 2019 | | 2018 | |
| | Governmental Activities | Percentage of Total | Governmental Activities | Percentage of Total |
| Revenues | | | | |
| Program | | | | |
| Charges for services, sales and fines | \$ 124,503 | 0% | \$ 114,964 | 0% |
| Operating grants/donations | 370,939 | 1% | 426,310 | 1% |
| Capital grants/donations | 198,969 | 1% | 914,553 | 3% |
| General | | | | |
| Taxes | 31,721,895 | 96% | 30,244,545 | 94% |
| Other | 580,957 | 2% | 552,058 | 2% |
| Total revenues | 32,997,263 | 100% | 32,252,430 | 100% |
| Program expenses | | | | |
| Public services | 24,175,768 | 61% | 23,333,788 | 64% |
| Human Resources Office | 615,099 | 2% | 495,338 | 1% |
| Chief Librarian and CEO's Office | 346,106 | 1% | 311,333 | 1% |
| Development Office | 205,177 | 1% | 182,018 | 1% |
| Finance Office | 718,925 | 2% | 629,124 | 2% |
| Facilities Office | 4,196,460 | 11% | 3,885,930 | 11% |
| Information Technology Office | 3,121,662 | 8% | 2,794,960 | 8% |
| Communications Office | 1,259,541 | 3% | 979,183 | 3% |
| Security Services | 758,615 | 2% | - | 3% |
| Other administration | 3,690,897 | 9% | 3,299,412 | 9% |
| Total expenses | 39,088,250 | 100% | 35,911,086 | 100% |
| Special item - TABOR refund | - | | (5,830) | |
| Change in net position | (6,090,987) | | (3,664,486) | |
| Beginning net position | 35,078,956 | | 38,743,442 | |
| Ending net position | \$ 28,987,969 | | \$ 35,078,956 | |

During 2019, as part of the reorganization that began in 2018, the Security Services department was moved from under Public Services to its separate function.

Pikes Peak Library District
Management’s Discussion and Analysis (Unaudited) (Continued)
December 31, 2019

Governmental Revenues

The District is heavily reliant on taxes to support governmental activities. Taxes provided 96% of the District’s total revenues. Also, note that program revenues generated only 2% of governmental activities’ revenues for the year ended December 31, 2019. This means that the District’s taxpayers and the District’s other general revenues fund provided 98% of the governmental activities. As a result, the general economy and the changes in both residential and commercial property values have a major impact on the District’s revenue streams.

Governmental Function Expenses

Approximately 61% of the District’s expenses provide supporting services to the public service and information technology functions. In addition, approximately \$1.4 million of depreciation expense on the District’s buildings is included in total expenses, and total depreciation expense was approximately \$3.4 million.

Financial Analysis of the District’s Funds

Governmental Funds

As discussed, governmental funds are reported in the fund statements with a short-term, inflows and outflows of spendable resources focus. This information is useful in assessing resources available at the end of the year in comparison with upcoming financing requirements. Governmental funds reported ending fund balances of \$13,151,223.

Fund balances as of December 31, 2019 and 2018 include:

| | 2019 | 2018 |
|--------------|----------------------|----------------------|
| Nonspendable | \$ 260,645 | \$ 311,114 |
| Restricted | 1,179,070 | 1,131,310 |
| Committed | 3,089,709 | 3,199,791 |
| Assigned | 285,461 | 385,723 |
| Unassigned | 8,336,338 | 8,900,930 |
| | \$ 13,151,223 | \$ 13,928,868 |

Major Governmental Funds

General Fund

The General Fund is the District’s primary operating fund and the largest source of day-to-day service delivery. The General Fund’s fund balance decreased by (\$665,238) during 2019. The total fund balance of the General Fund as of December 31, 2019 was \$10,060,702. The total fund balance as of December 31, 2018 was \$10,725,941.

Pikes Peak Library District
Management's Discussion and Analysis (Unaudited) (Continued)
December 31, 2019

The fund balance of the General Fund is broken down as follows as of December 31, 2019 and 2018:

| | <u>2019</u> | <u>2018</u> |
|--------------|-----------------------------|-----------------------------|
| Nonspendable | \$ 260,645 | \$ 311,114 |
| Restricted | 1,178,258 | 1,128,386 |
| Assigned | 285,461 | 385,511 |
| Unassigned | <u>8,336,338</u> | <u>8,900,930</u> |
| | <u><u>\$ 10,060,702</u></u> | <u><u>\$ 10,725,941</u></u> |

As noted previously, total fund balance decreased during 2019 by (\$665,238).

Nonmajor Governmental Funds

Nonmajor governmental funds include one Special Revenue Fund and four Capital Projects Funds.

Special Revenue Fund – Total fund balance as of December 31, 2019 was \$109,021. This amount is (\$51,737) less than the fund balance of \$160,758 as of December 31, 2018.

Capital Projects Funds – As of December 31, 2019, fund balance for specific funds equals the following and represents ongoing projects; funds not listed have zero balances and were closed as the projects were completed:

| | <u>2019</u> | <u>2018</u> |
|---------------------------------|----------------------------|----------------------------|
| North Facility Project Fund | \$ 484,182 | \$ 252,263 |
| East Library Renovation Fund | 195,302 | 78,224 |
| Penrose Library Renovation Fund | 491,618 | 1,003,369 |
| Capital Reserve Fund | <u>1,810,398</u> | <u>1,708,313</u> |
| | <u><u>\$ 2,981,500</u></u> | <u><u>\$ 3,042,169</u></u> |

The fund balance for the Penrose Library Renovation Fund decreased by (\$511,751) from 2018 primarily because a major phase of the renovation was completed during 2019.

For 2019 (with comparative totals for 2018), capital outlay for those specific funds equaled the following:

Pikes Peak Library District
Management’s Discussion and Analysis (Unaudited) (Continued)
December 31, 2019

| | <u>2019</u> | <u>2018</u> |
|---------------------------------|-------------|-------------|
| North Facility Project Fund | \$ 924,181 | \$ 92,364 |
| East Library Renovation Fund | 22,549 | 61,508 |
| Penrose Library Renovation Fund | 608,451 | 843,102 |
| Capital Reserve Fund | 948,899 | 736,618 |

North Facility Project Fund – During 2019, the District replaced the roof at its Library 21c facility.

Budgetary Highlights

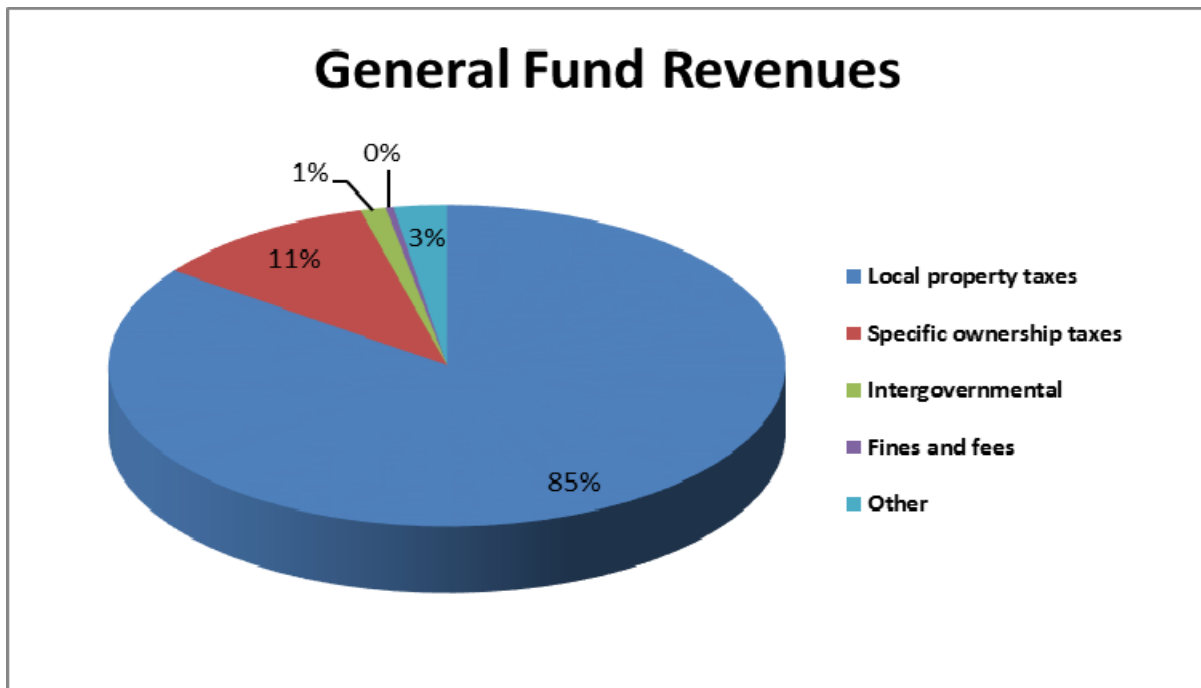
General Fund

The original budget (expenditures and transfers out) was amended by \$420,486, principally to utilize prior year fund balances that were primarily either reserved for encumbrances or designated for specific capital projects. Such reserves and designations of fund balance were not included in the original 2019 budget.

General Fund Revenues

Total General Fund actual revenues for fiscal year 2019 were \$32,994,312. This amount was less than the 2019 budget, as amended, by (\$406,581) which is approximately (1.2%) of the total revenue budget.

The following chart depicts General Fund revenue for 2019 by category:

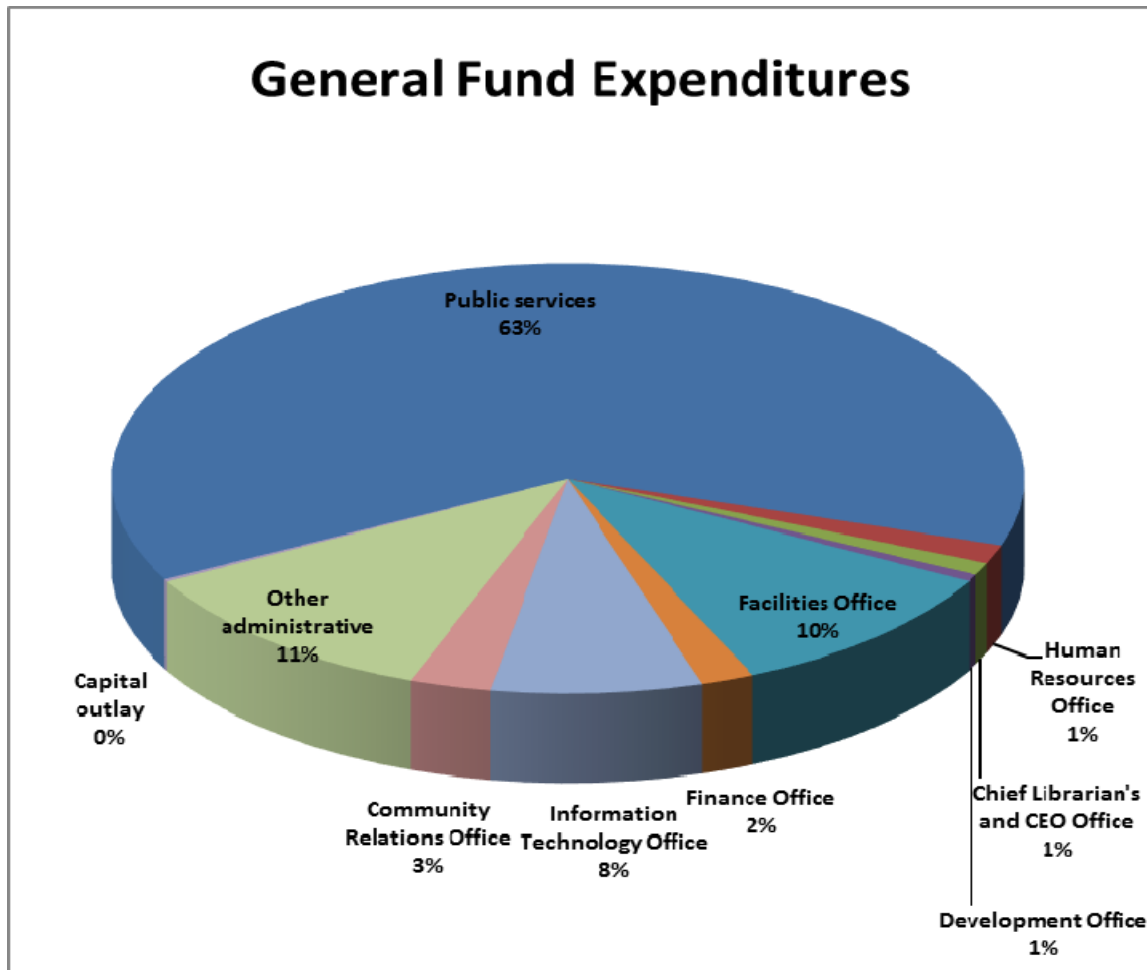


Pikes Peak Library District
Management's Discussion and Analysis (Unaudited) (Continued)
December 31, 2019

General Fund Expenditures

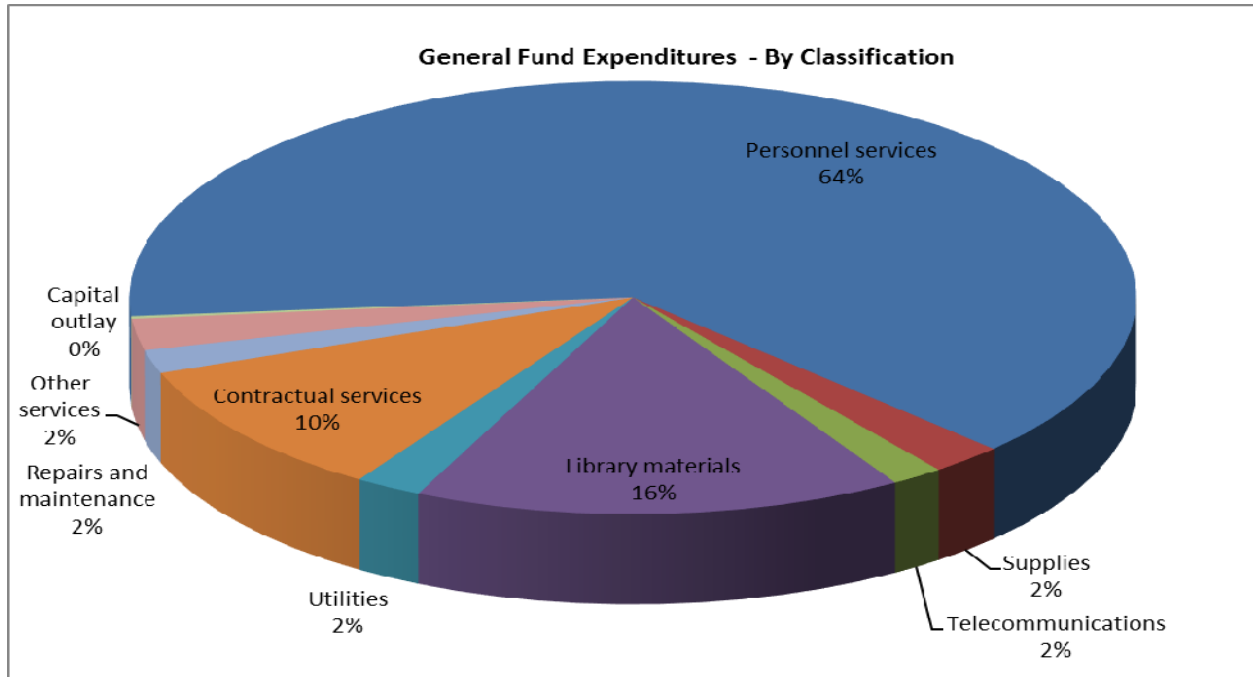
Total General Fund actual expenditures for fiscal year 2019 was \$31,219,088. This amount was less than the 2019 budget, as amended, by \$2,012,425, which is approximately 6.0% of the total budget.

The following chart depicts 2019 General Fund expenditures by function:



Pikes Peak Library District
Management's Discussion and Analysis (Unaudited) (Continued)
December 31, 2019

The following chart depicts 2019 General Fund expenditures by classification:



The following is a summary of the departments or accounts that significantly contributed to the difference between the 2019 budget and actual expenditures:

Reorganization – The District substantially completed its reorganization during 2018. During 2019, the Security Services department became its own function, whereas prior to 2019, it was included under the Public Services realm. Certain departments (Facilities Office, Human Resources Office, and the Development Office) are shown separately for financial statement purposes. In addition, the District’s Collection Management Department, which was previously shown as part of the District’s Information Technology Office prior to 2018, is now presented under Public Services.

Public Services – For 2019, this function was under budget by \$1,407,668. The primary cause is due to staff positions that were vacant at some point throughout 2019, resulting in a budget savings of \$910,317. The annual budget includes all authorized positions budgeted at the amount for full employment for the entire year. The time periods that such positions were vacant resulted in budget savings.

Other Administrative Services – For 2019, personnel services for this function was over budget by (\$528,889). Included in the budget total a target savings from vacant positions (a credit balance within the budget) of (\$700,000). This is a district-wide target for savings from vacant positions and it is not allocated to specific departments/functions. Excluding this line item, total expenditures were less than the budget by \$109,497.

Information Technology – For 2019, this function was under budget by \$289,179. The primary reason for the budget savings is the savings generated from vacant positions throughout 2019. That total was \$152,900.

Pikes Peak Library District
Management's Discussion and Analysis (Unaudited) (Continued)
December 31, 2019

Capital Assets

The District's capital assets, net of accumulated depreciation, for governmental activities as of December 31, 2019 was \$34,822,315. See note III-D on page 77 for additional information about changes in capital assets during the calendar year and balances at the end of the year.

The following table provides a summary of capital assets as of December 31, 2019 and 2018:

| | Capital Assets | | | |
|--|------------------------------------|--------------------------------|------------------------------------|--------------------------------|
| | 2019 | | 2018 | |
| | Governmental Activities | Percentage of Total | Governmental Activities | Percentage of Total |
| Nondepreciable assets | | | | |
| Land | \$ 5,317,363 | 6% | \$ 5,317,363 | 6% |
| Collections of historical treasures | 9,608,438 | 12% | 9,795,541 | 12% |
| Construction in progress | - | - | 957,786 | 1% |
| Total nondepreciable assets | 14,925,801 | | 16,070,690 | |
| Depreciable assets | | | | |
| Land improvements | 893,859 | 1% | 871,954 | 1% |
| Leasehold improvements | 1,007,654 | 1% | 1,017,507 | 1% |
| Buildings | 44,952,348 | 54% | 42,501,662 | 51% |
| Equipment, furniture and fixtures | 5,641,163 | 8% | 5,792,171 | 8% |
| Vehicles | 866,609 | 1% | 866,609 | 1% |
| Books and materials | 14,873,606 | 18% | 16,066,399 | 19% |
| Total depreciable assets | 68,235,239 | 100% | 67,116,302 | 100% |
| Less accumulated depreciation | (48,338,725) | | (47,740,642) | |
| Book value - depreciable assets | 19,896,514 | | 19,375,660 | |
| Percentage depreciated | 71% | | 71% | |
| Book value - all capital assets | \$ 34,822,315 | | \$ 35,446,350 | |

At December 31, 2019, the depreciable capital assets for governmental activities were 71% depreciated, which is the same % as of December 31, 2018.

Economic Factors and Next Year's Budget and Mill Levy

The following factors were considered when the 2019 budget was prepared:

Pikes Peak Library District
Management's Discussion and Analysis (Unaudited) (Continued)
December 31, 2019

1. The unemployment rate for El Paso County, Colorado was 3.3%, which is a decrease from a rate of 3.8% a year ago.
2. Inflationary trends in the region and cost of living indices in the region compare favorably to national indices.

At December 31, 2019, unassigned fund balance in the General Fund totaled \$8,336,338. The District has appropriated \$1,546,476 of this balance for spending in the 2020 fiscal year budget.

For the fiscal year 2020 budget, the total mill levy is 3.731 mills (3.688 mills for general operating expenses, and 0.043 mills for refunds and abatements). The mill levy for fiscal year 2019 was 4.000 mills. The gross assessed valuation for all taxable property within the District's legal service area is \$8,246,468,310 and \$7,198,824,710 for taxes to be paid in 2020 and 2019, respectively.

As a result of the spread of the SARS-CoV-2 virus and the incidence of COVID-19, economic uncertainties have arisen which may negatively affect the financial position, results of operations and cash flows of the District. The duration of these uncertainties and the ultimate financial effects cannot be reasonably estimated at this time.

Requests for Information

This Financial Report is designed to provide a general overview of the District's finances, compliance with finance-related laws and regulations, and demonstrate the District's commitment to public accountability. If you have any questions about this report, or would like to request additional information, contact the District's Finance Office at 1175 Chapel Hills Drive, Colorado Springs, Colorado 80920.

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Basic Financial Statements

Pikes Peak Library District
Statement of Net Position
December 31, 2019

| | Primary Government Governmental Activities |
|--|---|
| Assets and Deferred Outflows of Resources | |
| Current Assets | |
| Cash and investments | \$ 14,393,851 |
| Property taxes receivable | 30,262,651 |
| Other receivables | 65,262 |
| Due from discretely presented component unit | 12,402 |
| Due from other governments | 318,360 |
| Prepaid items | 297,312 |
| Total current assets | 45,349,838 |
| Noncurrent Assets | |
| Capital assets | |
| Nondepreciable property | 14,925,801 |
| Depreciable building, property and equipment, net | 19,896,514 |
| Total noncurrent assets | 34,822,315 |
| Total assets | 80,172,153 |
| Deferred Outflows of Resources | |
| Pension-related amounts | 10,315,283 |
| Total assets and deferred outflows of resources | 90,487,436 |
| Liabilities and Deferred Inflows of Resources | |
| Current Liabilities | |
| Accounts payable | 720,759 |
| Accrued compensation payable | 1,308,277 |
| Total current liabilities | 2,029,036 |
| Noncurrent Liabilities | |
| Noncurrent portion of long-term obligations | |
| Net pension liability | 26,717,889 |
| Accrued compensated absences | 1,274,669 |
| Total noncurrent liabilities | 27,992,558 |
| Total liabilities | 30,021,594 |
| Deferred Inflows of Resources | |
| Property taxes | 30,262,651 |
| Pension-related amounts | 1,215,223 |
| Total deferred inflows of resources | 31,477,874 |
| Total liabilities and deferred inflows of resources | 61,499,468 |
| Net Position | |
| Net investment in capital assets | 34,741,176 |
| Restricted for | |
| Declared emergencies | 974,973 |
| Gifts and grants | 204,097 |
| | 1,179,070 |
| Unrestricted | (6,932,278) |
| Total net position | \$ 28,987,968 |

Pikes Peak Library District Foundation, Inc.
Statement of Financial Position
December 31, 2019

Assets

| | | |
|-------------------------------|-----------|------------------|
| Cash | \$ | 224,553 |
| Contributions receivable, net | | 2,933 |
| Accounts receivable | | 53,274 |
| Prepaid items | | 4,761 |
| Investments | | 1,793,099 |
| | | 1,793,099 |
| Total assets | \$ | 2,078,620 |
| | | 2,078,620 |

Liabilities and Net Assets

Liabilities

| | | |
|--------------------------|----|---------------|
| Accounts payable | \$ | 16,447 |
| Due from PPLD | | 12,402 |
| | | 12,402 |
| Total liabilities | | 28,849 |
| | | 28,849 |

Net Assets

| | | |
|---|-----------|------------------|
| Without donor restrictions | | |
| Undesignated | | 155,588 |
| Board-designated | | 833,695 |
| | | 833,695 |
| | | 989,283 |
| With donor restrictions | | 1,060,488 |
| | | 1,060,488 |
| Total net assets | | 2,049,771 |
| | | 2,049,771 |
| Total liabilities and net assets | \$ | 2,078,620 |
| | | 2,078,620 |

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Pikes Peak Library District
Statement of Activities
Year Ended December 31, 2019

| Functions/Programs | Expenses | Charges for Services, Sales and Fines |
|--|--------------------------------------|--|
| Primary Government | | |
| Governmental activities | | |
| Public Services | \$ 24,175,768 | \$ 124,503 |
| Human Resources Office | 615,099 | - |
| Chief Librarian and CEO's Office | 346,106 | - |
| Development Office | 205,177 | - |
| Finance Office | 718,925 | - |
| Facilities Office | 4,196,460 | - |
| Information Technology Office | 3,121,662 | - |
| Communications Office | 1,259,541 | - |
| Security Services | 758,615 | - |
| Other administration | 3,690,897 | - |
| | Total governmental activities | \$ 124,503 |
| | \$ 39,088,250 | \$ 124,503 |
| General revenues | | |
| Property taxes levied for library purposes | | |
| Specific ownership taxes | | |
| Investment earnings | | |
| Miscellaneous | | |
| | Total general revenues | |
| | Change in net position | |
| Net position, January 1 | | |
| Net position, December 31 | | |

| Program Revenues | | Net (Expense) Revenue and Changes in Net Position |
|---|---|--|
| Operating Grants and Contributions | Capital Grants and Contributions | Primary Government Governmental Activities |
| \$ 370,939 | \$ 153,237 | \$ (23,527,089) |
| - | - | (615,099) |
| - | - | (346,106) |
| - | - | (205,177) |
| - | - | (718,925) |
| - | 26,468 | (4,169,992) |
| - | 19,264 | (3,102,398) |
| - | - | (1,259,541) |
| - | - | (758,615) |
| - | - | (3,690,897) |
| <u>\$ 370,939</u> | <u>\$ 198,969</u> | <u>(38,393,839)</u> |
| | | 28,235,667 |
| | | 3,486,228 |
| | | 426,392 |
| | | <u>154,564</u> |
| | | <u>32,302,851</u> |
| | | <u>(6,090,988)</u> |
| | | <u>35,078,956</u> |
| | | <u>\$ 28,987,968</u> |

Pikes Peak Library District Foundation, Inc.

Statement of Activities

Year Ended December 31, 2019

| | Without Donor Restrictions | With Donor Restrictions | Total |
|--|-------------------------------|----------------------------|----------------|
| Revenues, Gains and Other Support | | | |
| Contributions | \$ 113,340 | \$ 245,504 | \$ 358,844 |
| Contributed services | 172,188 | - | 172,188 |
| Gifts in kind | 1,600 | 950 | 2,550 |
| Investment return, net | 144,018 | 110,380 | 254,398 |
| Net assets released from restrictions | 371,352 | (371,352) | - |
| | 802,498 | (14,518) | 787,980 |
| Expenses | | | |
| Program services | | | |
| Distributions to PPLD | 408,863 | - | 408,863 |
| Other | 2,550 | - | 2,550 |
| | 411,413 | - | 411,413 |
| Support services | | | |
| General and administrative | | | |
| Contributed services | 17,219 | - | 17,219 |
| Fundraising | | | |
| Contributed services | 154,969 | - | 154,969 |
| Other | 21,309 | - | 21,309 |
| | 176,278 | - | 176,278 |
| | 193,497 | - | 193,497 |
| | 604,910 | - | 604,910 |
| Change in Net Assets | 197,588 | (14,518) | 183,070 |
| Net Assets, Beginning of Year | 791,695 | 1,075,006 | 1,866,701 |
| Net Assets, End of Year | \$ 989,283 | \$ 1,060,488 | \$ 2,049,771 |

Pikes Peak Library District
Balance Sheet – Governmental Funds
December 31, 2019

| | <u>General</u> | <u>Other Funds</u> | <u>Total Governmental Funds</u> |
|--|----------------------|------------------------|---|
| Assets | | | |
| Cash and investments | \$ 13,949,214 | \$ - | \$ 13,949,214 |
| Property taxes receivable | 30,262,651 | - | 30,262,651 |
| Other receivables | 65,262 | - | 65,262 |
| Due from discretely presented component unit | 12,402 | - | 12,402 |
| Due from other governments | 318,360 | - | 318,360 |
| Due from other funds | - | 3,171,660 | 3,171,660 |
| Prepaid items | 260,645 | - | 260,645 |
| Total assets | <u>\$ 44,868,534</u> | <u>\$ 3,171,660</u> | <u>\$ 48,040,194</u> |
| Liabilities | | | |
| Accounts payable | \$ 548,980 | \$ 81,139 | \$ 630,119 |
| Accrued compensation payable | 761,990 | - | 761,990 |
| Due to other funds | 3,171,660 | - | 3,171,660 |
| Total liabilities | <u>4,482,630</u> | <u>81,139</u> | <u>4,563,769</u> |
| Deferred Inflows of Resources | | | |
| Unavailable revenue - property taxes | 30,262,651 | - | 30,262,651 |
| Unavailable fund resources | 62,551 | - | 62,551 |
| Total deferred inflows of resources | <u>30,325,202</u> | <u>-</u> | <u>30,325,202</u> |
| Fund Balances | | | |
| Nonspendable: | | | |
| Prepaid expenditures | 260,645 | - | 260,645 |
| Restricted for: | | | |
| Declared emergencies | 974,973 | - | 974,973 |
| Gifts and grants | 203,285 | 812 | 204,097 |
| Total restricted | <u>1,178,258</u> | <u>812</u> | <u>1,179,070</u> |
| Committed to: | | | |
| Capital projects | - | 3,089,709 | 3,089,709 |
| Assigned to: | | | |
| Purchased contracts | 126,835 | - | 126,835 |
| Library materials | 158,626 | - | 158,626 |
| Total assigned | <u>285,461</u> | <u>-</u> | <u>285,461</u> |
| Unassigned | 8,336,338 | - | 8,336,338 |
| Total fund balances | <u>10,060,702</u> | <u>3,090,521</u> | <u>13,151,223</u> |
| Total liabilities, deferred inflows of resources, and fund balances | <u>\$ 44,868,534</u> | <u>\$ 3,171,660</u> | <u>\$ 48,040,194</u> |

Pikes Peak Library District
Reconciliation of the Balance Sheet of Governmental
Funds to the Statement of Net Position
December 31, 2019

Amounts reported for governmental activities in the statement of net position (page 45) are different because:

| | |
|---|------------------------------------|
| Fund balances - total governmental funds (page 51) | \$ 13,151,223 |
| Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds | |
| Cost of capital assets | \$ 83,161,040 |
| Less: accumulated depreciation | <u>(48,338,725)</u> |
| Net capital assets | 34,822,315 |
| Certain long-term pension related costs and adjustments are not payable currently and are therefore not reported in the funds. | |
| Net pension-related amounts | (17,617,829) |
| Liabilities that are not due and payable in the current period and, therefore, are not reported in the funds | |
| Accrued compensated absences | (1,820,956) |
| Certain revenue earned but not available, classified as deferred inflows in governmental funds is susceptible to full accrual on the entity-wide statements | |
| | 62,551 |
| Internal service funds are used by management to charge the costs of certain activities, such as health insurance, to the individual funds. The assets and liabilities of the internal service funds are included in governmental activities in the statement of net position | |
| | <u>390,664</u> |
| Net position - governmental activities (page 45) | <u><u>\$ 28,987,968</u></u> |

Pikes Peak Library District
Reconciliation of the Statement of Revenues, Expenditures and Changes
in Fund Balances of Governmental Funds to the Statement of Activities
Year Ended December 31, 2019

| | General | Other Funds | Total Governmental Funds |
|--|----------------------|------------------------|---|
| Revenues | | | |
| Taxes | \$ 31,721,895 | \$ - | \$ 31,721,895 |
| Intergovernmental | 392,810 | - | 392,810 |
| Fines and fees | 124,503 | - | 124,503 |
| Interest earnings | 426,392 | - | 426,392 |
| Donations | 177,097 | - | 177,097 |
| Miscellaneous | 151,615 | - | 151,615 |
| Total revenues | 32,994,312 | - | 32,994,312 |
| Expenditures | | | |
| Current | | | |
| Public Services | 18,575,237 | - | 18,575,237 |
| Human Resources Office | 509,966 | - | 509,966 |
| Chief Librarian and CEO Office | 296,502 | - | 296,502 |
| Development Office | 172,187 | - | 172,187 |
| Finance Office | 612,632 | - | 612,632 |
| Facilities Office | 3,188,211 | - | 3,188,211 |
| Information Technology Office | 2,387,833 | - | 2,387,833 |
| Communications Office | 1,075,573 | - | 1,075,573 |
| Security Services | 661,887 | - | 661,887 |
| Other administrative | 3,690,897 | - | 3,690,897 |
| Capital outlay | 48,163 | 2,555,817 | 2,603,980 |
| Total expenditures | 31,219,088 | 2,555,817 | 33,774,905 |
| Excess (deficiency) of revenues over (under) expenditures | 1,775,224 | (2,555,817) | (780,593) |
| Other financing sources (uses) | | | |
| Transfers in | - | 2,443,411 | 2,443,411 |
| Transfers out | (2,443,411) | - | (2,443,411) |
| Proceeds from sale of capital assets | 2,948 | - | 2,948 |
| Total other financing sources (uses) | (2,440,463) | 2,443,411 | 2,948 |
| Net change in fund balances | (665,239) | (112,406) | (777,645) |
| Fund balances, beginning of year | 10,725,941 | 3,202,927 | 13,928,868 |
| Fund balances, end of year | \$ 10,060,702 | \$ 3,090,521 | \$ 13,151,223 |

Pikes Peak Library District
Reconciliation of the Statement of Revenues, Expenditures and Changes
in Fund Balances of Governmental Funds to the Statement of Activities
Year Ended December 31, 2019

Amounts reported for governmental activities in the statement of activities (pages 48 and 49) are different because:

Net change in fund balances - total governmental funds (page 53) \$ (777,645)

Governmental funds report capital outlays as expenditures.

However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. The details of this difference are as follows:

| | |
|---|-------------|
| Depreciation expense | (3,395,192) |
| Capital outlay for building, furniture, land and vehicles | 1,917,542 |
| Amounts paid for books, audio visual materials and historical collections | 1,670,175 |

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

In the statement of activities, only the loss on the sale of capital assets is reported. However, in the governmental funds, the proceeds from the sale increase financial resources.

Thus, the change in net position differs from the change in fund balance by the book value of the capital assets sold. (816,560)

Pension expense at the fund level represents cash contributions to the defined benefit plan. For the activity level presentation, the amounts represent the actuarial cost of the benefits for the fiscal year.

Pension related amounts (4,675,179)

Compensated absences expenses reported on the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds. 43,938

Internal service funds are used by management to charge the costs of certain activities, such as health insurance, to the individual funds. The net revenue of the internal service fund is reported with governmental activities. (58,067)

Change in net position - governmental activities (page 49) \$ (6,090,988)

Pikes Peak Library District

Statement of Net Position

Proprietary Fund

December 31, 2019

| | Governmental Activities - Internal Service Fund |
|--|--|
| Assets | |
| Current Assets | |
| Cash and cash equivalents | \$ 444,637 |
| Deposit | <u>36,667</u> |
| Total current assets | <u>481,304</u> |
| Liabilities | |
| Current Liabilities | |
| Claims payable | <u>90,641</u> |
| Net Position | |
| Total Net Position - Unrestricted | <u>\$ 390,663</u> |

Pikes Peak Library District
Statement of Revenues, Expenses and Changes in Net Position
Proprietary Fund
Year Ended December 31, 2019

| | Governmental Activities - Internal Service Fund |
|--|--|
| Operating revenues | |
| Employer contributions | \$ 1,889,719 |
| Employee contributions | 416,459 |
| | 2,306,178 |
| Total operating revenues | 2,306,178 |
| Operating expenses | |
| Claims incurred | 1,466,063 |
| Administrative | 898,277 |
| | 2,364,340 |
| Total operating expenses | 2,364,340 |
| Operating loss | (58,162) |
| Nonoperating revenues | |
| Investment earnings | 95 |
| | 95 |
| Change in net position | (58,067) |
| Total net position, beginning of year | 448,730 |
| Total net position, end of year | \$ 390,663 |

Pikes Peak Library District
Statement of Cash Flows
Proprietary Fund
Year Ended December 31, 2019

| | Governmental Activities - Internal Service Fund |
|--|--|
| Cash flows from operating activities | |
| Employee and employer contributions | \$ 2,307,948 |
| Payment of claims and administrative expenses | <u>(2,412,983)</u> |
| Net cash used in operating activities | <u>(105,035)</u> |
| Cash flows from investing activities | |
| Interest received | <u>95</u> |
| Net decrease in cash and cash equivalents | (104,940) |
| Cash and cash equivalents - January 1 | <u>549,577</u> |
| Cash and cash equivalents - December 31 | <u><u>\$ 444,637</u></u> |
| Reconciliation of operating gain to net cash provided by operating activities | |
| Operating loss | <u>\$ (58,162)</u> |
| Adjustments to reconcile operating loss to net cash used in operating activities | |
| Change in accounts receivable | 1,770 |
| Change in claims payable | <u>(48,643)</u> |
| Total adjustments | <u>(46,873)</u> |
| Net cash used in operating activities | <u><u>\$ (105,035)</u></u> |

Pikes Peak Library District
Statement of Fiduciary Assets and Liabilities
Fiduciary Fund
December 31, 2019

| | <u>Agency Fund</u> |
|---------------------------|-------------------------------|
| Assets | |
| Cash and cash equivalents | \$ 49,576 |
| Accounts receivables | 11,000 |
| Total assets | <u>\$ 60,576</u> |
| Liabilities | |
| Accounts payable | <u>\$ 60,576</u> |



Notes to Basic Financial Statements

Pikes Peak Library District
Notes to Financial Statements
December 31, 2019

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Pikes Peak Library District

Notes to Financial Statements

December 31, 2019

Note I: Summary of Significant Accounting Policies

The financial statements of the Pikes Peak Library District (the District) have been prepared in conformity with accounting principles generally accepted in the United States of America (US GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the District's accounting policies are described below.

I-A. Reporting Entity

The District is considered a "Special Library District" and was created through state statute (C.R.S. 24-90-110). A joint committee equally represented by the City of Colorado Springs, Colorado and El Paso County, Colorado appoints members of the District's seven-member Board of Trustees.

As required by US GAAP, these financial statements present the District and its discretely presented component unit, the Pikes Peak Library District Foundation, which is reported in a separate statement in the financial statements to emphasize it is legally separate from the District.

Depending upon the significance of the District's financial and operational relationships with various separate entities, the organizations are classified as blended or discrete component units, related organizations, joint ventures, or jointly governed organizations, and the financial disclosure is treated accordingly.

Related Organizations – The District had no financial relationships of this type during the fiscal year ended December 31, 2019.

Joint Ventures – The District did not participate in any joint venture during the fiscal year ended December 31, 2019.

Jointly Governed Organizations – The District had no financial relationships of this type during the fiscal year ended December 31, 2019.

Discretely Presented Component Unit

The Pikes Peak Library District Foundation, Inc. (the Foundation).

The Foundation, which was formed in 2003, was established exclusively for the benefit of, to perform the function of, or to carry out the charitable and educational purposes of the Pikes Peak Library District. The Foundation is a tax-exempt corporation under the provisions of 501(c)(3) of the Internal Revenue Code. The Foundation issues separate financial statements and a copy can be obtained from the District's Financial Office at 1175 Chapel Hills Drive, Colorado Springs, Colorado 80920.

The District maintains control of the Foundation in the following areas:

- The Board of Trustees of the District originally elected members of the Foundation's Board of Directors. The Members of the Foundation Board make subsequent Board appointments.

Pikes Peak Library District

Notes to Financial Statements

December 31, 2019

- The Foundation may not disburse funds for costs that have not been recommended by the District's Board of Trustees.
- Two members of the District's Board of Trustees serve on the Foundation's Board of Directors at all times.

I-B. Basis of Presentation

The District's basic financial statements consist of government-wide statements, including a statement of net position, a statement of financial position and statements of activities, and fund financial statements, which provide a more detailed level of financial information.

Government-wide Financial Statements – The government-wide financial statements include the District's statement of net position, the Foundation's statement of financial position and a statement of activities for the District and the Foundation. These statements report financial information on all of the non-fiduciary activities of the District and its component unit. The effect of interfund activity has been removed from these statements. The primary government and the discretely presented component unit are presented separately within these financial statements with the focus on the primary government. Individual funds are not displayed and the statements report governmental activities, generally supported by taxes and District general revenues. The District does not have any business-type activities, which rely to a significant extent on fees and charges for support.

The District's statement of net position presents the financial position of the governmental activities of the District at year-end. The Foundation's statement of financial position presents the financial position of the Foundation at year-end using not-for-profit accounting and financial reporting principles promulgated by the Financial Accounting Standards Board.

The District's statement of activities presents a comparison between direct expenses and program revenues for the year for each function of the District's governmental activities. The Foundation's statement of activities presents the activities of the Foundation using not-for-profit accounting and financial reporting principles promulgated by the Financial Accounting Standards Board. Direct expenses are those that are specifically associated with a function and, therefore, clearly identifiable to that particular function. The District does not allocate indirect expenses to functions in its statement of activities.

The Foundation reports under not-for-profit accounting and financial reporting principles promulgated by the Financial Accounting Standards Board, including FASB Codification ASC 958-205. As such, certain revenue recognition criteria and presentation features are different from GASB revenue recognition criteria and presentation features. No modifications have been made to the Foundation's financial information in the District's financial reporting entity for these differences. Because the Foundation uses generally accepted accounting principles (GAAP) reporting model that is different from the District's reporting model, the District has elected to present the Foundation's financial statements separately from those of the District as provided for under GASB standards.

The District's statement of activities reports the expenses of a given function offset by program revenues directly connected with the functional program. A function is an assembly of similar activities and may include portions of a fund or summarize more than one fund to capture the

Pikes Peak Library District

Notes to Financial Statements

December 31, 2019

expenses and program revenues associated with a distinct functional activity. Program revenues include: (1) charges for services that report fees and other charges to users of the District's services; (2) operating grants and contributions that finance annual operating activities including restricted investment income; and (3) capital grants and contributions that fund the acquisition, construction, or rehabilitation of capital assets. These revenues are subject to externally imposed restrictions to these program uses. For identifying to which function program revenue pertains, the determining factor for *charges for services* is which function *generates* the revenue. For *grants and contributions*, the determining factor is to which functions the revenues are *restricted*.

Taxes and other revenue sources not properly included with program revenues are reported as general revenues of the District. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the District.

Fund Financial Statements – During the year, the District segregates transactions related to certain District functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the District at this more detailed level. Fund financial statements are provided for governmental, proprietary and fiduciary funds.

The major individual governmental fund (the General Fund) is reported in a separate column with a composite column for non-major funds.

Fund Accounting – The District uses funds to maintain its financial records during the year. A fund is a fiscal and accounting entity with a self-balancing set of accounts. The District uses three categories of funds: governmental, proprietary and fiduciary.

Governmental Funds – Governmental funds are those through which most governmental functions typically are financed. Governmental fund reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used. Fund liabilities are assigned to the fund from which they will be liquidated. The District reports the difference between governmental fund assets, liabilities, and deferred inflows of resources as fund balance.

The following is the District's major governmental fund:

General Fund – The General Fund accounts for all financial resources except those required to be accounted for in another fund. The General Fund balance is available to the District for any purpose provided it is expended or transferred according to the general laws of Colorado.

Additionally, the District reports the following non-major governmental fund type:

Special Revenue Fund – This fund accounts for resources that are restricted or committed for specific purposes, specifically gifts and grants.

Capital Projects Funds – These funds account for the financial activity related to significant capital projects.

The District also reports the following proprietary fund type:

Pikes Peak Library District

Notes to Financial Statements

December 31, 2019

Internal Service Fund – This fund accounts for the health insurance plan that is provided to eligible District employees (employees with a regularly scheduled workweek of 30 hours or more).

Additionally, the District reports the following fiduciary fund type:

Agency Fund – This fund is used to report resources held by the District in a purely custodial capacity. This fund is used to account for contributions made by employees who elect to participate in the District’s Flexible Spending Program as authorized under Section 125 of the Internal Revenue Code.

As a rule, interfund services provided and used are not eliminated in the process of consolidation of the government-wide statement of activities.

Proprietary funds distinguish operating revenues and expenses from *non-operating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund’s principal ongoing operations. The principal operating revenues of the District’s Internal Service Fund are charges to customers for sales and services. Operating expenses for the District’s Internal Service Fund include the cost of sales and services and administrative expenses. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the District’s policy to use restricted resources first, and then unrestricted resources as they are needed.

I-C. Measurement Focus

Government-wide Financial Statements – The District’s government-wide financial statements are prepared using the economic resources measurement focus. All assets, all liabilities, and all deferred inflows of resources associated with the operation of the District are included on the statement of net position. The statement of activities reports revenues and expenses.

Fund Financial Statements – All governmental funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets, current liabilities, and deferred inflows of resources generally are included on the balance sheet. The statement of revenues, expenditures and changes in fund balances reports the sources (i.e., revenue and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include reconciliation with brief explanations to better identify the relationship between the government-wide statements and the governmental fund statements.

I-D. Basis of Accounting

District

Basis of accounting determines when transactions are recorded in the financial records and reported on the financial statements. Government-wide financial statements are prepared using the accrual basis of accounting. At the fund reporting level, governmental funds use the modified accrual basis of accounting and the fiduciary fund uses the accrual basis of accounting. Differences in the

Pikes Peak Library District

Notes to Financial Statements

December 31, 2019

accrual and the modified accrual basis of accounting arise in the recognition of revenue, the recording of unearned revenue, and in the presentation of expenses versus expenditures.

Revenues – Exchange Transactions – Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value is recorded on the accrual basis when the exchange takes place. On the modified accrual basis, revenue is recorded when the exchange takes place and in the fiscal year in which the resources are measurable and become available. Available means that the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year.

The District considers revenues, other than grants, to be measurable and available if collected within three months after year-end. Grants are considered measurable and available if 1) they are collected within one year after year-end, and 2) all eligibility requirements, including incurring allowable costs, have been met.

Revenues – Non-exchange Transactions – Non-exchange transactions in which the District receives value without directly giving equal value in return, include property taxes, specific ownership taxes, grants, and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied (See Note III-B-1.). Revenue from grants and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the year when use is first permitted, matching requirements, in which the District must provide local resources to be used for a specified purpose, and expenditure requirements, in which the resources are provided to the District on a reimbursement basis. On a modified accrual basis, revenue from non-exchange transactions also must be available (i.e., collected within 90 days) before it can be recognized.

Under the modified accrual basis, the following revenue sources are considered susceptible to accrual: property taxes, specific ownership taxes, interest and federal and state grants.

Unearned Revenue – Unearned revenue arises when assets are recognized before revenue recognition criteria have been satisfied.

Grants and entitlements received before the eligibility requirements are met (e.g., cash advances) also are recorded as unearned revenue.

Deferred Outflows and Inflows of Resources – Deferred outflows related to pensions arise from differences between expected and actual experience with regard to economic and demographic factors, changes in assumptions or other inputs, projected and actual pension plan earnings, and changes in proportional share. These deferrals are amortized over a closed period. The amounts not recognized as a pension expense in the current year are reported as deferred outflows related to pensions.

Deferred inflows of resources is an acquisition of net position by the District that is applicable to a future reporting period, and deferred outflows of resources is a consumption of net position by the District that is applicable to a future reporting period. Both deferred inflows and outflows are reported in the statement of net position but are not recognized in the financial statements as revenues and expenses until the period(s) to which they relate.

Pikes Peak Library District

Notes to Financial Statements

December 31, 2019

Under the modified accrual basis of accounting, revenues and other fund financial resources are recognized in the period in which they become both measureable and available. Assets recorded in the fund financial statements for which the revenues are not available are reported as deferred inflows of resources. In addition, property tax receivables are reported as deferred inflows of resources when levied in the fund statements.

Since property taxes are levied in December (i.e., there is a legal claim) for the next calendar year's operations, the total levy is reported as taxes receivable and deferred inflows.

On governmental fund financial statements (i.e., on the modified accrual basis), receivables that will not be collected within the available period have been reported as deferred inflows (i.e., they are measurable but not available) rather than as revenue.

In addition, deferred outflows related to pension liabilities are presented separately under this category, and they are more fully described under note IV-A.

Expenses/Expenditures – On the accrual basis of accounting, expenses are recognized at the time they are incurred. On the modified accrual basis, expenditures generally are recognized in the accounting period in which the related fund liability is incurred and due, if measurable.

Foundation

The Foundation uses the accrual basis of accounting.

Net assets with donor restrictions are those whose use by the Foundation has been limited by donors to a specific time period or purpose, and include amounts restricted by donors to be maintained by the Foundation in perpetuity.

Gifts of cash and other assets received without donor stipulations are reported as revenue and net assets without donor restrictions. Gifts received with a donor stipulation that limits their use are reported as net assets with donor restrictions. When a donor stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions. Gifts and investment income that are originally restricted by the donor, and for which the restriction is met in the same time period, are recorded as net assets with donor restrictions and then released from restriction.

Gifts of land, buildings, equipment and other long-lived assets are reported as revenue and net assets without donor restrictions unless explicit donor stipulations specify how such assets must be used, in which case the gifts are reported as revenue and net assets with donor restrictions.

Unconditional gifts expected to be collected within one year are reported at their net realizable value. Unconditional gifts expected to be collected in future years are reported at the present value of estimated future cash flows. The resulting discount is amortized using the level-yield method and is reported as contribution revenue.

Conditional gifts depend on the occurrence of a specified future and uncertain event to bind the potential donor and are recognized as assets and revenue when the conditions are substantially met and the gift becomes unconditional.

Pikes Peak Library District
Notes to Financial Statements
December 31, 2019

In addition to receiving cash contributions, the Foundation receives in-kind contributions from various donors. It is the policy of the Foundation to record the estimated fair value of certain in-kind donations as an expense in its financial statements, and similarly increase contribution revenue by a like amount.

The Foundation is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and a similar provision of state law. However, the Foundation is subject to federal income tax on any unrelated business taxable income. The Foundation had no unrelated business taxable income for the year ended December 31, 2019. The Foundation is not considered a private foundation.

I-E. Assets, Deferred Outflows, Liabilities, Deferred Inflows and Net Position or Fund Balances

I-E-1. Cash, Cash Equivalents and Investments

Cash and cash equivalents include amounts in demand deposits as well as short-term investments with a maturity date within three months of the date acquired by the District.

Investments are stated at fair value based on quoted market prices.

Under Colorado statutes, the District, its funds and fund types may lawfully invest eligible funds in the following securities:

- a. Obligations of the United States and certain U.S. government agencies' securities;
- b. Certain international agency securities;
- c. General obligation and revenue bonds of U.S. local government entities;
- d. Bankers' acceptances of certain banks;
- e. Commercial paper;
- f. Local government investment pools;
- g. Written repurchase agreements collateralized by certain authorized securities;
- h. Certain money market funds;
- i. Guaranteed investment contracts;
- j. Certain corporate bonds

The District may also deposit funds in Colorado financial institutions that are members of the Federal Deposit Insurance Corporation.

I-E-2. Receivables

All trade and property tax receivables are reported net of an allowance for uncollectible amounts, when applicable. Property tax allowance as of December 31, 2019 was \$112,087.

Pikes Peak Library District

Notes to Financial Statements

December 31, 2019

I-E-3. Restricted Assets

Restricted assets are reported when restrictions on asset use change the nature or normal understanding of the availability of the asset. Restrictions on assets can be externally imposed by creditors, grantors, contributors, laws, or regulations of other governments, or can be imposed by law through constitutional provisions or enabling legislation.

I-E-4. Interfund Activity

Exchange transactions between funds are reported as revenues in the seller funds and as expenditures/expenses in the purchaser funds. Flows of cash or goods from one fund to another without a requirement for repayment are reported as interfund transfers. Interfund transfers are reported as other financing sources/uses in governmental funds and after the non-operating revenues/expenses section in the Internal Service Fund. Repayments from funds responsible for particular expenditures/expenses to the funds that initially paid for them are not presented on the financial statements. Transfers between funds reported in the governmental activities column are eliminated.

I-E-5. Prepaid Items

Payments made to vendors for services (e.g., insurance, rents, and library services from other libraries) that will benefit periods beyond December 31, 2019, are recorded as prepaid items using the consumption method by recording an asset for the prepaid amount and reflecting the expenditure/expense in the year in which services are consumed. At the fund reporting level, an equal amount of fund balance is classified as nonspendable, as this amount is not available for general appropriation.

I-E-6. Capital Assets

Capital assets include land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, books and audiovisual materials and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period. These assets generally result from expenditures in governmental funds. The District reports these assets in the governmental activities column of the government-wide statement of net position but does not report these assets in the governmental fund financial statements.

All capital assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year. Donated capital assets are recorded at their acquisition values as of the date received. The District maintains a capitalization threshold of \$5,000. Improvements to capital assets are capitalized. The cost of normal maintenance and repairs that do not add to the value of the assets or materially extend an asset's life are expensed.

All reported capital assets are depreciated except for land, collections of historical treasures and construction-in-progress. Improvements are depreciated over the remaining useful lives of the related capital assets. Leasehold improvements are depreciated over the shorter of the term of the lease or the estimated useful life of the asset. Depreciation is computed using the straight-line method over the following useful lives:

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| Description | Estimated |
|----------------------------------|----------------|
| Land improvements | 20 years |
| Buildings | 20 years |
| Vehicles | 5 to 10 years |
| Computer equipment | 3 to 5 years |
| Other equipment | 3 to 5 years |
| Furniture and fixtures | 10 to 30 years |
| Books and audio visual materials | 6 years |

The District capitalizes its library books and audiovisual materials. Purchased items are recorded at cost, and donated items are capitalized at fair value on the date donated. Damage and lost materials are deleted from the inventory, using the specific identification method.

I-E-7. Compensated Absences

Employees earn 15 to 20 days of vacation leave annually based on length of service. District policy allows employees to carryover up to 320 hours of unused vacation leave into the next year for full-time employees, prorated for part-time employees. All outstanding vacation leave is payable upon resignation, termination, retirement or death.

Employees also earn sick leave and can accumulate up to 180 days of sick leave. Accumulated sick leave is payable only upon retirement or termination after twenty years of service at 50% of the accrued balance as specified in the District’s policies. Upon resignation, termination or death prior to 20 years of service, any outstanding sick leave is forfeited.

The District estimates its accrued sick leave liability based on the sick leave accumulated at the statement of net position date by those employees who currently are eligible to receive termination payments as well as other employees who are expected to become eligible in the future to receive such payments.

Vacation benefits are accrued as a liability as the benefits are earned if the employees’ rights to receive compensation are attributable to services already rendered and it is probable that the employer will compensate the employees for the benefits through paid time off or some other means.

Sick leave benefits are accrued as a liability using the termination payment method. An accrual for earned sick leave is made to the extent that it is probable that the benefits will result in termination payments. The liability is based on the District’s past experience of making termination payments.

All compensated absence liabilities include salary-related payments, where applicable.

The total compensated absence liability is reported on the government-wide financial statements. Governmental funds report the compensated absence liability at the fund reporting level only “*when matured*”.

Pikes Peak Library District

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I-E-8. Accrued Liabilities and Long-term Obligations

All payables, accrued liabilities and long-term obligations are reported in the government-wide financial statements.

In general, governmental fund payables and accrued liabilities that, once incurred, are paid in a timely manner and in full from current financial resources, and are reported as obligations of these funds. However, compensated absences that will be paid from governmental funds are reported as a liability in the fund financial statements only to the extent that they are “due for payment” during the current year.

I-E-9. Net Position or Fund Balances

Fund equity at the governmental fund financial reporting level is classified as “fund balance”. Fund equity for all other reporting is classified as “net position”.

Net Position – Net position is assets minus liabilities plus deferred inflows of resources. Net investment in capital assets consist of capital assets, net of accumulated depreciation, and reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvement of those assets. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the District or through external restrictions imposed by creditors, grantors or laws or regulations of other governments. All other net position is reported as unrestricted.

Fund Balance – Generally, fund balances reflect assets minus liabilities and deferred inflows of resources. Financial reporting standards establish criteria for classifying fund balance amounts into specifically defined categories to make the nature and extent of constraints on these amounts more useful and understandable. The categories comprise a hierarchy based on the extent to which constraints must be honored for a specified purpose and for which amounts can be spent. Fund balances of governmental funds may be categorized as nonspendable, restricted, committed, assigned, and unassigned.

Nonspendable Fund Balance – cannot be spent because it is either in nonspendable form or is legally or contractually required to be maintained intact. Examples include items not expected to be converted to cash such as inventories and prepaid assets.

Restricted Fund Balance – is restricted for specific purposes based on constraints externally imposed by creditors, grantors, contributors, laws or regulations of other governments, or imposed by law through constitutional provisions or enabling legislation.

Committed Fund Balance – is constrained for a specific purpose by formal action (resolution or ordinance) adopted by the Board of Trustees, and can be rescinded only through the same type of formal action used to establish the original commitment. Trustee actions require either an ordinance or resolution. Both are equally binding for their respective purposes and are mutually exclusive, not interchangeable with one another.

Assigned Fund Balance – is constrained for specific purposes as determined by management and the Board of Trustees through the budget process. The Chief Librarian and CEO is the only employee authorized to assign fund balance.

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Unassigned Fund Balance – is unconstrained and comprised of residual uncategorized fund balance amounts. The General Fund is the only fund that reports a positive unassigned fund balance. In other governmental funds, if expenditures incurred for specific purposes exceed the amounts that are restricted, committed, or assigned to those purposes, it may be necessary to report a negative fund balance in those funds.

As previously discussed, the District applies restricted resources first when an expense is incurred for purposes for which both restricted and unrestricted resources are available. When expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, committed amounts are considered to be reduced first, followed by assigned amounts and then unassigned amounts.

I-E-10. Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

I-F. Implementation of Accounting Standards

In May 2020, GASB issued Statement No. 95, Postponement of the Effective Dates of Certain Authoritative Guidance, (GASB 95). The primary objective of this Statement is to provide temporary relief to governments and other stakeholders in light of the COVID-19 pandemic. That objective is accomplished by postponing the effective dates of certain provisions in Statements and Implementation Guides that first became effective or are scheduled to become effective for periods beginning after June 15, 2018, and later. The District has implemented this Statement for the year ended December 31, 2019. Implementation of this standard delays the following standards to 2020:

GASB 83, Certain Asset Retirement Obligations
GASB 84, Fiduciary Activities

Note II: Stewardship, Compliance and Accountability

II-A. Budgetary Information

The District adheres to the following procedures in establishing the budgetary data reflected in the financial statements:

1. The District adopts an annual operating budget for its General Fund, Special Revenue Fund, Debt Service Fund (none for 2019) and Capital Projects Funds. During October, the Chief Librarian/CEO submits to the Board of Trustees a proposed budget for the fiscal year commencing the following January 1. The budget includes proposed expenditures and means of financing them.
2. Public hearings are conducted by the Board of Trustees to obtain taxpayer comments.
3. Prior to December 15, the budget is adopted by formal resolution.

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- Expenditures may not legally exceed appropriations at the fund level. Authorization to transfer budgeted amounts between departments within any fund and the reallocation of budget line items within any department in the General Fund rests with the Executive Director and/or Chief Finance Officer. The Board of Trustees must approve revisions that alter the total expenditures of any fund.
- Budgets for all fund types are adopted on a basis consistent with generally accepted accounting principles.

Budgeted amounts reported in the accompanying financial statements are as originally adopted per a separate budget report, and as amended by the Executive Director and/or the Board of Trustees throughout the year.

The original appropriation (including transfers out) for all governmental funds has been amended as follows:

| Changes to Original Budget | | | |
|-----------------------------------|----------------------------|---------------------------|--------------------------|
| | Original Budget | Revised Budget | Budget Change |
| General Fund | \$ 35,505,008 | \$ 35,920,494 | \$ 415,486 |
| Designated Purpose Fund | 10,300 | 160,758 | 150,458 |
| North Facility Project Fund | 1,156,100 | 1,408,363 | 252,263 |
| East Library Renovation Fund | 144,627 | 222,851 | 78,224 |
| Penrose Library Renovation Fund | 96,700 | 1,100,069 | 1,003,369 |
| Capital Reserve Fund | 1,158,984 | 2,882,297 | 1,723,313 |

- All original and supplemental appropriations for all funds lapse at the end of the year.

II-B. Encumbrances

Appropriations in governmental funds are encumbered upon issuance of purchase orders, contracts or other forms of legal commitments. While appropriations lapse as of the end of the fiscal year, the succeeding year's budget is amended for the re-appropriation of year-end encumbrances.

Note III: Detailed Notes on All Funds

III-A. Deposits and Investments

III-A-1. Deposits

Deposits include bank accounts and short-term investments.

The Colorado Public Deposit Protection Act (PDPA) requires that all units of local government deposit cash in eligible public depositories. Eligibility is determined by State regulators. Amounts on deposit in excess of federal deposit insurance levels must be collateralized. The eligible collateral is determined by PDPA. PDPA allows the institution to create a single collateral pool for

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all public funds. The pool for all the uninsured public deposits as a group is to be maintained by another financial institution or held in trust. The fair value of the collateral must be equal to 102% of the aggregate uninsured deposits.

The District has transaction accounts that are covered under FDIC insurance. The FDIC insurance limit for cash accounts is \$250,000. The carrying amount of the District's deposits, excluding the cash held in the Agency Fund of \$49,576, as of December 31, 2019 was \$654,588. The bank balances, excluding the cash held in the agency fund of \$49,576, were \$1,276,986, of which \$1,026,986 is not covered by federal deposit insurance. While this amount is uninsured, it is collateralized in accordance with provisions of the PDPA. Additionally, the District had \$20,179 in cash on hand as of December 31, 2019.

III-A-2. Investments

Investment decisions are governed by the District's investment policy.

The primary objectives of the investment policy are:

Safety of Principal – The primary objective is to protect against the loss of any principal.

Liquidity – Investments will be managed to ensure that funds are available to meet obligations as necessary.

Yield – Investments will be managed to optimize returns within the appropriate safety and liquidity constraints.

The standard of prudence to be used shall be the “prudent investor” standard which states “Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for preservation, considering the probable safety of their capital as well as probable income to be derived.”

Interest Rate Risk – The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

The following is a list of eligible instruments for investments:

U.S. Treasury Obligations – Treasury Bills, Notes and Bonds with a maturity of five years or less.

Federal Agency Securities – Instruments such as those issued by the Government National Mortgage Association (GNMA) that are backed by the full faith and credit of the U.S. Treasury. Such securities must have a maturity of five years or less.

Federal Instrumentality Securities – Instruments such as those issued by the Federal National Mortgage Association (FNMA), Federal Farm Credit Bank (FFCB), Federal Home Loan Bank (FHLB), and the Federal Home Loan Mortgage Corporation (FHLMC). These obligations carry only an implied government guarantee. Such securities must have a maturity of five years or less.

Repurchase Agreements – Such instruments must be collateralized at 102% by U.S. Treasury securities, Federal Agency securities, or Federal Instrumentality securities.

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Prime Commercial Paper – Such instruments must have a maturity of 270 days or less, and be rated in the highest category by one or more nationally recognized rating services.

Bonds – Instruments/debt issued by a U.S. corporation or bank with a net worth in excess of \$250 million. Securities must mature within three years and must be rated at least AA or Aa3 by two or more nationally recognized rating services.

Bankers Acceptances – Instruments issued by a state or national bank with a combined capital surplus of at least \$250 million.

General Obligation Debt or Revenue Obligation Debt – Debt with a maturity of five years or less, issued by any state or any political subdivision of any state.

Local Government Investment Pools – Investment pools, such as COLOTRUST, which are authorized by C.R.S. 24-75-701 and 702 at seq.

Money Market Mutual Funds – Funds that are registered under the Investment Company Act of 1940 that are no load and maintain a constant share price. Funds must be rated in the highest category by one or more nationally recognized rating services and must have a weighted average maturity in accordance with Federal Securities Regulation 2a-7.

Interest-bearing Accounts, Certificates of Deposit – Such accounts either must be fully insured by the FDIC or are approved to accept public deposits and which have pledged eligible collateral to secure uninsured public funds on deposit with such institution in accordance with the requirements of the PDPA.

The District has invested in the Colorado Government Liquid Asset Trust (COLOTRUST). This investment vehicle has been established for local government entities in Colorado to pool surplus funds for investment purposes by state statute. This fund operates similarly to a money market fund and each share is equal in value to \$1.00. This investment pool operates under the authority and in conformity with Part 6 of Article 75 of Title 24 of the Colorado State Revised Statutes.

Credit Risk

The composition of the portfolio will vary according to market opportunities; however, the investment should be diversified by security type and institution.

| Instrument | Allowed | Per Issuer |
|--|----------------|-------------------|
| U.S. Treasury Obligations | 100% | 100% |
| Federal Agency Securities | 75% | 50% |
| Federal Instrumentality Securities | 75% | 50% |
| Repurchase Agreements | 100% | 50% |
| Prime Commercial Paper | 100% | 100% |
| Bonds | 50% | 50% |
| Banker's Acceptances | 50% | 50% |
| General Obligation Debt or Revenue Obligation Debt | 50% | 50% |
| Local Government Investment Pools | 100% | 100% |
| Money Market Mutual Funds | 100% | 100% |
| Interest-bearing Accounts, Certificates and Deposits | 100% | 100% |

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The maturity of the securities shall be structured to avoid undue concentration in any sector of the yield curve. No investment maturity shall exceed three years. Exceptions to this structure may be allowed where maturities can be structured to accommodate readily identifiable cash flows as approved by the Board.

The District's policy permits investment in local government investment pools. Current investments of \$13,719,084 are held in COLOTRUST, which was rated AAAM by Standard & Poor's at December 31, 2019. The District policy also encourages diversification of investments, limited to the Colorado Revised Statute CRS 24-75-701.

Cash and Investment Reconciliation

| | Cash and Cash Equivalents | Investments | Total |
|--|--|--------------------------------|--------------------------------|
| Governmental activities - statement of net position | \$674,767 | \$13,719,084 | \$14,393,851 |
| Agency Fund | 49,576 | - | 49,576 |
| Less cash on hand and petty cash | <u>(20,179)</u> | <u>-</u> | <u>(20,179)</u> |
| Total deposits and investments | <u><u>\$704,164</u></u> | <u><u>\$13,719,084</u></u> | <u><u>\$14,423,248</u></u> |
| Per note disclosure above | | | |
| Deposits | | | \$704,164 |
| Investments | | | <u>13,719,084</u> |
| Primary government total | | | <u><u>\$14,423,248</u></u> |

The Foundation's cash and investments are comprised of the following as of December 31, 2019:

| | 2019 Amount | Institutions | Insurance or Collateral | Credit Ratings of Underlying Securities * |
|---|-------------------------------|-----------------------------|------------------------------------|--|
| Money market savings account | \$224,553 | ENT Federal Credit Union | \$224,553 | N/A |
| Investments (stocks, bonds, mutual funds) | 1,739,814 | Members Trust Company | - | A/AAA |
| Investment level money market account | <u>53,285</u> | Members Trust Company | - | A1/P1 |
| Total | <u><u>\$2,017,652</u></u> | | | |

* As applicable

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Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of investment or collateral securities that are in the possession of an outside party. The Foundation's cash and investments are exposed to \$1,793,099 of custodial credit risk as of December 31, 2019.

Investment in a State Investment Pool

During the year, the District invested in Colostrust, a public fund investment pool. The fair value of the position of the pool is measured at net asset value and is designed to approximate the share value. The pool's governing body is comprised of individuals who are employees, officers, or elected officials of the participants in the fund or do not have a business relationship with the fund and are qualified to advise. Investment objective and strategies of the pool are to seek preservation of principal, liquidity and current income through investment in a diversified portfolio of short-term marketable securities. The pool offers same day access to the investment funds.

III-B. Taxes

III-B-1. Property Taxes

Property taxes for the current year are certified in arrears to El Paso County on December 15 and attach as a lien on property the previous January 1. For example, property taxes owed in 2019 are certified to the County in December 2018 and are available for collection on the due date, January 1, 2019. Property taxes are payable in full by April 30 or in two equal installments due February 28 and June 15. El Paso County bills and collects property taxes for all taxing districts in the County. The property tax receipts collected by El Paso County are remitted to the District in the subsequent month.

Property taxes are reported as a receivable and as deferred inflows of resources when the District has an enforceable legal claim to the taxes and as revenue when available for collection in the following year.

For property taxes due in 2020, the County has extended the due date for property tax payments to July 15, 2020 due to COVID-19 without penalty.

III-B-2. Specific Ownership Taxes

Specific ownership taxes are collected by El Paso County for motor vehicles and other personal property registered in the District's assessment area. Specific ownership taxes are recorded as revenue when collected by El Paso County.

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Notes to Financial Statements
December 31, 2019

III-C. Interfund Receivables, Payables, and Transfers

The following schedule reflects the District's interfund receivables and payables as of December 31, 2019.

| <u>Receivable Fund</u> | <u>Payable Fund</u> |
|---------------------------------|---------------------|
| | <u>General Fund</u> |
| Designated Purpose Fund | \$ 109,021 |
| Penrose Library Renovation Fund | 491,618 |
| East Library Renovation Fund | 195,302 |
| North Facility Project Fund | 521,186 |
| Capital Reserve Fund | 1,854,533 |
| | <hr/> |
| Total | <u>\$ 3,171,660</u> |

Interfund balances resulted from the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made.

Interfund transfers:

| <u>Transfers In</u> | <u>Transfers Out</u> |
|---------------------------------|----------------------|
| | <u>General Fund</u> |
| Penrose Library Renovation Fund | 96,700 |
| East Library Renovation Fund | 139,627 |
| North Facility Project Fund | 1,156,100 |
| Capital Reserve Fund | 1,050,984 |
| | <hr/> |
| | <u>\$ 2,443,411</u> |

Transfers are used to:

- (1) move revenues from the fund that statute or budget requires collecting them to the fund that statute or budget requires to expend them,
- (2) use unrestricted revenues collected in the General Fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

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Notes to Financial Statements
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III-D. Capital Assets

Capital asset activity for the year ended December 31, 2019 was as follows:

| | Balance January 1, 2019 | Additions | Deletions | Transfers | Balance December 31, 2019 |
|---|--|--------------------|---------------------|------------------|--|
| Governmental activities | | | | | |
| Capital assets not being depreciated | | | | | |
| Land | \$ 5,317,363 | \$ - | \$ - | \$ - | \$ 5,317,363 |
| Collections of historical treasurers | 9,795,541 | 15,739 | (202,842) | - | 9,608,438 |
| Construction in progress | 957,786 | - | - | (957,786) | - |
| Total capital assets not being depreciated | 16,070,690 | 15,739 | (202,842) | (957,786) | 14,925,801 |
| Capital assets, being depreciated | | | | | |
| Land improvements | 871,954 | 21,905 | - | - | 893,859 |
| Leasehold improvements | 1,017,507 | - | (9,853) | - | 1,007,654 |
| Buildings | 42,501,662 | 1,677,834 | - | 772,852 | 44,952,348 |
| Equipment, furniture and fixtures | 5,792,171 | 217,803 | (553,745) | 184,934 | 5,641,163 |
| Vehicles | 866,609 | - | - | - | 866,609 |
| Books and audio visual materials | 16,066,399 | 1,654,436 | (2,847,229) | - | 14,873,606 |
| Total capital assets being depreciated | 67,116,302 | 3,571,978 | (3,410,827) | 957,786 | 68,235,239 |
| Less accumulated depreciation for | | | | | |
| Land improvements | (91,696) | (44,211) | - | - | (135,907) |
| Leasehold improvements | (1,015,536) | (985) | 8,868 | - | (1,007,653) |
| Buildings | (28,794,260) | (1,404,807) | - | - | (30,199,067) |
| Equipment, furniture and fixtures | (4,764,530) | (457,660) | 480,234 | - | (4,741,956) |
| Vehicles | (704,913) | (54,225) | - | - | (759,138) |
| Books and audio visual materials | (12,369,707) | (1,433,304) | 2,308,007 | - | (11,495,004) |
| Total accumulated depreciation | (47,740,642) | (3,395,192) | 2,797,109 | - | (48,338,725) |
| Total capital assets, being depreciated, net | 19,375,660 | 176,786 | (613,718) | 957,786 | 19,896,514 |
| Governmental activities capital assets, net | \$ 35,446,350 | \$ 192,525 | \$ (816,560) | \$ - | \$ 34,822,315 |
| Governmental activities depreciation expense | | | | | |
| Public services | | | | | \$ 2,944,269 |
| Administrative services | | | | | 260,977 |
| Information Technology | | | | | 189,946 |
| Total governmental activities depreciation expense | | | | | \$ 3,395,192 |

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Notes to Financial Statements
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III-E. Long-term Liabilities

III-E-1. Changes in Long-term Liabilities

Long-term liability activity of the District for the year ended December 31, 2019 was as follows:

| | Balance January 1, 2019 | Additions | Reductions | Balance December 31, 2019 | Due Within One Year |
|--|-------------------------------|---------------------|---------------------|---------------------------------|------------------------|
| Governmental activities | | | | | |
| EPCRP net pension liability | \$ 25,900,431 | \$ 817,458 | \$ - | \$ 26,717,889 | \$ - |
| Compensated absences * | 1,864,890 | 1,859,085 | 1,903,019 | 1,820,956 | 546,287 |
| Total governmental activities long-term liabilities | <u>\$ 27,765,321</u> | <u>\$ 2,676,543</u> | <u>\$ 1,903,019</u> | <u>\$ 28,538,845</u> | <u>\$ 546,287</u> |

Compensated absences are generally liquidated by the General Fund.

* Reported in accrued compensation payable in the statement of net position.

III-E-2. Computation of Legal Debt Margin

| | |
|--|-------------------------|
| Assessed valuation | <u>\$ 7,198,824,710</u> |
| Debt limitation - 1.5% of total assessed value | <u>\$ 107,982,371</u> |
| Total debt (excluding compensated absences) | <u>-</u> |
| Total debt applicable to limitation | <u>-</u> |
| Legal debt margin | <u>\$ 107,982,371</u> |

Capital leases are not included as debt for purposes of calculating legal debt margin (Colorado Revised Statute 22-42-104).

III-F. Operating Agreements

The District has entered into several agreements for building leases, equipment and services. All agreements are renewable on a year-to-year basis. Should the Board of Trustees fail to appropriate funds for the subsequent budget year, the agreements can be terminated. The total cost for such agreements was \$1,174,253 for the year ended December 31, 2019.

Pikes Peak Library District
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The future minimum payments for the agreements, subject to the renewal process described above, are as follows:

Year Ending

| | | |
|--------------|----|-------------------------|
| 2020 | \$ | 1,108,744 |
| 2021 | | 767,738 |
| 2022 | | 673,953 |
| 2023 | | 681,205 |
| 2024 | | 666,333 |
| Future years | | <u>1,412,489</u> |
| Total | \$ | <u><u>5,310,462</u></u> |

Note IV: Other Information

IV-A. Retirement Plan

The District participates in the El Paso County Retirement Plan (the Plan), a cost-sharing multiple-employer defined benefit pension plan. The net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, pension expense, information about the fiduciary net position and additions to/deductions from the fiduciary net position of the Plan have been determined on the same basis as they are reported by the Plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

General — The Plan is a cost-sharing multiple employer defined benefit plan covering all permanent, full-time and job-share employees of the participating employers upon their date of employment. Employers, as defined in the plan document, include El Paso County, El Paso County Public Health, Pikes Peak Library District, 4th Judicial District Attorney and El Paso County Retirement Plan. All employees hired after September 1, 1967 are required to participate. Employees hired from 1974 through 1981 who were age 60 or older at their date of employment could elect to become a member as of January 1, 1982.

The participants of the Plan consisted of the following as of January 1, 2019 (the most recent actuarial valuation date):

| | |
|---|---------------------|
| Inactive plan members or beneficiaries currently receiving benefits | 1,734 |
| Inactive plan members entitled to but not yet receiving benefits | 341 |
| Active plan members | <u>2,791</u> |
| Total | <u><u>4,866</u></u> |

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The El Paso County Board of Retirement (the Board) manages and administers the Plan. The Board consists of five members, one of whom is the El Paso County Treasurer, two of whom are appointed by the El Paso County Board of Commissioners (the Board of Commissioners) and two of whom are employees of the participating employers elected by participants. The Board shall have all powers necessary to effect the management and administration of the Plan in accordance with its terms. The Board has the powers set forth in Part 1, Title 24, Article 54, of the Colorado Revised Statutes.

Plan Amendments — The Board has the right to alter, amend, or terminate the Plan or any part thereof in such manner as it may determine; provided that no such alteration or amendment shall provide that a retirement benefit payable to any retired member shall be less than that provided by his or her accumulated contributions or affect the right of any member to receive a refund of his accumulated contributions and provided further that no alteration, amendment or termination of the Plan or any part thereof shall permit any part of the Plan to revert to or be recoverable by any employer or be used for or diverted to purposes other than the exclusive benefit of members, retired members, terminated vested members or beneficiaries under the Plan, except such funds, if any, as may remain at termination of the Plan after satisfaction of all liabilities with respect to members, retired members, terminated vested members and beneficiaries under the Plan and are due solely to erroneous actuarial calculations.

The Plan is intended to comply with the requirements of the applicable provisions of Internal Revenue Service Code Section 401(a) as now in effect or hereafter amended, and any modification or amendment of the Plan may be made retroactive, as necessary or appropriate, to establish and maintain such compliance.

Contributions — Contribution requirements are established and may be amended by the Board. Through December 31, 2009, participants contributed 6% of their monthly compensation to the Plan. The Plan was amended during 2009 to increase the participant monthly contribution rate to 6.5% effective January 1, 2010, 7.0% effective January 1, 2011 and 7.5% effective January 1, 2012. The Plan was further amended in 2013 to increase the participant monthly contribution rate to 8.0% effective January 1, 2014. The participating employers make monthly contributions at least equal to the contributions made by the participants. Interest is credited on employee contributions at the rate of 3% per annum, compounded monthly. Employee and employer basic contributions amounted to 16% of covered payroll for both 2019 and 2018.

Contributions are tax-deferred to the participants for federal income tax purposes. If participants have at least five or eight years of credited service (see Retirement Benefits below), they are eligible to receive a future monthly retirement benefit. Any refund of contributions paid waives all future rights to any benefits. However, eligible participants who return to employment with a participating employer within 48 months and were previously refunded their contributions may reinstate withdrawn service if they repay the Plan the amount received when employment was terminated, plus interest, within twelve months of rehire.

Active participants who have completed five years of service if hired before January 1, 2013 and eight years of service if hired on or after January 1, 2013 may purchase up to five years of service credit for any period of full-time, nonvested previous employment with any public or private

Pikes Peak Library District
Notes to Financial Statements
December 31, 2019

employer. One month of service credit may be purchased for each full month of full-time, nonvested, noncovered employment. The cost to purchase one month of service credit for noncovered employment is the “actuarial equivalent cost”, as determined by the actuary for the Plan.

Participants may elect to pay for purchases of service credit in a lump sum or on an installment basis. Effective July 2016, service credit purchases may also be made by rollover contributions from an eligible retirement plan. Payments may be made on a monthly, quarterly or annual basis with interest due at the actuarial equivalent interest rate for periodic benefits. The period over which installment payments may be made cannot exceed a period equal to the total amount of credited service to be purchased. Purchased service is recognized when paid.

Contributions to the plan by the District were \$919,931 for 2019.

Administrative Expenses — The Plan's administrative expenses are paid from the assets of the Plan accumulated from contributions and investment earnings. During 2019 and 2018, the Plan received \$1,075,000 and \$1,099,000, respectively, from the Plan's employers for reimbursement of administrative and investment expenses, which is included in Other Income in the Plan's financial statements.

Termination Benefits — Participants vest in accumulated contributions as follows:

- (a) If hired before January 1, 2013 and credited with less than five years of service or hired on or after January 1, 2013 and credited with less than eight years of service: Refund of the participant's accumulated contributions.
- (b) If hired before January 1, 2013 and credited with five or more years of service or hired on or after January 1, 2013 and credited with eight or more years of service:
 - (i) The participant may elect to receive a deferred retirement benefit which shall be equal to the participant's accrued benefit as of the date of termination and payable on the participant's normal retirement date. The participant may elect to receive a reduced retirement benefit beginning on the first day of any month subsequent to the participant's attainment of age 55. The reduction shall be 3% for each year by which payments commence prior to the first of the month following the participant's normal retirement date.
 - (ii) In lieu of (i), a participant may elect a current refund of accumulated contributions made by the participant.

Retirement Benefits — Participants hired before January 1, 2010 are eligible for normal retirement on the first of the month coincident with attainment of age 62. Participants hired after December 31, 2009 are eligible for normal retirement after attainment of age 62, but not before the completion of 60 months of continuous service. Participants hired after December 31, 2012 are eligible for normal retirement after attainment of age 62, but not before the completion of 96 months of continuous service.

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If hired before January 1, 2010, the monthly benefit payable at normal retirement is equal to 2.22% times the final average monthly compensation, times years of credited service earned through December 31, 2012 and 2.00% times the final average monthly compensation, times years of credited service earned after December 31, 2012. If hired on or after January 1, 2010, the monthly benefit payable at normal retirement is equal to 2.00% times final average monthly compensation times years of credited service.

The normal retirement benefit will not be greater than 75% of the participant's final average monthly compensation if hired before January 1, 2013 and not greater than 60% of final average monthly compensation if hired on or after January 1, 2013. Final average compensation is the highest monthly average of considered compensation during the 36 consecutive calendar months of credited service out of the last 120 calendar months of credited service.

A participant is eligible for an early retirement benefit at age 55, provided the member has completed five or eight years of credited service. If the participant is hired before January 1, 2013, five years is required. If hired on or after January 1, 2013, eight years is required. The monthly pension is based on the vested portion of the normal retirement benefit, reduced by 3% for each year the early retirement date precedes the normal retirement date.

A participant is eligible for special early retirement benefits if the sum of the participant's age and credited service equals 75 or more. Employees hired on or after January 1, 2016 must be a minimum age of 50 to be eligible under this provision. The monthly benefit is equal to the normal retirement benefit and is not reduced for early commencement.

The annuity for delayed retirement is computed by the normal retirement formula considering credited service and compensation to actual retirement.

Disability Benefits — A participant is eligible for disability benefits if the participant's employment is terminated due to total and permanent disability as determined by eligibility for and receipt of disability benefits continuously until the normal retirement date under (1) the employer's long-term disability plan, or (2) Title II of the Federal Social Security Act. The annuity, payable at age 62, shall be calculated as for normal retirement considering the credited service that would have accrued had the participant been employed until the normal retirement date and the final average compensation during the calendar year preceding the year of the member's disability retirement.

Payment of Benefits — The monthly benefit, computed as set forth above, shall be paid in equal monthly payments commencing one month after the actual retirement date continuing at monthly intervals for the retired participant's lifetime thereafter. If the retired participant's death occurs prior to the payment of 120 monthly payments, the remainder of the 120 payments shall be paid to the participant's beneficiary.

Death Benefits Prior to Retirement — Death benefits prior to retirement are as follows:

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Notes to Financial Statements
December 31, 2019

In the event that an active participant or vested participant dies prior to their normal retirement date, the participant's surviving beneficiary will be entitled to either two times the participant's accumulated contributions payable immediately or a monthly benefit equal to 60% of the monthly retirement benefit earned by the member prior to the date of death. Payment of the monthly benefit to the beneficiary will begin on the first of the month following the death or the date the member would have attained age 55, if later. If the participant met the rule of 75 while working and had not applied for retirement nor ceased employment as of date of death, their beneficiary will be entitled to a monthly benefit. Under these circumstances, the participant will be deemed to have retired on the first day of the month of their death. If no optional benefit had been elected prior to death, the participant shall be deemed to have elected the full joint and survivor benefit and such benefit shall be payable for the life of the participant's designated beneficiary, if living, following the participant's death.

Between normal and delayed retirement — In the event that a participant dies after their normal retirement date but prior to their actual retirement, their beneficiary will be entitled to a monthly benefit. Under these circumstances, the participant will be deemed to have retired on the first day of the month of their death. If no optional benefit had been elected prior to death, the participant shall be deemed to have elected the full joint and survivor benefit and such benefit shall be payable for the life of the participant's designated beneficiary, if living, following the participant's death.

Death Benefits After Retirement — Death benefits after retirement consist of a lump-sum benefit of \$3,000 payable upon the death of a retired participant.

Plan Termination — Although not presently contemplated, the Board has the right to terminate the Plan at any time, subject to limitations. In the event of termination, after payment of expenses, accumulated contributions would be returned to the participants, and the remaining assets distributed on a pro rata method to the participants based on accrued benefits. Participating employers would not receive any Plan assets.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2019, the District reported a liability of \$26,717,889 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of January 1, 2019. Standard update procedures were used to roll forward the total pension liability to December 31, 2019. The District's proportion of the net pension liability was based on the District's contribution to the El Paso County Retirement Plan for the calendar year 2018 relative to the total contributions of participating employers to the EPCRP. The net pension liability is the difference between the total pension liability and fiduciary net position as of December 31, 2019.

As of December 31, 2019, the District's proportion was 7.12%, which was an increase of 0.58% from its proportion measured as of December 31, 2018.

For the year ended December 31, 2019, the District recognized pension expense of \$5,595,109. As of December 31, 2019, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

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December 31, 2019

| | Deferred Outflows | Deferred Inflows |
|--|------------------------------|-----------------------------|
| Difference between expected and actual experience | \$ 500,806 | \$ 28,782 |
| Changes in actuarial assumptions | 8,538,430 | 786,577 |
| Net difference between projected and actual earnings on pension plan investments | - | 297,121 |
| Changes in proportion | 1,276,047 | 102,743 |
| Total | \$ 10,315,283 | \$ 1,215,223 |

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

| Year Ended December 31, | Amount |
|--------------------------------|---------------|
| 2020 | \$ 3,246,757 |
| 2021 | 3,305,433 |
| 2022 | 2,814,650 |
| 2023 | (266,780) |
| 2024 | - |
| Total | \$ 9,100,060 |

The Plan determined that the average expected remaining service lives for active and inactive members at January 1, 2019 was 4.80 years.

Actuarial Assumptions — The total pension liability was determined by an actuarial valuation as of December 31, 2017, and rolled forward to the measurement date of December 31, 2018. The liability reflects various actuarial assumption changes adopted by the Board in October 2018. The following is a summary of the actuarial assumptions:

| | |
|---------------------------|---|
| Inflation | 2.5% |
| Salary increases | Graded by service, from 8.00% to 3.00% |
| Investment rate of return | 7.5%, net of investment expenses. This is based on an average inflation rate of 2.5% and a real rate of return of 5.0%. |
| Discount rates | From 5.23% for 2018 to 5.37% for 2019 |

Pikes Peak Library District
Notes to Financial Statements
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Mortality rates were based on the RP-2000 Sex-Distinct Mortality Table projected generationally using Projection Scale MP-2017. Mortality rates used for disabled members is based on the RP-2000 Disabled Mortality Table projected generationally using Projection Scale MP-2017.

The actuarial assumptions were based on the results of an actuarial experience study for the period from January 1, 2013 to December 31, 2017, resulting in changes in actuarial assumptions adopted by the Board to better reflect expected future experience.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and adding expected inflation. Best estimates of arithmetic rates of return for each major asset class included in the pension plan's target asset allocation are summarized in the following table (note that the rates shown below exclude the inflation component):

| Asset Class | Long-Term Expected Real Rate of Return |
|----------------------|---|
| US equity | 7.91% |
| International equity | 7.20% |
| Private equity | 12.18% |
| Fixed income | 0.82% |
| Real estate | 4.88% |
| Hedge funds of funds | 4.29% |

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Notes to Financial Statements
December 31, 2019

Discount Rate — The discount rate used to measure the total pension liability was 5.37%. The projection of cash flows used to determine the discount rate assumed that employer contributions will continue to follow the current funding policy adopted by the Board. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on Plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the District's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate — The following presents the District's proportionate share of the net pension liability, calculated using the discount rate of 5.37%, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (4.37%) or 1-percentage-point higher (6.37%) than the current rate:

| | 1% Decrease (4.37%) | Current Discount Rate (5.37%) | 1% Increase (6.37%) |
|--|--------------------------------|--|--------------------------------|
| District's proportionate share of the net pension liability | \$ 34,459,736 | \$ 26,717,889 | \$ 20,344,464 |

Detailed information about the pension plan's fiduciary net position is available in the separately issued financial reports found at www.epcreirement.org.

Additional Information - Additional information supporting the Schedule of Employer Allocations and the Schedule of Pension Amounts by Employer is located in the Plan's financial statements. This information is available by contacting the Executive Director of the Plan at: El Paso County Retirement Plan, 2880 International Circle, Suite N030, Colorado Springs, CO 80910.

IV-B. Deferred Compensation Plan

The District offers its employees the Pikes Peak Library District Deferred Compensation Plan, an Internal Revenue Code Section 457 deferred compensation plan. Participation is voluntary. The District does not contribute to the Plan, and the maximum amount that may be deferred under the Plan for 2019 excluding catch-up provisions, was the lesser of \$19,000 or 33-1/3 percent of the participant's includable compensation. The District does not have fiduciary accountability for the Plan and does not hold the Plan's assets in a trustee capacity. Accordingly, the Plan's assets and related liabilities to Plan participants are not recorded on the financial statements of the District.

Pikes Peak Library District
Notes to Financial Statements
December 31, 2019

IV-C. Contingencies

IV-C-1. Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees and natural disasters. The District carries commercial insurance for the risks of loss, including worker’s compensation and employee accident insurance. There were no significant reductions in insurance coverage from the prior year, and there have been no settlements that exceed the District’s insurance coverage during the past three years.

The following is a summary of claims activity for the District’s employee health plan for the years ended December 31, 2019 and 2018:

| | Claims Payable Beginning of Year | Claims Incurred | Claims Paid | Claims Payable End of Year |
|------------------|---|----------------------------|------------------------|---|
| Fiscal Year 2018 | \$ 71,532 | \$ 1,281,802 | \$ (1,214,050) | \$ 139,284 |
| Fiscal Year 2019 | \$ 139,284 | \$ 1,466,063 | \$ (1,514,706) | \$ 90,641 |

The plan is partially self-insured and is offered to employees with a regularly scheduled workweek of 30 or more hours.

IV-C-2. Grants

The District periodically receives federal and state grants for specific purposes that are subject to review and audit by the grantor agencies. Such audits could lead to a request for reimbursements to grantor agencies for expenditures disallowed under the terms of the grant. District management believes disallowances, if any, will be immaterial.

IV-C-3. TABOR Amendment

In November 1992, the people of the State of Colorado passed an amendment to the State’s constitution (Article X, Section 20) known as the Taxpayer’s Bill of Rights (TABOR), which was effective December 31, 1992. TABOR’s intended purpose was to reasonably restrain the growth of government by imposing spending and revenue limits on the state and any local government, excluding enterprises. Provisions of TABOR require, among other things, that:

- Each district shall reserve for use in declared emergencies 3% or more of its fiscal year spending (as defined by TABOR) excluding bonded debt service, and this amount is set aside as part of reserved fund balance, called “declared emergencies”.

Pikes Peak Library District
Notes to Financial Statements
December 31, 2019

- If revenue from sources not excluded from fiscal year spending exceeds the limits prescribed by TABOR in dollars for that fiscal year, the excess shall be refunded in the next fiscal year unless voters approve a revenue change as an offset.
- Revenue collected, kept, or spent illegally since four full fiscal years before an individual or class action enforcement suit is filed shall be refunded with 10% annual simple interest from the initial conduct.
- With minor exceptions, advance voter approval is required for any new tax, tax rate increase, or mill levy above that for the prior year or creation of any multiple-fiscal year direct or indirect district debt or other financial obligation without certain cash reserve amounts or a non-appropriation clause contained within the legal documents.
- Management believes it complies with all aspects of TABOR.

IV-C-4. Claims and Litigation

There are various claim(s) pending against the District as of December 31, 2019 and through the report date. Although the outcome of such claim(s) cannot be predicted with certainty, the District believes that adequate insurance coverage exists and that the final settlements of such matters will not materially affect the financial statements of the District.

IV-D. Subsequent event

As a result of the spread of the SARS-CoV-2 virus and the incidence of COVID-19, economic uncertainties have arisen which may negatively affect the financial position, results of operations and cash flows of the District. The duration of these uncertainties and the ultimate financial effects cannot be reasonably estimated at this time.

IV-E. Commitments

Total encumbrances outstanding as of December 31, 2019 by fund are as follows:

| Fund | Balance |
|----------------------|----------------|
| General Fund | \$ 246,186 |
| Penrose Library Fund | 16,265 |
| Capital Reserve Fund | 1,891 |
| North Facility Fund | 7,115 |



Supplemental Information

Supplemental
Information

Required Supplementary Information

Pikes Peak Library District
Schedule of the District's Proportionate Share
Of the Net Pension Liability
(Required Supplementary Information)
EI Paso County Retirement Plan

| | <u>12/31/2019</u> | <u>12/31/2018</u> | <u>12/31/2017</u> | <u>12/31/2016</u> | <u>12/31/2015</u> |
|--|----------------------|----------------------|---------------------|---------------------|----------------------|
| Proportionate share of total pension liability | \$ 55,348,696 | \$ 49,488,139 | \$ 34,179,173 | \$ 30,304,461 | \$ 30,891,857 |
| Proportionate share of fiduciary net position | <u>(28,630,807)</u> | <u>(23,587,708)</u> | <u>(24,631,386)</u> | <u>(20,673,246)</u> | <u>(20,867,698)</u> |
| Proportionate share of net pension liability | <u>\$ 26,717,889</u> | <u>\$ 25,900,431</u> | <u>\$ 9,547,787</u> | <u>\$ 9,631,215</u> | <u>\$ 10,024,159</u> |
| District's proportion of the net pension liability | <u>7.12%</u> | <u>6.54%</u> | <u>6.42%</u> | <u>5.98%</u> | <u>6.45%</u> |
| District's covered payroll | <u>\$ 11,499,138</u> | <u>\$ 10,084,281</u> | <u>\$ 9,584,675</u> | <u>\$ 8,456,687</u> | <u>\$ 8,572,275</u> |
| District's proportionate share of the net pension liability as a percentage of its covered payroll | <u>232.35%</u> | <u>256.84%</u> | <u>99.62%</u> | <u>113.89%</u> | <u>116.94%</u> |
| Plan fiduciary net position as a percentage of the total net pension liability | <u>51.73%</u> | <u>46.34%</u> | <u>72.07%</u> | <u>68.22%</u> | <u>67.55%</u> |

Note - Information determined under the provisions of GASB 68 is not available prior to 2015. In future years, additional years will be added until 10 years of historical data are presented. Information provided in this schedule has been determined as of the District's measurement date (December 31) of the net pension liability in accordance with GASB Statement No. 68.

**Pikes Peak Library District
Schedule of District's Contributions
(Required Supplementary Information)
El Paso County Retirement Plan**

| | <u>12/31/2019</u> | <u>12/31/2018</u> | <u>12/31/2017</u> | <u>12/31/2016</u> | <u>12/31/2015</u> |
|--|----------------------|----------------------|---------------------|---------------------|---------------------|
| Contractually required contributions | \$ 919,931 | \$ 806,737 | \$ 766,774 | \$ 676,535 | \$ 685,782 |
| Actual contributions | <u>(919,931)</u> | <u>(806,737)</u> | <u>(766,774)</u> | <u>(676,535)</u> | <u>(685,782)</u> |
| Contributions deficiency (excess) | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| District's covered payroll | <u>\$ 11,499,138</u> | <u>\$ 10,084,281</u> | <u>\$ 9,584,675</u> | <u>\$ 8,456,687</u> | <u>\$ 8,572,275</u> |
| Contributions as a percentage of covered payroll | <u>8.0%</u> | <u>8.0%</u> | <u>8.0%</u> | <u>8.0%</u> | <u>8.0%</u> |

Note - Information determined under the provisions of GASB 68 is not available for years prior to 2015. In future reports, additional years will be added until 10 years of historical data is presented. Information presented in this schedule has been determined as of the District's most recent fiscal year-end (December 31) in accordance with GASB Statement No. 68.

Note - The following are the changes in actuarial assumptions made during 2018:

- * Inflation from 3.5% in 2017 to 2.5% in 2018 and 2019
- * Graded by service, from 7.76% to 3.75% in 2017 to 8.0% to 3.0% in 2018 and 2019
- * Investment rate of return from 8.0% in 2017 to 7.5% in 2018 and 2019
- * Discount rate from 8.00% in 2017 to 5.23% in 2018 to 5.37% in 2019.

Pikes Peak Library District
Schedule of Revenues, Expenditures and Changes in
Fund Balance – Budget and Actual
General Fund
Year Ended December 31, 2019

| | <u>Budgeted Amounts</u> | | <u>Actual</u> <u>Amounts</u> | <u>Variance with</u> <u>Final Budget</u> |
|-----------------------------|-------------------------|-------------------|---------------------------------|---|
| | <u>Original</u> | <u>Final</u> | | <u>Positive</u> <u>(Negative)</u> |
| Revenues | | | | |
| Taxes | | | | |
| Local property taxes | | | | |
| Current | \$ 28,337,334 | \$ 28,337,334 | \$ 28,160,917 | \$ (176,417) |
| Delinquent | 17,000 | 17,000 | 20,995 | 3,995 |
| Omitted | 6,000 | 6,000 | 6,145 | 145 |
| Specific ownership taxes | 3,450,000 | 3,450,000 | 3,486,228 | 36,228 |
| Interest on taxes | 36,000 | 36,000 | 38,420 | 2,420 |
| Payment in lieu of taxes | 10,500 | 10,500 | 9,190 | (1,310) |
| Total taxes | <u>31,856,834</u> | <u>31,856,834</u> | <u>31,721,895</u> | <u>(134,940)</u> |
| Intergovernmental | 345,000 | 345,000 | 392,810 | 47,810 |
| Fines and fees | 100,000 | 100,000 | 124,503 | 24,503 |
| Interest earnings | 380,000 | 380,000 | 426,392 | 46,392 |
| Donations/fundraising | 585,559 | 585,559 | 177,097 | (408,462) |
| Miscellaneous | | | | |
| Copy sales | 96,000 | 96,000 | 111,324 | 15,324 |
| Parking lot collections | 33,000 | 33,000 | 22,690 | (10,310) |
| Other | 4,500 | 4,500 | 17,601 | 13,101 |
| Total miscellaneous | <u>133,500</u> | <u>133,500</u> | <u>151,615</u> | <u>18,115</u> |
| Total revenues | <u>33,400,893</u> | <u>33,400,893</u> | <u>32,994,312</u> | <u>(406,581)</u> |
| Expenditures | | | | |
| Current | | | | |
| Public Service | | | | |
| Personnel services | 13,614,790 | 13,949,896 | 13,039,579 | 910,317 |
| Supplies | 409,611 | 445,207 | 239,049 | 206,158 |
| Library materials | 4,478,365 | 4,664,688 | 4,548,704 | 115,984 |
| Contractual services | 618,246 | 645,843 | 517,936 | 127,907 |
| Repairs and maintenance | 27,600 | 28,151 | 3,435 | 24,716 |
| Other services | 226,740 | 249,120 | 226,535 | 22,585 |
| Total Public Service | <u>19,375,352</u> | <u>19,982,905</u> | <u>18,575,237</u> | <u>1,407,668</u> |

Pikes Peak Library District
Schedule of Revenues, Expenditures and Changes in
Fund Balance – Budget and Actual
General Fund
Year Ended December 31, 2019

| | <u>Budgeted Amounts</u> | | <u>Actual Amounts</u> | <u>Variance with Final Budget Positive (Negative)</u> |
|---|-------------------------|----------------|---------------------------|---|
| | <u>Original</u> | <u>Final</u> | | |
| Human Resources Office | | | | |
| Personnel services | 445,885 | 472,277 | 404,498 | 67,779 |
| Supplies | 4,450 | 5,323 | 3,701 | 1,622 |
| Contractual services | 44,500 | 44,500 | 4,610 | 39,890 |
| Other services | 147,975 | 147,975 | 97,157 | 50,818 |
| Total Human Resources Office | <u>642,810</u> | <u>670,075</u> | <u>509,966</u> | <u>160,109</u> |
| Chief Librarian and CEO Office | | | | |
| Personnel services | 259,796 | 267,590 | 270,695 | (3,105) |
| Supplies | 1,000 | 1,000 | 970 | 30 |
| Other services | 42,500 | 42,500 | 24,837 | 17,663 |
| Total Chief Librarian and CEO Office | <u>303,296</u> | <u>311,090</u> | <u>296,502</u> | <u>14,588</u> |
| Development Office | | | | |
| Personnel services | 162,808 | 215,944 | 145,717 | 70,227 |
| Supplies | 500 | 500 | 678 | (178) |
| Contractual services | 19,000 | 19,000 | 12,466 | 6,534 |
| Other services | 19,400 | 19,400 | 13,326 | 6,074 |
| Total Development Office | <u>201,708</u> | <u>254,844</u> | <u>172,187</u> | <u>82,657</u> |
| Finance Office | | | | |
| Personnel services | 512,306 | 516,688 | 486,633 | 30,055 |
| Supplies | 8,000 | 8,432 | 6,924 | 1,508 |
| Contractual services | 109,000 | 109,000 | 108,564 | 436 |
| Other services | 20,600 | 20,600 | 10,511 | 10,089 |
| Total Finance Office | <u>649,906</u> | <u>654,720</u> | <u>612,632</u> | <u>42,088</u> |

Pikes Peak Library District
Schedule of Revenues, Expenditures and Changes in
Fund Balance – Budget and Actual
General Fund
Year Ended December 31, 2019

| | <u>Budgeted Amounts</u> | | <u>Actual Amounts</u> | <u>Variance with Final Budget Positive (Negative)</u> |
|--|-------------------------|------------------|---------------------------|---|
| | <u>Original</u> | <u>Final</u> | | |
| Facilities Office | | | | |
| Personnel services | 658,174 | 678,165 | 694,724 | (16,559) |
| Supplies | 78,950 | 80,345 | 75,300 | 5,045 |
| Utilities | 750,543 | 750,543 | 639,248 | 111,295 |
| Contractual services | 1,344,496 | 1,397,116 | 1,318,878 | 78,238 |
| Repairs and maintenance | 441,400 | 442,339 | 379,760 | 62,579 |
| Other services | 72,994 | 82,244 | 80,301 | 1,943 |
| Total Facilities Office | <u>3,346,557</u> | <u>3,430,752</u> | <u>3,188,211</u> | <u>242,541</u> |
| Information Technology Office | | | | |
| Personnel services | 964,203 | 1,155,268 | 1,002,368 | 152,900 |
| Supplies | 364,500 | 391,525 | 369,142 | 22,383 |
| Telecommunications | 487,000 | 466,903 | 479,868 | (12,965) |
| Contractual services | 296,000 | 388,028 | 281,574 | 106,454 |
| Repairs and maintenance | 277,000 | 238,288 | 229,675 | 8,613 |
| Other services | 47,000 | 37,000 | 25,206 | 11,794 |
| Total Information Technology Office | <u>2,435,703</u> | <u>2,677,012</u> | <u>2,387,833</u> | <u>289,179</u> |
| Communications Office | | | | |
| Personnel services | 756,726 | 831,851 | 774,572 | 57,279 |
| Supplies | 22,100 | 25,394 | 13,120 | 12,274 |
| Contractual services | 175,000 | 175,000 | 155,277 | 19,723 |
| Repairs and maintenance | 7,500 | 7,893 | 541 | 7,352 |
| Other services | 163,500 | 157,700 | 132,063 | 25,637 |
| Total Communications Office | <u>1,124,826</u> | <u>1,197,838</u> | <u>1,075,573</u> | <u>122,265</u> |
| Security Services | | | | |
| Personnel services | 572,774 | 893,817 | 641,386 | 252,431 |
| Supplies | 13,640 | 13,640 | 11,720 | 1,920 |
| Other services | 5,000 | 5,000 | 8,781 | (3,781) |
| Total Security Services | <u>591,414</u> | <u>912,457</u> | <u>661,887</u> | <u>250,570</u> |

Pikes Peak Library District
Schedule of Revenues, Expenditures and Changes in
Fund Balance – Budget and Actual
General Fund
Year Ended December 31, 2019

| | <u>Budgeted Amounts</u> | | <u>Actual Amounts</u> | <u>Variance with Final Budget</u> |
|---|-------------------------|---------------------|---------------------------|---------------------------------------|
| | <u>Original</u> | <u>Final</u> | | <u>Positive (Negative)</u> |
| Other administrative | | | | |
| Personnel services | 2,854,290 | 1,918,896 | 2,447,785 | (528,889) |
| Supplies | 7,360 | 32,669 | 7,004 | 25,665 |
| Library materials | 163,350 | 175,713 | 168,115 | 7,598 |
| Contractual services | 755,500 | 755,500 | 751,254 | 4,246 |
| Other services | 609,525 | 388,727 | 316,739 | 71,988 |
| Total Other Administrative | <u>4,390,025</u> | <u>3,271,505</u> | <u>3,690,897</u> | <u>(419,392)</u> |
| Capital outlay | <u>15,000</u> | <u>118,885</u> | <u>48,163</u> | <u>70,722</u> |
| Total expenditures | <u>33,076,597</u> | <u>33,482,083</u> | <u>31,219,088</u> | <u>2,262,995</u> |
| Excess of revenues over expenditures | <u>324,296</u> | <u>(81,190)</u> | <u>1,775,224</u> | <u>1,856,414</u> |
| Other financing sources (uses) | | | | |
| Proceeds from sale of capital assets | 5,000 | 5,000 | 2,948 | (2,052) |
| Transfers out | (2,428,411) | (2,443,411) | (2,443,411) | - |
| Total other financing sources (uses) | <u>(2,423,411)</u> | <u>(2,438,411)</u> | <u>(2,440,463)</u> | <u>(2,052)</u> |
| Net change in fund balance | <u>(2,099,115)</u> | <u>(2,519,601)</u> | <u>(665,239)</u> | <u>1,854,362</u> |
| Fund balance, beginning of year | <u>10,432,837</u> | <u>10,432,837</u> | <u>10,725,941</u> | <u>293,104</u> |
| Fund balance, end of year | <u>\$ 8,333,722</u> | <u>\$ 7,913,236</u> | <u>\$ 10,060,702</u> | <u>\$ 2,147,466</u> |

Pikes Peak Library District
Notes to Required Supplementary Information
Year Ended December 31, 2019

Note I: General Fund Budgetary Information

The District adopts an annual operating budget for its General Fund each year. Expenditures may not legally exceed appropriations at the fund level. Authorization to transfer budgeted amounts between departments within any fund and the reallocation of budget line items within any department in the General Fund rests with the Executive Director and/or Chief Finance and Business Officer. The Board of Trustees must approve revisions that alter the total expenditures of any fund. Budgets for all fund types are adopted on a basis consistent with generally accepted accounting principles.

Note II: Pension Plan Schedules

Proportion, proportionate share and covered-employee payroll amounts are as of the immediate plan year for consistency with the plan's proportionate calculations. Years will be added to these schedules as they become available.

Supplementary Information

MAJOR FUND

General Fund

The General Fund is used to account for all transactions of the District that are not required legally or by sound financial management to be accounted for in another fund. This fund accounts for the District's ordinary operating expenditures, which are financed primarily from property taxes. It is the most significant fund in relation to the District's overall operations.

Pikes Peak Library District
Comparative Balance Sheets
General Fund
December 31, 2019 and 2018

| | 2019 | 2018 |
|--|----------------------|----------------------|
| Assets | | |
| Cash and investments | \$ 13,949,214 | \$ 15,318,262 |
| Receivables, net of allowance for uncollectible accounts | | |
| Property taxes | 30,262,651 | 28,349,290 |
| Accounts | 65,262 | 78,558 |
| Due from discretely presented component unit | 12,402 | - |
| Due from other governments | 318,360 | 299,320 |
| Prepaid items | 260,645 | 311,114 |
| Total assets | \$ 44,868,534 | \$ 44,356,544 |
| Liabilities | | |
| Accounts payable | \$ 548,980 | \$ 681,314 |
| Due to discretely presented component unit | - | 122,861 |
| Accrued compensation payable | 761,990 | 690,715 |
| Due to other funds | 3,171,660 | 3,723,872 |
| Total liabilities | 4,482,630 | 5,218,762 |
| Deferred Inflows of Resources | | |
| Unavailable revenue - property taxes | 30,262,651 | 28,349,290 |
| Unavailable fund resources | 62,551 | 62,551 |
| Total deferred inflows of resources | 30,325,202 | 28,411,841 |
| Fund Balances | | |
| Nonspendable: | | |
| Prepaid expenditures | 260,645 | 311,114 |
| Restricted for: | | |
| Declared | 974,973 | 931,085 |
| Gifts and grants | 203,285 | 197,301 |
| Assigned to: | | |
| Purchased contracts | 126,835 | 157,962 |
| Library materials | 158,626 | 227,549 |
| Unassigned | 8,336,338 | 8,900,930 |
| Total fund balances | 10,060,702 | 10,725,941 |
| Total liabilities, deferred inflows of resources, and fund balances | \$ 44,868,534 | \$ 44,356,544 |

Pikes Peak Library District
Comparative Statements of Revenues, Expenditures
and Changes in Fund Balance
General Fund
Years Ended December 31, 2019 and 2018

| | <u>2019</u> | <u>2018</u> |
|--|----------------------|----------------------|
| Revenues | | |
| Taxes | | |
| Local property taxes | | |
| Current | \$ 28,160,917 | \$ 26,767,115 |
| Delinquent | 20,995 | 17,132 |
| Omitted | 6,145 | 5,451 |
| Specific ownership taxes | 3,486,228 | 3,410,423 |
| Interest on taxes | 38,420 | 35,319 |
| Payment in lieu of taxes | 9,190 | 9,105 |
| Total taxes | <u>31,721,895</u> | <u>30,244,545</u> |
| Intergovernmental | 392,810 | 384,404 |
| Fines and fees | 124,503 | 114,964 |
| Interest earnings | 426,392 | 386,768 |
| Donations/fundraising | 177,097 | 270,283 |
| Miscellaneous | | |
| Copy sales | 111,324 | 104,614 |
| Parking lot collections | 22,690 | 27,439 |
| Other | 17,601 | 13,732 |
| Total miscellaneous | <u>151,615</u> | <u>145,785</u> |
| Total revenues | <u>32,994,312</u> | <u>31,546,749</u> |
| Expenditures | | |
| Current | | |
| Public services | 18,575,237 | 18,108,679 |
| Human Resources Office | 509,966 | 408,698 |
| Chief Librarian and CEO Office | 296,502 | 270,454 |
| Development Office | 172,187 | 154,831 |
| Finance Office | 612,632 | 541,527 |
| Facilities Office | 3,188,211 | 3,005,864 |
| Information Technology Office | 2,387,833 | 2,154,427 |
| Communications Office | 1,075,573 | 827,575 |
| Security Services | 661,887 | - |
| Other administrative | 3,690,897 | 3,299,412 |
| Capital outlay | 48,163 | 54,789 |
| Total expenditures | <u>31,219,088</u> | <u>28,826,256</u> |
| Excess of revenues over expenditures | <u>1,775,224</u> | <u>2,720,493</u> |
| Other financing sources (uses) | | |
| Proceeds from sale of capital assets | 2,948 | 19,505 |
| Transfers out | (2,443,411) | (2,441,064) |
| Total other financing sources (uses) | <u>(2,440,463)</u> | <u>(2,421,559)</u> |
| Special item | | |
| TABOR refund of property tax revenue in excess of limit | - | (5,830) |
| Net change in fund balance | (665,239) | 293,104 |
| Fund balance, beginning of year | <u>10,725,941</u> | <u>10,432,837</u> |
| Fund balance, end of year | <u>\$ 10,060,702</u> | <u>\$ 10,725,941</u> |

Pikes Peak Library District
Schedule of Expenditures by Natural Classification-
Budget and Actual
General Fund
Year Ended December 31, 2019

| | <u>Budgeted Amounts</u> | | <u>Actual Amounts</u> | <u>Variance with Final Budget Positive (Negative)</u> |
|---------------------------|-------------------------|----------------------|---------------------------|---|
| | <u>Original</u> | <u>Final</u> | | |
| Expenditures | | | | |
| Current | | | | |
| Personnel services | \$ 20,801,752 | \$ 20,900,392 | \$ 19,907,957 | \$ 992,435 |
| Supplies | 910,111 | 1,004,035 | 727,608 | 276,427 |
| Telecommunications | 487,000 | 466,903 | 479,868 | (12,965) |
| Library materials | 4,641,715 | 4,840,401 | 4,716,819 | 123,582 |
| Utilities | 750,543 | 750,543 | 639,248 | 111,295 |
| Contractual services | 3,361,742 | 3,533,987 | 3,150,559 | 383,428 |
| Repairs and maintenance | 753,500 | 716,671 | 613,411 | 103,260 |
| Other services | 1,355,234 | 1,150,266 | 935,456 | 214,810 |
| Capital outlay | 15,000 | 118,885 | 48,163 | 70,722 |
| Total expenditures | <u>\$ 33,076,597</u> | <u>\$ 33,482,083</u> | <u>\$ 31,219,088</u> | <u>\$ 2,262,995</u> |

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Pikes Peak Library District
Combining Balance Sheet
Nonmajor Governmental Funds
December 31, 2019

NONMAJOR GOVERNMENTAL FUNDS

SPECIAL REVENUE FUND

A Special Revenue Fund is used to account for financial activity related to funds received that are restricted or committed for specific purposes. The District has one Special Revenue Fund, the Designated Purpose Fund, which is used for this purpose.

CAPITAL PROJECTS FUNDS

A Capital Projects Fund is used to account for all financial activity related to the acquisition, construction, and renovation of major capital facilities. The District has four Capital Projects Funds as follows:

North Facility Project Fund

The North Facility Project Fund, a capital projects fund, is used to account for all financial activity related to the purchase of and renovation of a facility located in northern Colorado Springs. Funds are being accumulated over a period of several years. Primary and anticipated sources of funding for this project include the General Fund and other fundraising activities including grants and donations.

East Library Renovation Fund

This fund is used to account for all financial activity related to the renovation of the East Library facility. Funds are being accumulated over a period of several years. The primary source of funding for this project is the General Fund.

Penrose Library Renovation Fund

This fund is used to account for all financial activity related to the renovation of the Penrose Library complex. Funds are being accumulated over a period of several years. The primary source of funding for this project is the General Fund.

Capital Reserve Fund

This fund is used to account for all financial activity related to capital projects and expenditures of capital items not specifically accounted for under a separate fund. Funds are being accumulated over a period of several years. The primary source of funding for these projects is annual transfers from the General Fund.

Pikes Peak Library District
Combining Balance Sheet
Nonmajor Governmental Funds
December 31, 2019

| | Special Revenue Fund | North Facility Project Fund | Capital East Library Renovation Fund |
|---|-------------------------------|--------------------------------------|--|
| | Designated Purpose Fund | North Facility Project Fund | East Library Renovation Fund |
| Assets | | | |
| Due from other funds | \$ 109,021 | \$ 521,186 | \$ 195,302 |
| | | | |
| Liabilities | | | |
| Accounts payable | \$ - | \$ 37,004 | \$ - |
| | | | |
| Fund Balance | | | |
| Restricted for: | | | |
| Gifts and grants | 812 | - | - |
| Committed to: | | | |
| Capital projects | 108,209 | 484,182 | 195,302 |
| | | | |
| Total fund balance | 109,021 | 484,182 | 195,302 |
| | | | |
| Total liabilities and fund balance | \$ 109,021 | \$ 521,186 | \$ 195,302 |

| Project Funds | | |
|--|-------------------------------------|--|
| Penrose Library Renovation Fund | Capital Reserve Fund | Total Nonmajor Governmental Funds |
| \$ 491,618 | \$ 1,854,533 | \$ 3,171,660 |
| \$ - | \$ 44,135 | \$ 81,139 |
| - | - | 812 |
| 491,618 | 1,810,398 | 3,089,709 |
| 491,618 | 1,810,398 | 3,090,521 |
| \$ 491,618 | \$ 1,854,533 | \$ 3,171,660 |

Pikes Peak Library District
Combining Statement of Revenues, Expenditures
and Changes in Fund Balances
Nonmajor Governmental Funds
Year Ended December 31, 2019

| | Special Revenue Fund | Capital | |
|---|-------------------------------|--------------------------------------|---------------------------------------|
| | Designated Purpose Fund | North Facility Project Fund | East Library Renovation Fund |
| Expenditures | | | |
| Capital outlay | \$ 51,737 | \$ 924,181 | \$ 22,549 |
| Other financing sources | | | |
| Transfers in | - | 1,156,100 | 139,627 |
| Net change in fund balances | (51,737) | 231,919 | 117,078 |
| Fund balances, beginning of year | 160,758 | 252,263 | 78,224 |
| Fund balances, end of year | <u>\$ 109,021</u> | <u>\$ 484,182</u> | <u>\$ 195,302</u> |

| Project Funds | | |
|--|-------------------------------------|--|
| Penrose Library Renovation Fund | Capital Reserve Fund | Total Nonmajor Governmental Funds |
| \$ 608,451 | \$ 948,899 | \$ 2,555,817 |
| 96,700 | 1,050,984 | 2,443,411 |
| (511,751) | 102,085 | (112,406) |
| 1,003,369 | 1,708,313 | 3,202,927 |
| <u>\$ 491,618</u> | <u>\$ 1,810,398</u> | <u>\$ 3,090,521</u> |

Pikes Peak Library District
Comparative Balance Sheets
Designated Purpose Fund
December 31, 2019 and 2018

| | 2019 | 2018 |
|---|-------------|-------------|
| Assets | | |
| Due from other funds | \$ 109,021 | \$ 173,489 |
| Liabilities | | |
| Accounts payable | \$ - | \$ 12,731 |
| Fund Balance | | |
| Restricted for: | | |
| Gifts and grants | 812 | 2,924 |
| Committed to: | | |
| Capital projects | 108,209 | 157,622 |
| Assigned to: | | |
| Gifts and grants | - | 212 |
| Total fund balance | 109,021 | 160,758 |
| Total liabilities and fund balance | \$ 109,021 | \$ 173,489 |

Pikes Peak Library District
Comparative Statements of Revenues, Expenditures
and Changes in Fund Balance
Designated Purpose Fund
Years Ended December 31, 2019 and 2018

| | 2019 | 2018 |
|--|-------------|-------------|
| Expenditures | | |
| Capital outlay | \$ 51,737 | \$ 70,824 |
| Net change in fund balance | (51,737) | (70,824) |
| Fund balance, beginning of year | 160,758 | 231,582 |
| Fund balance, end of year | \$ 109,021 | \$ 160,758 |

Pikes Peak Library District
Schedule of Revenues, Expenditures
and Changes in Fund Balance – Budget and Actual
Designated Purpose Fund
Year Ended December 31, 2019

| | <u>Budgeted Amounts</u> | | <u>Actual Amounts</u> | <u>Variance with Final Budget Positive (Negative)</u> |
|--|--------------------------|--------------------|---------------------------|---|
| | <u>Original</u> | <u>Final</u> | | |
| Expenditures | | | | |
| Capital outlay | \$ 10,300 | \$ 160,758 | \$ 51,737 | \$ 109,021 |
| Net change in fund balance | 10,300 | (160,758) | (51,737) | 109,021 |
| Fund balance, beginning of year | <u>160,758</u> | <u>160,758</u> | <u>160,758</u> | <u>-</u> |
| Fund balance, end of year | <u><u>\$ 171,058</u></u> | <u><u>\$ -</u></u> | <u><u>\$ 109,021</u></u> | <u><u>\$ 109,021</u></u> |

Pikes Peak Library District
Comparative Balance Sheets
North Facility Project Fund
December 31, 2019 and 2018

| | 2019 | 2018 |
|---|-------------|-------------|
| Assets | | |
| Due from other funds | \$ 521,186 | \$ 271,331 |
| Liabilities | | |
| Accounts payable | \$ 37,004 | \$ 19,068 |
| Fund Balance | | |
| Committed to: | | |
| Capital projects | 484,182 | 252,263 |
| Total liabilities and fund balance | \$ 521,186 | \$ 271,331 |

Pikes Peak Library District
Comparative Statements of Revenue, Expenditures
and Changes in Fund Balance
North Facility Project Fund
Years Ended December 31, 2019 and 2018

| | <u>2019</u> | <u>2018</u> |
|--|-------------------|-------------------|
| Revenues | | |
| Donations | \$ - | \$ 167,128 |
| Expenditures | | |
| Capital outlay | 924,181 | 92,364 |
| Excess (deficiency) of revenues over expenditures | <u>(924,181)</u> | <u>74,764</u> |
| Other financing sources | | |
| Transfers in | 1,156,100 | - |
| Net change in fund balance | 231,919 | 74,764 |
| Fund balance, beginning of year | <u>252,263</u> | <u>177,499</u> |
| Fund balance, end of year | <u>\$ 484,182</u> | <u>\$ 252,263</u> |

Pikes Peak Library District
Schedule of Revenue, Expenditures
and Changes in Fund Balance – Budget and Actual
North Facility Project Fund
Year Ended December 31, 2019

| | <u>Budgeted Amounts</u> | | <u>Actual Amounts</u> | <u>Variance with Final Budget Positive (Negative)</u> |
|--|--------------------------|--------------------|---------------------------|---|
| | <u>Original</u> | <u>Final</u> | | |
| Expenditures | | | | |
| Capital outlay | \$ 1,156,100 | \$ 1,408,363 | \$ 924,181 | \$ 484,182 |
| Deficiency of revenues under expenditures | <u>(1,156,100)</u> | <u>(1,408,363)</u> | <u>(924,181)</u> | <u>484,182</u> |
| Other financing sources | | | | |
| Transfers in | <u>1,156,100</u> | <u>1,156,100</u> | <u>1,156,100</u> | <u>-</u> |
| Net change in fund balance | - | (252,263) | 231,919 | 484,182 |
| Fund balance, beginning of year | <u>252,263</u> | <u>252,263</u> | <u>252,263</u> | <u>-</u> |
| Fund balance, end of year | <u><u>\$ 252,263</u></u> | <u><u>\$ -</u></u> | <u><u>\$ 484,182</u></u> | <u><u>\$ 484,182</u></u> |

Pikes Peak Library District
Comparative Balance Sheets
East Library Renovation Fund
December 31, 2019 and 2018

| | 2019 | 2018 |
|---|-------------|-------------|
| Assets | | |
| Due from other funds | \$ 195,302 | \$ 93,224 |
| Liabilities | | |
| Accounts payable | \$ - | \$ 15,000 |
| Fund Balance | | |
| Committed to: | | |
| Capital projects | 195,302 | 78,224 |
| Total liabilities and fund balance | \$ 195,302 | \$ 93,224 |

Pikes Peak Library District
Comparative Statements of Revenues, Expenditures
and Changes in Fund Balance
East Library Renovation Fund
Years Ended December 31, 2019 and 2018

| | 2019 | 2018 |
|---|-------------|-------------|
| Revenues | | |
| Donations | \$ - | \$ 32,501 |
| Expenditures | | |
| Capital outlay | 22,549 | 61,508 |
| Deficiency of revenues over expenditures | (22,549) | (29,007) |
| Other financing sources | | |
| Transfers in | 139,627 | - |
| Net change in fund balance | 117,078 | (29,007) |
| Fund balance, beginning of year | 78,224 | 107,231 |
| Fund balance, end of year | \$ 195,302 | \$ 78,224 |

Pikes Peak Library District
Schedule of Revenues, Expenditures
and Changes in Fund Balance – Budget and Actual
East Library Renovation Fund
Year Ended December 31, 2019

| | <u>Budgeted Amounts</u> | | <u>Actual Amounts</u> | <u>Variance with Final Budget</u> |
|--|-------------------------|------------------|---------------------------|---------------------------------------|
| | <u>Original</u> | <u>Final</u> | | <u>Positive (Negative)</u> |
| Revenues | | | | |
| Donations | \$ 5,000 | \$ 5,000 | \$ - | \$ (5,000) |
| Expenditures | | | | |
| Capital outlay | 144,627 | 222,851 | 22,549 | 200,302 |
| Deficiency of revenues under expenditures | <u>(139,627)</u> | <u>(217,851)</u> | <u>(22,549)</u> | <u>195,302</u> |
| Other financing sources | | | | |
| Transfers in | 139,627 | 139,627 | 139,627 | - |
| Net change in fund balance | - | (78,224) | 117,078 | 195,302 |
| Fund balance, beginning of year | 78,224 | 78,224 | 78,224 | - |
| Fund balance, end of year | <u>\$ 78,224</u> | <u>\$ -</u> | <u>\$ 195,302</u> | <u>\$ 195,302</u> |

Pikes Peak Library District
Comparative Balance Sheets
Penrose Library Renovation Fund
December 31, 2019 and 2018

| | 2019 | 2018 |
|---|-------------|--------------|
| Assets | | |
| Due from other funds | \$ 491,618 | \$ 1,281,802 |
| Liabilities | | |
| Accounts payable | \$ - | \$ 278,433 |
| Fund Balance | | |
| Committed to: | | |
| Capital projects | 491,618 | 1,003,369 |
| Total liabilities and fund balance | \$ 491,618 | \$ 1,281,802 |

Pikes Peak Library District
Comparative Statements of Revenues, Expenditures
and Changes in Fund Balance
Penrose Library Renovation Fund
Years Ended December 31, 2019 and 2018

| | 2019 | 2018 |
|--|-------------|--------------|
| Revenues | | |
| Donations | \$ - | \$ 426,291 |
| Expenditures | | |
| Capital outlay | 608,451 | 843,102 |
| Deficiency of revenues under expenditures | (608,451) | (416,811) |
| Other financing sources | | |
| Transfers in | 96,700 | 1,335,841 |
| Net change in fund balance | (511,751) | 919,030 |
| Fund balance, beginning of year | 1,003,369 | 84,339 |
| Fund balance, end of year | \$ 491,618 | \$ 1,003,369 |

Pikes Peak Library District
Schedule of Revenues, Expenditures
and Changes in Fund Balance – Budget and Actual
Penrose Library Renovation Fund
Year Ended December 31, 2019

| | <u>Budgeted Amounts</u> | | <u>Actual Amounts</u> | <u>Variance with Final Budget Positive (Negative)</u> |
|--|-------------------------|--------------------|---------------------------|---|
| | <u>Original</u> | <u>Final</u> | | |
| Expenditures | | | | |
| Capital outlay | 96,700 | 1,100,069 | 608,451 | 491,618 |
| Deficiency of revenues under expenditures | <u>(96,700)</u> | <u>(1,100,069)</u> | <u>(608,451)</u> | <u>491,618</u> |
| Other financing sources | | | | |
| Transfers in | 96,700 | 96,700 | 96,700 | - |
| Net change in fund balance | - | (1,003,369) | (511,751) | 491,618 |
| Fund balance, beginning of year | <u>1,003,369</u> | <u>1,003,369</u> | <u>1,003,369</u> | <u>-</u> |
| Fund balance, end of year | <u>\$ 1,003,369</u> | <u>\$ -</u> | <u>\$ 491,618</u> | <u>\$ 491,618</u> |

Pikes Peak Library District
Comparative Balance Sheets
Capital Reserve Fund
December 31, 2019 and 2018

| | 2019 | 2018 |
|---|--------------|--------------|
| Assets | | |
| Due from other funds | \$ 1,854,533 | \$ 1,904,026 |
| Liabilities | | |
| Accounts payable | \$ 44,135 | \$ 195,713 |
| Fund Balance | | |
| Committed to: | | |
| Capital projects | 1,810,398 | 1,708,313 |
| Total liabilities and fund balance | \$ 1,854,533 | \$ 1,904,026 |

Pikes Peak Library District
Comparative Statements of Revenues, Expenditures
and Changes in Fund Balance
Capital Reserve Fund
Years Ended December 31, 2019 and 2018

| | 2019 | 2018 |
|--|--------------|--------------|
| Revenues | | |
| Donations | \$ - | \$ 85,351 |
| Expenditures | | |
| Capital outlay | 948,899 | 736,618 |
| Deficiency of revenues under expenditures | (948,899) | (651,267) |
| Other financing sources | | |
| Transfers in | 1,050,984 | 1,105,223 |
| Net change in fund balance | 102,085 | 453,956 |
| Fund balance, beginning of year | 1,708,313 | 1,254,357 |
| Fund balance, end of year | \$ 1,810,398 | \$ 1,708,313 |

Pikes Peak Library District
Schedule of Revenues, Expenditures
and Changes in Fund Balance – Budget and Actual
Capital Reserve Fund
Year Ended December 31, 2019

| | <u>Budgeted Amounts</u> | | <u>Actual Amounts</u> | <u>Variance with Final Budget Positive (Negative)</u> |
|--|-------------------------|--------------------|---------------------------|---|
| | <u>Original</u> | <u>Final</u> | | |
| Revenues | | | | |
| Donations | \$ 123,000 | \$ 123,000 | \$ - | \$ (123,000) |
| Expenditures | | | | |
| Capital outlay | 1,158,984 | 2,882,297 | 948,899 | 1,933,398 |
| Deficiency of revenues under expenditures | <u>(1,035,984)</u> | <u>(2,759,297)</u> | <u>(948,899)</u> | <u>1,810,398</u> |
| Other financing sources | | | | |
| Transfers in | 1,035,984 | 1,050,984 | 1,050,984 | - |
| Net change in fund balance | - | (1,708,313) | 102,085 | 1,810,398 |
| Fund balance, beginning of year | <u>1,708,313</u> | <u>1,708,313</u> | <u>1,708,313</u> | <u>-</u> |
| Fund balance, end of year | <u>\$ 1,708,313</u> | <u>\$ -</u> | <u>\$ 1,810,398</u> | <u>\$ 1,810,398</u> |

INTERNAL SERVICE FUND

Internal Service Funds are used to account for revenues received from District departments to be used for services to benefit all departments.

The District has one Internal Service Fund.

Employee Health Plan Fund

This fund is used to account for the accumulation of and utilization of financial resources related to the District's partially self-insured medical health plan, offered to employees with a regularly scheduled workweek of 30 or more hours.

Pikes Peak Library District
Internal Service Fund
Comparative Statements of Net Position
Employee Health Plan Fund
December 31, 2019 and 2018

| | 2019 | 2018 |
|--|-------------|-------------|
| Assets | | |
| Current Assets | | |
| Cash and cash equivalents | \$ 444,637 | \$ 549,577 |
| Accounts receivable | - | 1,770 |
| Deposit | 36,667 | 36,667 |
| Total current assets | 481,304 | 588,014 |
| Liabilities | | |
| Current Liabilities | | |
| Claims payable | 90,641 | 139,284 |
| Net Position | | |
| Total Net Position - Unrestricted | \$ 390,663 | \$ 448,730 |

Pikes Peak Library District
Internal Service Fund
Comparative Statements of Revenue, Expenses
and Changes in Net Position
Employee Health Plan Fund
Years Ended December 31, 2019 and 2018

| | 2019 | 2018 |
|--------------------------------------|--------------|--------------|
| Operating revenues | | |
| Employer contributions | \$ 1,889,719 | \$ 1,664,100 |
| Employee contributions | 416,459 | 375,737 |
| Total operating revenues | 2,306,178 | 2,039,837 |
| Operating expenses | | |
| Claims incurred | 1,466,063 | 1,281,802 |
| Administrative | 898,277 | 799,404 |
| Total operating expenses | 2,364,340 | 2,081,206 |
| Operating loss | (58,162) | (41,369) |
| Nonoperating revenues | | |
| Investment earnings | 95 | 132 |
| Change in net position | (58,067) | (41,237) |
| Total net position, beginning | 448,730 | 489,967 |
| Total net position, ending | \$ 390,663 | \$ 448,730 |

Pikes Peak Library District
Internal Service Fund
Comparative Statements of Cash Flows
Employee Health Plan Fund
Years Ended December 31, 2019 and 2018

| | 2019 | 2018 |
|--|--------------|--------------|
| Cash flows from operating activities | | |
| Employee and employer contributions | \$ 2,307,948 | \$ 2,040,533 |
| Payment of claims and administrative expenses | (2,412,983) | (2,013,454) |
| Net cash provided by (used in) operating activities | (105,035) | 27,079 |
| Cash flows from investing activities | | |
| Interest received | 95 | 132 |
| Net increase (decrease) in cash and cash equivalents | (104,940) | 27,211 |
| Cash and cash equivalents, January 1 | 549,577 | 522,366 |
| Cash and cash equivalents, December 31 | \$ 444,637 | \$ 549,577 |
| Reconciliation of operating loss to net cash provided by operating activities | | |
| Operating loss | \$ (58,162) | \$ (41,369) |
| Adjustments to reconcile operating loss to net cash provided by (used in) operating activities | | |
| Change in accounts receivable | 1,770 | 696 |
| Change in claims payable | (48,643) | 67,752 |
| Total adjustments | (46,873) | 68,448 |
| Net cash provided by (used in) operating activities | \$ (105,035) | \$ 27,079 |

AGENCY FUND

Agency funds are used to account for assets held by the District as an agent for individuals, private organizations, and other governments.

The District has one agency fund.

Flexible Spending Accounts

This fund is used to account for contributions made by employees who elect to participate in the District's Internal Revenue Service Section 125 program (medical care or dependent care accounts). Employee contributions for the medical accounts come from wages and/or accrued vacation, and employee contributions for the dependent care accounts come from wages. Such amounts are to be used for either certain medical expenses or dependent care expenses incurred which are not covered by the District's employee benefits coverage.

Pikes Peak Library District
Comparative Statements of Fiduciary Assets and Liabilities
Flexible Spending Accounts – Agency Fund
December 31, 2019 and 2018

| | 2019 | 2018 |
|---------------------------|------------------|------------------|
| Assets | | |
| Cash and cash equivalents | \$ 49,576 | \$ 69,465 |
| Accounts receivable | 11,000 | - |
| Total assets | \$ 60,576 | \$ 69,465 |
| Liabilities | | |
| Accounts payable | \$ 60,576 | \$ 69,465 |

Pikes Peak Library District
Statement of Changes in Fiduciary Assets and Liabilities
Flexible Spending Accounts – Agency Fund
Year Ended December 31, 2019

| | Flexible Spending Accounts | | | Balance December 31, 2019 |
|---------------------------|--|-------------------|-------------------|--|
| | Balance January 1, 2019 | Additions | Deletions | |
| Assets | | | | |
| Cash and cash equivalents | \$ 69,465 | \$ 106,329 | \$ 126,218 | \$ 49,576 |
| Other receivables | - | 11,000 | - | 11,000 |
| Total assets | \$ 69,465 | \$ 117,329 | \$ 126,218 | \$ 60,576 |
| Liabilities | | | | |
| Accounts payable | \$ 69,465 | \$ 117,329 | \$ 126,218 | \$ 60,576 |

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Statistical Section

STATISTICAL SECTION

This part of the Pikes Peak Library District’s comprehensive annual financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the District’s overall financial health.

| | Page |
|--|-------------|
| Financial Trends | 133 |
| These schedules contain trend information to help the reader understand how the District’s financial performance and well-being have changed over time. | |
| Revenue Capacity | 146 |
| These schedules contain information to help the reader assess the District’s most significant revenue source, the property tax. | |
| Debt Capacity | 158 |
| These schedules present information to help the reader assess the affordability of the District’s current levels of outstanding debt and the District’s ability to issue additional debt in the future. | |
| Demographic and Economic Information | 164 |
| These schedules offer demographic and economic indicators to help the reader understand the environment within which the District’s financial activities take place. | |
| Operating Information | 166 |
| These schedules contain service and infrastructure data to help the reader understand how the information in the District’s financial report relates to the services the District provides and the activities it performs. | |

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Exhibit I-1

**Pikes Peak Library District
Government-wide Net Position by Component
Last Ten Fiscal Years
(Unaudited)**

Governmental Activities

| Fiscal Year | Net Investment | | | Total |
|------------------------|------------------------------|-------------------|---------------------|---------------|
| | In Capital Assets | Restricted | Unrestricted | |
| 2010 | \$ 32,881,474 | \$ 771,319 | \$ 8,894,537 | \$ 42,547,330 |
| 2011 | 32,872,879 | 858,203 | 10,686,653 | 44,417,735 |
| 2012 | 34,818,102 | 837,421 | 10,230,456 | 45,885,979 |
| 2013 | 33,839,914 | 1,005,719 | 12,831,121 | 47,676,754 |
| 2014 | 37,633,108 | 994,338 | 9,249,165 | 47,876,611 |
| 2015 | 38,922,766 | 998,444 | 282,577 | 40,203,787 |
| 2016 | 37,308,714 | 956,559 | 1,371,475 | 39,636,748 |
| 2017 | 36,767,440 | 1,004,708 | 971,294 | 38,743,442 |
| 2018 | 34,938,136 | 1,131,310 | (990,490) | 35,078,956 |
| 2019 | 34,741,176 | 1,179,070 | (6,932,278) | 28,987,968 |

Exhibit I-2

**Pikes Peak Library District
Government-wide Expenses, Program Revenues and Net Expenses
Last Ten Fiscal Years
(Unaudited)**

| Fiscal Year | Expenses Governmental Activities | | | | | |
|-------------|-------------------------------------|-----------------|-------------------------------|-------------------------|------------------------------|--------------------|
| | Public Services | Human Resources | Support and Outreach Services | Administrative Services | Chief Librarian & CEO Office | Development Office |
| 2010 | \$ 10,029,059 | \$ - | \$ 5,111,509 | \$ 3,304,300 | \$ 239,948 | \$ - |
| 2011 | 8,132,184 | - | - | 10,916,543 | 339,211 | - |
| 2012 | 8,115,178 | - | - | 10,846,365 | 366,455 | - |
| 2013 | 7,883,922 | - | - | 12,021,277 | 373,535 | - |
| 2014 | 8,422,792 | - | - | 11,964,223 | 386,564 | - |
| 2015 | 11,479,186 | - | - | 4,117,367 | 400,652 | - |
| 2016 | 13,251,004 | - | - | 3,823,660 | 466,816 | - |
| 2017 | 20,382,695 | - | - | 3,914,245 | 474,077 | - |
| 2018 | 23,333,788 | 495,338 | - | - | 311,333 | 182,018 |
| 2019 | 24,175,768 | 615,099 | - | - | 346,106 | 205,177 |

| Fiscal Year | Charges for Services | | | Program Revenues Governmental Activities Operating Grants and Contributions | | |
|-------------|----------------------|-------------------------------|------------|---|-------------------------|------------------------|
| | Public Services | Support and Outreach Services | Total | Public Services | Administrative Services | Information Technology |
| 2010 | \$ 526,805 | \$ - | \$ 526,805 | \$ 163,885 | \$ - | \$ - |
| 2011 | 521,577 | - | 521,577 | 181,675 | - | - |
| 2012 | 529,077 | - | 529,077 | 99,400 | 34,536 | - |
| 2013 | 523,316 | - | 523,316 | 141,009 | 213,927 | - |
| 2014 | 530,364 | - | 530,364 | 136,227 | - | 142,433 |
| 2015 | 538,214 | - | 538,214 | 258,925 | - | 15,769 |
| 2016 | 494,493 | - | 494,493 | 233,889 | - | 143,982 |
| 2017 | 274,186 | - | 274,186 | 596,824 | - | - |
| 2018 | 114,964 | - | 114,964 | 426,310 | - | - |
| 2019 | 124,503 | - | 124,503 | 370,939 | - | - |

| Fiscal Year | Total Net Expenses Total Primary Government |
|-------------|---|
| 2010 | \$ (21,641,226) |
| 2011 | (23,331,594) |
| 2012 | (23,217,741) |
| 2013 | (24,222,713) |
| 2014 | (24,826,203) |
| 2015 | (25,208,589) |
| 2016 | (28,435,137) |
| 2017 | (30,030,670) |
| 2018 | (34,455,259) |
| 2019 | (38,393,839) |

| | Finance Office | Facilities Office | Information Technology Office | Communications Office | Security Services | Other Administration | Interest Expense | Total Primary Government |
|----|-----------------------|--------------------------|--------------------------------------|------------------------------|--------------------------|-----------------------------|-------------------------|---------------------------------|
| \$ | 449,031 | \$ - | \$ 1,383,900 | \$ 797,124 | \$ - | \$ 2,153,292 | \$ - | \$ 23,468,163 |
| | 451,191 | - | 1,472,077 | 731,409 | - | 2,235,421 | 6,085 | 24,284,121 |
| | 404,789 | - | 1,634,549 | 676,199 | - | 2,073,758 | 4,261 | 24,121,554 |
| | 403,231 | - | 1,531,283 | 721,944 | - | 2,571,087 | 1,672 | 25,507,951 |
| | 435,422 | - | 1,716,479 | 709,136 | - | 2,489,209 | - | 26,123,824 |
| | 436,539 | - | 7,814,245 | 766,469 | - | 2,652,230 | - | 27,666,688 |
| | 522,810 | - | 7,631,440 | 764,629 | - | 3,116,763 | - | 29,577,122 |
| | 551,716 | - | 1,868,122 | 830,962 | - | 3,222,456 | - | 31,244,273 |
| | 629,124 | 3,885,930 | 2,794,960 | 979,183 | - | 3,299,412 | - | 35,911,086 |
| | 718,925 | 4,196,460 | 3,121,662 | 1,259,541 | 758,615 | 3,690,897 | - | 39,088,250 |

Capital Grants and Contributions

| | Total | Public Services | Support and Outreach Services | Facilities Office | Administrative Services | Information Technology | Total | Total Primary Government |
|----|--------------|------------------------|--------------------------------------|--------------------------|--------------------------------|-------------------------------|--------------|---------------------------------|
| \$ | 163,885 | \$ 1,093,374 | \$ - | \$ - | \$ 42,873 | \$ - | \$ 1,136,247 | \$ 1,826,937 |
| | 181,675 | 168,993 | - | - | 80,282 | - | 249,275 | 952,527 |
| | 133,936 | 98,131 | - | - | 142,669 | - | 240,800 | 903,813 |
| | 354,936 | 166,769 | - | - | 240,217 | - | 406,986 | 1,285,238 |
| | 278,660 | 229,665 | - | - | 88,553 | 170,380 | 488,598 | 1,297,622 |
| | 274,694 | 836,583 | - | - | 258,308 | 550,299 | 1,645,191 | 2,458,099 |
| | 377,871 | 142,378 | - | - | 41,939 | 85,304 | 269,621 | 1,141,985 |
| | 596,824 | 253,467 | - | - | 53,096 | 36,030 | 342,593 | 1,213,603 |
| | 426,310 | 709,178 | - | 118,863 | - | 86,512 | 914,553 | 1,455,827 |
| | 370,939 | 153,237 | - | 26,468 | - | 19,264 | 198,969 | 694,411 |

Exhibit I-3

**Pikes Peak Library District
Government-wide General Revenues and Other Changes in Net Position
Last Ten Fiscal Years
(Unaudited)**

| | | Governmental Activities | | | | |
|--------------------------------------|---------------------------------|---------------------------------|----------------------------|----------------------|--------------|--|
| | | General Revenues | | | | |
| Fiscal Year | Property Taxes | Specific Ownership Taxes | Investment Earnings | Miscellaneous | Total | |
| 2010 | \$ 22,199,204 | \$ 2,072,875 | \$ 30,838 | \$ 169,442 | 24,472,359 | |
| 2011 | 22,783,130 | 2,013,321 | 15,988 | 226,993 | 25,039,432 | |
| 2012 | 23,588,482 | 2,267,050 | 34,635 | 182,215 | 26,072,382 | |
| 2013 | 23,930,258 | 2,413,142 | 21,912 | 264,051 | 26,629,363 | |
| 2014 | 23,823,607 | 2,546,327 | 18,692 | 180,297 | 26,568,923 | |
| 2015 | 24,137,929 | 2,765,049 | 26,550 | 201,916 | 27,131,444 | |
| 2016 | 24,780,995 | 2,892,197 | 96,038 | 155,941 | 27,925,171 | |
| 2017 | 25,762,260 | 3,547,865 | 187,896 | 182,529 | 29,680,550 | |
| 2018 | 26,834,122 | 3,410,423 | 386,768 | 165,290 | 30,796,603 | |
| 2019 | 28,235,667 | 3,486,228 | 426,392 | 154,564 | 32,302,851 | |
| Total Changes in Net Position | | | | | | |
| Fiscal Year | Total Primary Government | | | | | |
| 2010 | \$ 2,015,175 | | | | | |
| 2011 | 1,870,405 | | | | | |
| 2012 | 1,468,244 | | | | | |
| 2013 | 1,790,775 | | | | | |
| 2014 | 199,857 | | | | | |
| 2015 | (136,995) | | | | | |
| 2016 | (567,039) | | | | | |
| 2017 | (893,306) | | | | | |
| 2018 | (3,664,486) | | | | | |
| 2019 | (6,090,988) | | | | | |

| TABOR Refund | | |
|---|-----------|---|
| Fiscal Year Spending and Property Tax Revenue in Excess of Limit | | Total Primary Government |
| \$ | - | \$ 24,472,359 |
| | - | 25,039,432 |
| | - | 26,072,382 |
| | - | 26,629,363 |
| | - | 26,568,923 |
| | - | 27,131,444 |
| | (57,073) | 27,868,098 |
| | (543,196) | 29,137,354 |
| | (5,830) | 30,790,773 |
| | - | 32,302,851 |

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Exhibit I-4

**Pikes Peak Library District
Fund Balances, Governmental Funds
Last Ten Fiscal Years
(Unaudited)**

General Fund

| Fiscal Year | Reserved | Unreserved | Non-spendable | Restricted | Committed | Assigned | Unassigned | Total |
|--------------------|-----------------|-------------------|----------------------|-------------------|------------------|-----------------|-------------------|--------------|
| 2010 | \$ 1,684,352 | \$ 6,671,066 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 8,355,418 |
| 2011 | - | - | 302,673 | 768,933 | - | 2,283,641 | 2,681,795 | 6,037,042 |
| 2012 | - | - | 515,665 | 849,133 | - | 1,413,211 | 4,626,698 | 7,404,707 |
| 2013 | - | - | 432,357 | 927,498 | - | 809,250 | 4,056,243 | 6,225,348 |
| 2014 | - | - | 475,065 | 918,560 | - | 679,883 | 3,632,798 | 5,706,306 |
| 2015 | - | - | 510,377 | 944,548 | 900,000 | 583,947 | 4,896,422 | 7,835,294 |
| 2016 | - | - | 386,130 | 945,380 | 865,000 | 668,852 | 6,425,409 | 9,290,771 |
| 2017 | - | - | 339,785 | 1,001,784 | 865,000 | 377,529 | 7,848,739 | 10,432,837 |
| 2018 | - | - | 311,114 | 1,128,386 | - | 385,511 | 8,900,930 | 10,725,941 |
| 2019 | - | - | 260,645 | 1,178,258 | - | 285,461 | 8,336,338 | 10,060,702 |

Other Governmental Funds

| Fiscal Year | Reserved | Unreserved - Fund Type | | | Non-spendable | Restricted | Committed | Assigned | Total |
|--------------------|-----------------|-------------------------------|-------------------------|--------------|----------------------|-------------------|------------------|-----------------|--------------|
| | | Special Revenue | Capital Projects | Total | | | | | |
| 2010 | \$ 503,381 | \$ 311,181 | \$ 1,987,508 | \$ 2,298,689 | \$ - | \$ - | \$ - | \$ - | \$ 2,802,070 |
| 2011 | - | - | - | - | - | 89,270 | 6,930,814 | 272 | 7,020,356 |
| 2012 | - | - | - | - | - | 103,501 | 4,647,272 | 7,624 | 4,758,397 |
| 2013 | - | - | - | - | 2,902 | 78,221 | 7,399,563 | 7,624 | 7,488,310 |
| 2014 | - | - | - | - | - | 75,778 | 5,394,260 | 7,624 | 5,477,662 |
| 2015 | - | - | - | - | 4,990 | 53,896 | 1,976,494 | 7,624 | 2,043,004 |
| 2016 | - | - | - | - | 14,092 | 11,179 | 2,378,444 | 7,000 | 2,410,715 |
| 2017 | - | - | - | - | 5,877 | 2,924 | 1,845,995 | 212 | 1,855,008 |
| 2018 | - | - | - | - | - | 2,924 | 3,199,791 | 212 | 3,202,927 |
| 2019 | - | - | - | - | - | 812 | 3,089,709 | - | 3,090,521 |

Note: In 2011 GASB 54 was implemented with new fund balance classifications.

Note - For fiscal years 2011 - 2014, the North Facility Project Fund was presented as a Major Fund. For 2015, this Fund was no longer considered a Major Fund. Fund balances for 2011 - 2014 have been reclassified and are now presented as part of Other Governmental Funds.

Exhibit I-5

**Pikes Peak Library District
 Summary of Changes in Total Governmental Fund Balances
 Last Ten Fiscal Years
 (Unaudited)**

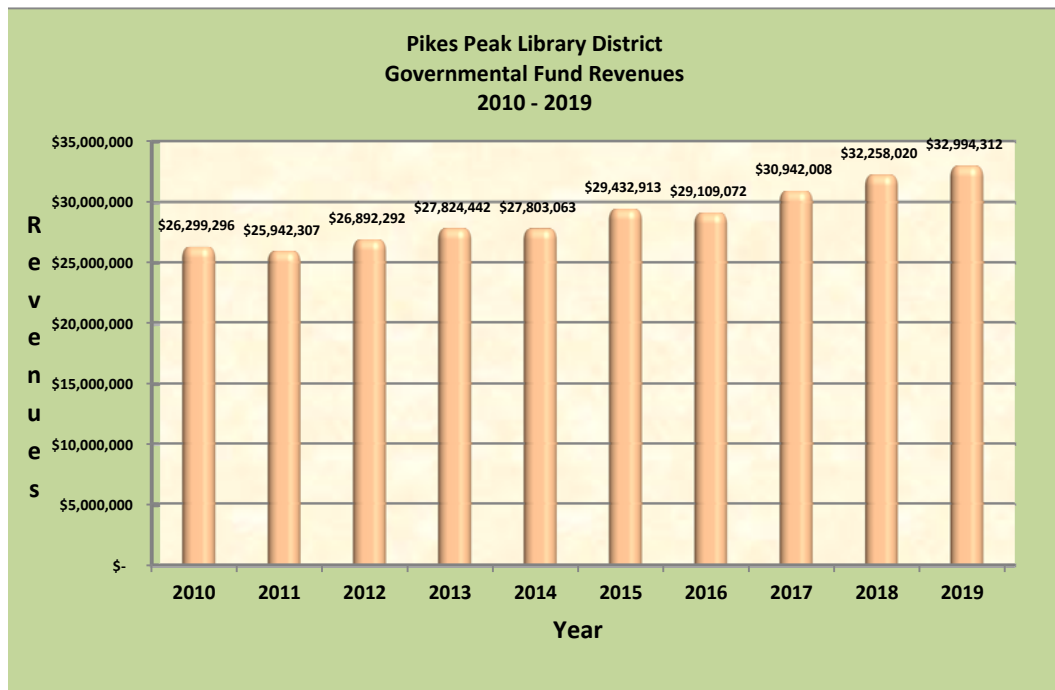
| Fiscal Year | Revenues | Expenditures | Other Financing Sources (Uses) | | |
|-------------|---------------|---------------|--------------------------------|--------------------------------------|---------------------------------------|
| | | | Capital Lease Financing | Proceeds from Sale of Capital Assets | Proceeds from Insurance Reimbursement |
| 2010 | \$ 25,942,307 | \$ 24,092,049 | \$ 173,756 | \$ 48,207 | \$ - |
| 2011 | 26,892,292 | 27,827,510 | - | 49,652 | - |
| 2012 | 27,824,442 | 26,370,151 | - | 40,924 | - |
| 2013 | 27,803,063 | 30,383,156 | - | 83,277 | 12,985 |
| 2014 | 29,432,914 | 30,383,156 | - | 50,403 | - |
| 2015 | 29,432,914 | 30,785,347 | - | 28,060 | 18,703 |
| 2016 | 29,109,072 | 27,246,156 | - | 17,345 | - |
| 2017 | 30,942,008 | 29,824,093 | - | 11,640 | - |
| 2018 | 32,258,020 | 30,630,672 | - | 19,505 | - |
| 2019 | 32,994,312 | 33,774,905 | - | 2,948 | - |

| TABOR Refund Fiscal Year Spending and Property Tax Revenue In Excess of Limit | Net Change in Fund Balance | Ratio of Debt Service Expenditures to Noncapital Expenditures |
|--|---------------------------------------|--|
| \$ - | \$ 2,072,221 | 0.28% |
| - | (885,566) | 0.30% |
| - | 1,495,215 | 0.27% |
| - | (2,483,831) | 0.00% |
| - | (899,839) | 0.00% |
| - | (1,305,670) | 0.00% |
| (57,073) | 1,823,188 | 0.00% |
| (543,196) | 586,359 | 0.00% |
| (5,830) | 1,641,023 | 0.00% |
| - | (777,645) | 0.00% |

Exhibit I-6

**Pikes Peak Library District
Governmental Funds Revenues
Last Ten Fiscal Years
(Unaudited)**

| Fiscal Year | Taxes | Intergovernmental | Fines and Fees | Interest Earnings |
|--------------------|---------------|--------------------------|-----------------------|--------------------------|
| 2010 | \$ 24,272,079 | \$ 1,126,247 | \$ 526,805 | \$ 30,838 |
| 2011 | 24,796,451 | 185,728 | 521,577 | 15,988 |
| 2012 | 25,855,532 | 85,247 | 529,077 | 34,635 |
| 2013 | 26,343,399 | 160,887 | 523,316 | 21,912 |
| 2014 | 26,369,934 | 291,251 | 530,364 | 18,692 |
| 2015 | 26,902,978 | 305,794 | 538,214 | 26,550 |
| 2016 | 27,673,192 | 398,039 | 494,493 | 96,038 |
| 2017 | 29,310,125 | 458,187 | 274,186 | 187,896 |
| 2018 | 30,244,545 | 384,404 | 114,964 | 386,768 |
| 2019 | 31,721,895 | 392,810 | 124,503 | 426,392 |

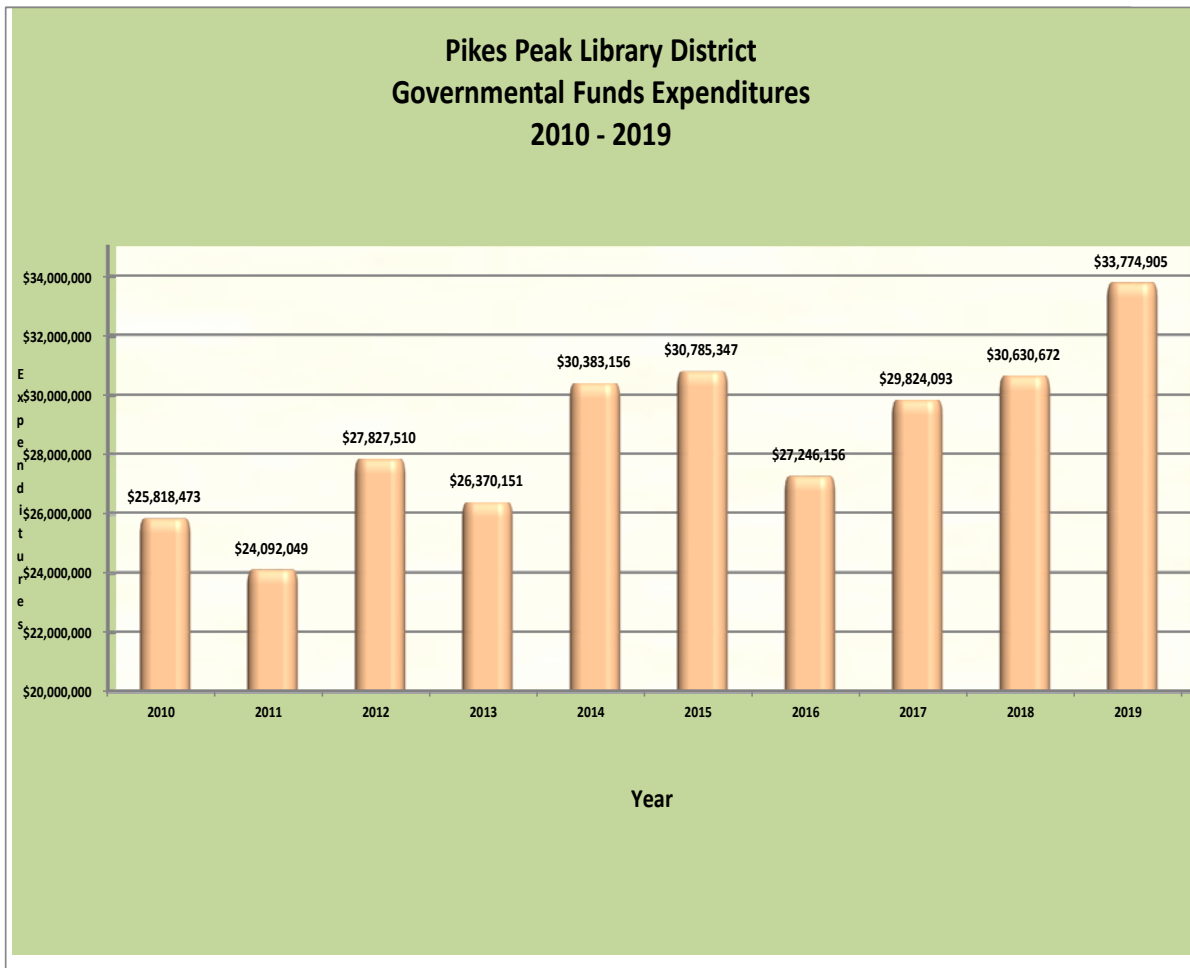


| Miscellaneous | | Total | |
|----------------------|-----------|--------------|------------|
| \$ | 343,327 | \$ | 26,299,296 |
| | 422,563 | | 25,942,307 |
| | 387,801 | | 26,892,292 |
| | 774,928 | | 27,824,442 |
| | 592,822 | | 27,803,063 |
| | 1,659,378 | | 29,432,913 |
| | 447,310 | | 29,109,072 |
| | 711,614 | | 30,942,008 |
| | 1,127,339 | | 32,258,020 |
| | 328,712 | | 32,994,312 |

Exhibit I-7

**Pikes Peak Library District
Governmental Funds Expenditures
Last Ten Fiscal Years
(Unaudited)**

| Fiscal Year | Current | | | | | |
|-------------|--------------------|------------|-------------------|------------|--------------------|----------------------|
| | Personnel Services | Supplies | Library Materials | Utilities | Telecommunications | Contractual Services |
| 2010 | \$ 13,225,570 | \$ 495,039 | \$ 3,881,375 | \$ 468,604 | \$ 215,510 | \$ 2,459,797 |
| 2011 | 13,475,371 | 538,030 | 3,817,412 | 483,211 | 258,893 | 2,301,929 |
| 2012 | 13,972,868 | 448,827 | 3,974,955 | 497,624 | 305,675 | 2,431,627 |
| 2013 | 14,426,213 | 547,072 | 3,984,804 | 486,862 | 337,311 | 2,556,487 |
| 2014 | 15,032,543 | 605,206 | 4,324,974 | 587,082 | 362,758 | 2,720,845 |
| 2015 | 15,904,077 | 732,640 | 4,279,833 | 571,033 | 409,626 | 2,587,094 |
| 2016 | 16,007,317 | 690,060 | 4,482,638 | 539,735 | 339,276 | 2,769,599 |
| 2017 | 17,599,286 | 664,432 | 4,368,968 | 583,442 | 465,959 | 2,753,994 |
| 2018 | 18,362,919 | 666,926 | 4,528,390 | 615,141 | 479,359 | 2,936,686 |
| 2019 | 19,907,957 | 727,608 | 4,716,819 | 639,248 | 479,868 | 3,150,559 |



| | Repairs and | | Total | Capital | Debt Service | | Total |
|----|--------------------|--------------|---------------|----------------|---------------------|------------------|---------------|
| | Maintenance | Other | | | Outlay | Principal | |
| \$ | 417,822 | \$ 773,001 | \$ 21,936,718 | \$ 3,824,985 | \$ 50,685 | \$ 6,085 | \$ 25,818,473 |
| | 457,546 | 729,920 | 22,062,312 | 1,967,806 | 57,670 | 4,261 | 24,092,049 |
| | 385,416 | 715,462 | 22,732,454 | 5,027,983 | 65,401 | 1,672 | 27,827,510 |
| | 454,927 | 760,146 | 23,553,822 | 2,816,329 | - | - | 26,370,151 |
| | 612,068 | 734,423 | 24,979,899 | 5,403,257 | - | - | 30,383,156 |
| | 578,877 | 753,353 | 25,816,533 | 4,968,814 | - | - | 30,785,347 |
| | 672,300 | 742,652 | 26,243,577 | 1,002,579 | - | - | 27,246,156 |
| | 649,023 | 834,117 | 27,919,221 | 1,904,872 | - | - | 29,824,093 |
| | 503,869 | 678,177 | 28,771,467 | 1,859,205 | - | - | 30,630,672 |
| | 613,411 | 935,456 | 31,170,925 | 2,603,980 | - | - | 33,774,905 |

Exhibit I-8

**Pikes Peak Library District
Assessed and Estimated Actual Value of Taxable Property
Last Ten Fiscal Years
(Unaudited)**

| Assessment Year | Collection Year | Residential | | All Other Property | |
|-----------------|-----------------|------------------|------------------------|--------------------|------------------------|
| | | Assessed Value | Estimated Actual value | Assessed Value | Estimated Actual Value |
| 2009 | 2010 | \$ 3,497,892,156 | \$ 43,943,368,798 | \$ 2,956,974,344 | \$ 10,196,463,254 |
| 2010 | 2011 | 3,526,403,277 | 44,301,548,703 | 2,935,761,423 | 10,123,315,252 |
| 2011 | 2012 | 3,281,225,918 | 41,221,431,129 | 2,686,809,582 | 9,264,860,628 |
| 2012 | 2013 | 3,345,705,933 | 42,031,481,566 | 2,696,746,537 | 9,299,125,991 |
| 2013 | 2014 | 3,323,732,184 | 41,755,429,448 | 2,705,167,116 | 9,328,162,469 |
| 2014 | 2015 | 3,383,673,117 | 42,508,456,238 | 2,733,459,583 | 9,425,722,702 |
| 2015 | 2016 | 3,772,618,178 | 47,394,700,732 | 2,845,238,612 | 9,811,167,627 |
| 2016 | 2017 | 3,785,355,234 | 47,554,713,989 | 2,832,501,556 | 9,767,246,746 |
| 2017 | 2018 | 3,932,149,665 | 54,613,189,788 | 3,148,445,775 | 10,856,709,570 |
| 2018 | 2019 | 4,041,515,731 | 56,132,162,928 | 3,157,308,979 | 10,887,272,342 |

Notes:

(1) The following are the assessment rates for collection years 2010 through 2019:

| Collection Year | Residential | All Other Categories |
|-----------------|-------------|----------------------|
| 2010-2017 | 7.96% | 29.00% |
| 2018-2019 | 7.20% | 29.00% |

Data Source: El Paso County Assessor's Office Abstracts of Assessment

| Total Assessed Value | Total Mill Levy | Estimated Actual Value | Ratio of Total Assessed Value to Total Estimated Actual Value |
|-----------------------------|------------------------|-------------------------------|--|
| \$ 6,454,866,500 | 3.468 | \$ 54,139,832,052 | 11.9% |
| 6,462,164,700 | 3.556 | 54,424,863,955 | 11.9% |
| 5,968,035,500 | 3.999 | 50,486,291,757 | 11.8% |
| 6,042,452,470 | 4.000 | 51,330,607,557 | 11.8% |
| 6,028,899,300 | 4.000 | 51,083,591,917 | 11.8% |
| 6,117,132,700 | 4.000 | 51,934,178,939 | 11.8% |
| 6,516,617,460 | 3.857 | 57,205,868,359 | 11.6% |
| 6,617,856,790 | 3.957 | 57,321,960,736 | 11.5% |
| 7,080,595,440 | 3.812 | 65,469,899,358 | 10.8% |
| 7,198,824,710 | 4.000 | 67,019,435,270 | 10.7% |

Exhibit I-9

**Pikes Peak Library District
Property Tax Rates - Direct and Overlapping
Last Ten Fiscal Years
(Unaudited)
(Per \$1,000 of assessed value)**

| Taxing Authority | Collection Year | | | | |
|-----------------------------------|-----------------|--------|--------|--------|--------|
| | 2010 | 2011 | 2012 | 2013 | 2014 |
| Direct | | | | | |
| Pikes Peak Library District | 3.468 | 3.556 | 3.999 | 4.000 | 4.000 |
| Overlapping Governments | | | | | |
| El Paso County | 7.531 | 7.717 | 7.597 | 7.663 | 7.714 |
| Cities and Towns | | | | | |
| Calhan | 17.563 | 17.563 | 17.563 | 17.563 | 17.563 |
| Colorado Springs | 4.279 | 4.279 | 4.279 | 4.279 | 4.279 |
| Fountain | 10.239 | 10.239 | 10.239 | 10.239 | 10.239 |
| Green Mountain Falls | 13.588 | 14.588 | 14.588 | 17.588 | 17.588 |
| Manitou Springs | - | - | - | 12.060 | 12.060 |
| Monument | 6.289 | 6.289 | 6.289 | 6.289 | 6.289 |
| Palmer Lake | 15.989 | 16.459 | 16.459 | 16.459 | 16.459 |
| Ramah | 19.827 | 19.827 | 19.827 | 19.827 | 19.827 |
| Fire Districts | | | | | |
| Big Sandy | 8.000 | 8.000 | 8.000 | 8.000 | 8.000 |
| Black Forest | 6.322 | 6.275 | 10.406 | 10.379 | 10.382 |
| Black Forest (OPS) | 1.357 | 1.310 | 1.191 | 1.164 | 1.167 |
| Broadmoor | 4.500 | 4.500 | 4.500 | 4.500 | 4.500 |
| Calhan | 6.313 | 7.094 | 6.500 | 6.536 | 6.523 |
| Cascade | 6.940 | 7.373 | 7.968 | 8.443 | 9.168 |
| Cimarron Hills | 11.110 | 11.110 | 12.150 | 14.390 | 14.390 |
| Donald Wescott | 7.000 | 7.000 | 7.000 | 7.000 | 7.000 |
| Wescott N. Sub. | - | - | - | - | - |
| Edison | 9.000 | 9.000 | 9.000 | 9.000 | 9.000 |
| Elbert | 4.575 | 4.575 | 4.575 | 4.575 | 4.575 |
| Ellicott | 9.374 | 9.329 | 9.999 | 10.168 | 10.290 |
| Falcon | 5.712 | 5.712 | 8.612 | 8.612 | 8.612 |
| Green Mountain Falls/Chipita Park | 6.905 | 7.325 | 8.048 | 8.542 | 8.788 |
| Hanover | 4.720 | 4.720 | 4.720 | 4.720 | 4.720 |
| Peyton | 6.109 | 6.253 | 6.253 | 6.458 | 6.130 |
| Security | 6.687 | 6.693 | 6.681 | 10.001 | 10.001 |
| Stratmoor Hills | 12.423 | 12.423 | 12.423 | 12.423 | 12.002 |
| SW Hwy 115 | 7.200 | 7.200 | 7.200 | 13.200 | 13.200 |
| Tri-County | 3.000 | 3.000 | 3.000 | 3.000 | 3.000 |
| Tri-Lakes/Monument | 8.500 | 8.500 | 8.500 | 11.500 | 11.500 |
| Woodman Valley | 9.050 | 9.050 | 9.050 | 9.050 | 9.050 |

| 2015 | 2016 | 2017 | 2018 | 2019 |
|--------|--------|--------|--------|--------|
| 4.000 | 3.857 | 3.957 | 3.812 | 4.000 |
| 7.791 | 7.869 | 7.919 | 7.965 | 8.068 |
| 17.563 | 17.563 | 17.563 | 17.563 | 17.563 |
| 4.279 | 4.279 | 4.279 | 4.279 | 4.279 |
| 10.239 | 10.239 | 10.239 | 10.239 | 10.239 |
| 17.588 | 17.588 | 17.588 | 17.588 | 17.588 |
| 12.050 | 12.246 | 13.001 | 13.072 | 13.083 |
| 6.289 | 6.255 | 6.289 | 6.225 | 6.289 |
| 16.459 | 11.238 | 21.238 | 21.135 | 21.238 |
| 19.827 | 19.827 | 19.827 | 19.827 | 19.827 |
| 8.000 | 8.000 | 8.000 | 8.000 | 8.000 |
| 10.356 | 10.237 | 10.178 | 10.114 | 10.052 |
| 1.141 | 1.022 | 0.963 | 0.899 | 0.837 |
| 4.500 | 4.500 | 4.500 | 4.500 | 4.500 |
| 6.552 | 6.061 | 5.971 | 6.049 | 6.402 |
| 9.410 | 9.774 | 10.245 | 10.848 | 10.848 |
| 15.290 | 15.286 | 15.286 | 16.200 | 16.200 |
| 7.000 | 7.000 | 7.000 | 7.000 | 7.000 |
| - | - | - | 14.900 | 14.900 |
| 9.000 | 9.000 | 9.000 | 9.000 | 9.000 |
| 4.575 | 8.500 | 8.500 | 8.500 | 8.500 |
| 10.220 | 9.760 | 9.850 | 9.515 | 9.451 |
| 8.612 | 8.612 | 8.612 | 8.612 | 14.886 |
| 9.293 | 9.812 | 9.763 | 16.950 | 17.460 |
| 4.720 | 7.000 | 7.366 | 7.428 | 7.217 |
| 6.130 | 6.130 | 6.130 | 6.130 | 6.130 |
| 10.002 | 10.002 | 10.002 | 10.002 | 10.002 |
| 12.686 | 12.768 | 12.811 | 12.582 | 13.200 |
| 13.200 | 13.200 | 13.200 | 13.200 | 13.483 |
| 3.000 | 3.000 | 3.000 | 3.000 | 3.000 |
| 11.500 | 11.500 | 11.500 | 18.100 | 18.400 |
| 9.050 | 9.050 | 9.050 | 9.050 | 9.050 |

Exhibit I-9**Pikes Peak Library District
Property Tax Rates - Direct and Overlapping (Continued)
Last Ten Fiscal Years
(Unaudited)
(Per \$1,000 of assessed value)**

| Taxing Authority | Collection Year | | | | |
|---------------------------------------|-----------------|--------|--------|--------|--------|
| | 2010 | 2011 | 2012 | 2013 | 2014 |
| Water Districts | | | | | |
| Cheyenne Creek | 0.800 | 0.500 | 0.500 | 0.500 | 0.500 |
| Forest View | 5.000 | 5.000 | 5.000 | 5.000 | 5.000 |
| Park Forest | 14.437 | 14.437 | 14.437 | 14.437 | 14.437 |
| Red Rock Valley Estates | 13.123 | 13.894 | 16.803 | 17.709 | 17.872 |
| Stratmoor Hills | 2.224 | 2.000 | 2.000 | 2.088 | 2.055 |
| S.E. Colo. Water Conserv. | 0.940 | 0.947 | 0.947 | 0.944 | 0.944 |
| Security | 5.961 | 5.960 | 5.952 | 5.947 | 5.980 |
| Turkey Canyon Ranch | 8.622 | 9.058 | 11.005 | 9.500 | 9.500 |
| Upper Arkansas Water Conserv. | - | 0.454 | 0.495 | 0.478 | 0.478 |
| Upper Big Sandy | 0.532 | 0.532 | 0.532 | 0.532 | 0.532 |
| Upper Black Squirrel | 0.682 | 1.082 | 1.082 | 1.082 | 1.082 |
| Sanitation Districts | | | | | |
| Fountain | 4.500 | 4.654 | 5.334 | 5.534 | 5.755 |
| Monument | - | - | - | - | - |
| Security | 0.896 | 0.900 | 0.899 | 0.898 | 0.903 |
| Stratmoor Hills | 0.621 | 0.549 | 0.549 | 0.573 | 0.578 |
| Sanitation and Water Districts | | | | | |
| Academy | 23.637 | 21.450 | 24.950 | 24.755 | 2.937 |
| Donala (Area A) | 16.296 | 16.296 | 16.296 | 21.296 | 21.296 |
| Donala (Area B) | 8.148 | 8.148 | 8.148 | 10.648 | 10.648 |
| Garden Valley | 7.000 | 10.000 | 8.617 | 8.167 | 9.920 |
| Garden Valley #2 | 7.000 | 7.000 | 5.500 | 5.805 | 5.613 |
| Westmoor | 29.055 | 30.986 | 35.508 | 37.471 | 34.956 |
| Woodmoor | 6.950 | 6.950 | - | - | - |

| 2015 | 2016 | 2017 | 2018 | 2019 |
|--------|--------|--------|--------|--------|
| 0.500 | 0.500 | 1.000 | 1.000 | 1.000 |
| 5.000 | 5.000 | 5.000 | 5.000 | 5.000 |
| 14.437 | 14.437 | 14.437 | 14.437 | 14.437 |
| 18.575 | 16.444 | 17.725 | 17.725 | 17.725 |
| 1.974 | 2.086 | 2.105 | 2.071 | - |
| 0.094 | 0.941 | 0.940 | 0.094 | 0.944 |
| 5.955 | 5.654 | 5.695 | 5.703 | 5.679 |
| 9.500 | 9.500 | 9.500 | 9.500 | 9.500 |
| 0.478 | 0.471 | 0.478 | 0.481 | 0.479 |
| 0.532 | 0.532 | 0.532 | 0.532 | 0.532 |
| 1.082 | 1.057 | 1.063 | 1.065 | 1.065 |
| 6.101 | 6.040 | 6.248 | 6.328 | 6.637 |
| - | - | - | 7.734 | - |
| 0.899 | 0.856 | 0.862 | 0.863 | 0.854 |
| 0.578 | 0.587 | 0.591 | 0.583 | - |
| 2.937 | 2.937 | 2.937 | 2.937 | 2.937 |
| 21.296 | 21.296 | 21.296 | 21.296 | 21.296 |
| 10.648 | 10.648 | 10.648 | 10.648 | 10.648 |
| 9.055 | 9.695 | 10.296 | 11.083 | 12.766 |
| 5.736 | 5.816 | 5.196 | 4.308 | - |
| 41.288 | 34.943 | 36.836 | 36.953 | 38.277 |
| - | - | - | - | - |

Exhibit I-9

**Pikes Peak Library District
Property Tax Rates - Direct and Overlapping (Continued)
Last Ten Fiscal Years
(Unaudited)
(Per \$1,000 of assessed value)**

| Taxing Authority | Collection Year | | | | |
|--------------------------------|------------------|------------------|------------------|------------------|------------------|
| | 2010 | 2011 | 2012 | 2013 | 2014 |
| School Districts | | | | | |
| Air Force Academy #20 | 60.216 | 60.216 | 60.216 | 60.216 | 60.216 |
| Big Sandy #100J | 25.509 | 25.468 | 42.067 | 42.128 | 40.787 |
| Calhan #RJ-1 | 30.031 | 30.049 | 30.049 | 29.117 | 27.096 |
| Cheyenne Mountain #12 | 43.765 | 49.764 | 49.764 | 50.000 | 50.000 |
| Colorado Springs #11 | 42.183 | 44.004 | 44.004 | 43.445 | 44.264 |
| Edison #54 | 37.525 | 36.104 | 36.104 | 37.044 | 37.861 |
| Ellicott #22 | 45.633 | 41.148 | 41.148 | 41.147 | 37.124 |
| Falcon #49 | 45.572 | 45.842 | 45.842 | 45.585 | 45.617 |
| Fremont/Florence #39 | 29.695 | 33.907 | 33.907 | 28.774 | 28.776 |
| Fountain/Ft. Carson #8 | 29.695 | 24.723 | 24.723 | 24.703 | 24.726 |
| Hanover #28 | 23.436 | 27.551 | 27.551 | 27.463 | 31.103 |
| Harrison #2 | 41.434 | 41.147 | 41.147 | 41.344 | 41.344 |
| Lewis-Palmer #38 | 48.074 | 52.343 | 52.343 | 51.756 | 50.091 |
| Manitou Springs #14 | - | - | - | 47.354 | 47.649 |
| Miami/Yoder #60 | 41.366 | 42.853 | 42.853 | 43.194 | 42.710 |
| Peyton #23 | 33.969 | 34.041 | 34.041 | 34.097 | 30.985 |
| Miscellaneous Districts | 2,710.623 | 2,554.140 | 2,554.140 | 2,703.102 | 2,975.466 |

Data Source: El Paso County Assessor's Office Abstracts of Assessment

| 2015 | 2016 | 2017 | 2018 | 2019 |
|------------------|------------------|------------------|------------------|------------------|
| 60.216 | 60.216 | 60.216 | 60.216 | 60.216 |
| 40.379 | 38.860 | 38.782 | 38.189 | 37.666 |
| 27.193 | 27.091 | 27.003 | 27.068 | 27.013 |
| 53.000 | 53.000 | 53.000 | 55.000 | 55.000 |
| 43.165 | 40.803 | 40.878 | 52.499 | 56.084 |
| 37.340 | 40.834 | 36.502 | 36.504 | 36.503 |
| 37.126 | 37.001 | 37.046 | 37.011 | 31.863 |
| 45.796 | 44.635 | 44.417 | 43.648 | 43.044 |
| 29.251 | 28.908 | 29.300 | 29.762 | 28.816 |
| 24.775 | 25.195 | 24.748 | 24.731 | 24.776 |
| 27.759 | 35.112 | 34.679 | 35.736 | 33.708 |
| 36.997 | 36.414 | 36.278 | 33.138 | 48.333 |
| 49.677 | 45.501 | 46.404 | 44.651 | 44.068 |
| 47.555 | 52.000 | 52.000 | 52.000 | 61.900 |
| 41.926 | 28.504 | 28.303 | 28.079 | 30.006 |
| 30.919 | 30.419 | 30.469 | 30.469 | 30.469 |
| 3,083.266 | 3,391.527 | 3,075.868 | 3,576.017 | 4,727.847 |

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Exhibit I-10

Pikes Peak Library District
Principal Property Taxpayers - Top 10
Current Year and Nine Years Ago
(Unaudited)

| Principal Taxpayer | Type of Business | Fiscal Year 2019 | | Fiscal Year 2010 | |
|---|--------------------|-------------------------|-------------------------------------|-------------------------|-------------------------------------|
| | | Assessed Valuation | Percent of Total Assessed Valuation | Assessed Valuation | Percent of Total Assessed Valuation |
| CELLCO Partnership | Investments | \$ 102,176,810 | 1.42% | \$ - | - |
| Qwest Corporation | Telecommunications | 62,828,900 | 0.87% | 69,365,840 | 1.07% |
| Microchip Technology Inc. | Technology | 47,053,680 | 0.65% | - | - |
| Broadmoor Hotel, Inc. | Hotel/Resort | 37,389,550 | 0.52% | 24,879,650 | 0.39% |
| Wal-Mart Real Estate | Merchandise/Retail | 31,576,000 | 0.44% | 31,725,230 | 0.49% |
| Mountain View Electric | Utilities | 29,069,600 | 0.40% | 18,495,060 | 0.29% |
| Comcast of CO/PA/WV LLC | Investments | 21,390,800 | 0.30% | - | - |
| dpiX, LLC | Technology | 20,521,190 | 0.29% | - | - |
| Wal-Mart Datacenter | Technology | 17,128,950 | 0.24% | - | - |
| Great Wolf Lodge of Colorado LLC | Hotel/Resort | 14,735,500 | 0.20% | - | - |
| Fountain Valley Power LLC | Utilities | - | - | 31,327,800 | 0.49% |
| Front Range Power, LLC | Investments | - | - | 25,390,400 | 0.39% |
| MCI Telecommunications Corp. | Telecommunications | - | - | 16,602,760 | 0.26% |
| Atmel Corp. | Investments | - | - | 16,089,740 | 0.25% |
| Chapel Hills Mall, LLP | Retail Mall | - | - | 15,520,460 | 0.24% |
| MMP Citadel LLP | Retail Mall | - | - | 15,355,680 | 0.24% |
| Total Top 10 Principal Taxpayers | | \$ 383,870,980 | 5.33% | \$ 264,752,620 | 4.10% |
| Total Assessed Valuation | | \$ 7,198,824,710 | 100.00% | \$ 6,454,866,500 | 100.00% |

Data Source: El Paso County Assessor's Office

Exhibit I-11

**Pikes Peak Library District
Property Tax Levies and Collections
Last Ten Fiscal Years
(Unaudited)**

| Assessment Year | Collection Year | Current Tax Levy | Current Tax Collections | Percent of Current Tax Collected | Delinquent Tax Collections |
|----------------------------|----------------------------|-----------------------------|------------------------------------|---|---|
| 2009 | 2010 | \$ 22,348,644 | \$ 22,096,603 | 98.9% | \$ 44,982 |
| 2010 | 2011 | 22,907,471 | 22,708,581 | 99.1% | 19,503 |
| 2011 | 2012 | 23,776,533 | 23,521,488 | 98.9% | 19,120 |
| 2012 | 2013 | 24,058,794 | 23,852,302 | 99.1% | 30,559 |
| 2013 | 2014 | 23,978,299 | 23,691,576 | 98.8% | 72,755 |
| 2014 | 2015 | 24,290,297 | 24,092,442 | 99.2% | 12,160 |
| 2015 | 2016 | 24,926,355 | 24,730,868 | 99.2% | 10,720 |
| 2016 | 2017 | 25,942,634 | 25,709,842 | 99.1% | 14,007 |
| 2017 | 2018 | 27,187,071 | 26,767,115 | 98.5% | 17,132 |
| 2018 | 2019 | 28,454,290 | 28,160,917 | 99.0% | 20,995 |

Data Sources: District's financial records and El Paso County Treasurer's Office

| Penalties and Interest Delinquent Tax Collections | Omitted Property Tax Collections | Total Tax Collection | Ratio of Total Tax Collections to Total Tax Levy | Outstanding Delinquent Taxes | Ratio of Delinquent Taxes to Total Tax Levy |
|--|---|---------------------------------|---|---|--|
| \$ 53,198 | \$ 4,421 | \$ 22,199,204 | 99.3% | \$ 86,509 | 0.4% |
| 50,844 | 4,202 | 22,783,130 | 99.5% | 93,389 | 0.4% |
| 44,669 | 3,205 | 23,588,482 | 99.2% | 128,616 | 0.5% |
| 41,758 | 5,639 | 23,930,258 | 99.5% | 139,504 | 0.6% |
| 56,389 | 2,887 | 23,823,607 | 99.4% | 55,656 | 0.2% |
| 29,628 | 3,699 | 24,137,929 | 99.4% | 54,997 | 0.2% |
| 29,902 | 9,505 | 24,780,995 | 99.4% | 62,246 | 0.2% |
| 33,187 | 5,224 | 25,762,260 | 99.3% | 71,429 | 0.3% |
| 35,319 | 5,451 | 26,825,017 | 98.7% | 92,436 | 0.3% |
| 38,420 | 6,145 | 28,226,476 | 99.2% | 94,397 | 0.3% |

Exhibit I-12

**Pikes Peak Library District
 Ratios of Outstanding Debt
 Last Ten Fiscal Years
 (Unaudited)**

| Year Ended December 31, | Population | Capital Leases | | | Net Debt Per Capita |
|----------------------------|------------|----------------|---|-------------|---------------------------|
| | | Gross Debt | Funds Available in Debt Service Fund | Net Debt | |
| 2010 | 554,355 | \$ 123,071 | \$ - | \$ 123,071 | \$ 0.22 |
| 2011 | 575,789 | 65,401 | - | 65,401 | 0.11 |
| 2012 | 585,158 | - | - | - | - |
| 2013 | 598,549 | - | - | - | - |
| 2014 | 607,457 | - | - | - | - |
| 2015 | 616,089 | - | - | - | - |
| 2016 | 623,805 | - | - | - | - |
| 2017 | 639,625 | - | - | - | - |
| 2018 | 650,185 | - | - | - | - |
| 2019 | 662,241 | - | - | - | - |

| Personal Income | Debt as a Percentage of Personal Income | Assessed Value Used for Current Year Collections | Ratio of Net Bonded Debt to Assessed Value |
|----------------------------|--|---|---|
| 24,986,786,000 | - | \$ 6,454,866,500 | - |
| 25,420,872,000 | - | 6,462,164,700 | - |
| 26,374,299,000 | - | 5,968,035,500 | - |
| 27,980,799,000 | - | 6,042,452,470 | - |
| 27,831,398,000 | - | 6,028,899,300 | - |
| 29,262,206,000 | - | 6,117,132,700 | - |
| 30,565,961,000 | - | 6,516,617,460 | - |
| 32,522,267,000 | - | 6,617,856,790 | - |
| 34,598,539,000 | - | 7,080,595,440 | - |
| not available | - | 7,198,824,710 | - |

Exhibit I-13

**Pikes Peak Library District
Debt Limitation Information
Last Ten Fiscal Years
(Unaudited)**

| | 2010 | 2011 | 2012 | 2013 | 2014 |
|--|------------------|------------------|------------------|------------------|------------------|
| Assessed valuation | \$ 6,454,866,500 | \$ 6,462,164,700 | \$ 5,968,035,500 | \$ 6,042,452,470 | \$ 6,028,899,300 |
| Debt limitation - 1.5% of total assessed value | \$ 96,822,998 | \$ 96,932,471 | \$ 89,520,533 | \$ 90,636,787 | \$ 90,433,490 |
| Total debt (excluding compensated absences) | 123,071 | 65,401 | - | - | - |
| Less: Certificates of Participation (1) | - | - | - | - | - |
| Capital leases (1) | (123,071) | (65,401) | - | - | - |
| Total debt applicable to limitation | - | - | - | - | - |
| Legal debt margin | \$ 96,822,998 | \$ 96,932,471 | \$ 89,520,533 | \$ 90,636,787 | \$ 90,433,490 |

Notes:

(1) Certificates of Participation and capital leases are not included as debt for purposes of calculating legal debt margin (Colorado Revised Statute 22-42-104).

| 2015 | 2016 | 2017 | 2018 | 2019 |
|------------------|------------------|------------------|------------------|------------------|
| \$ 6,117,132,700 | \$ 6,516,617,460 | \$ 6,617,856,790 | \$ 7,080,595,440 | \$ 7,198,824,710 |
| \$ 91,756,991 | \$ 99,267,852 | \$ 99,267,852 | \$ 106,208,932 | \$ 107,982,371 |
| - | - | - | - | - |
| - | - | - | - | - |
| - | - | - | - | - |
| - | - | - | - | - |
| \$ 91,756,991 | \$ 99,267,852 | \$ 99,267,852 | \$ 106,208,932 | \$ 107,982,371 |

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Exhibit I-14

**Pikes Peak Library District
Debt Service Information
Last Ten Fiscal Years
(Unaudited)**

| Fiscal Year | Debt Service Expenditures | | | Noncapital Governmental Fund Expenditures | Ratio of Debt Service to Noncapital Governmental Fund Expenditures |
|-------------|---------------------------|-------------------|-----------|---|--|
| | Capital Leases | | Total | | |
| | Principal Payments | Interest Payments | | | |
| 2010 | \$ 50,685 | \$ 6,085 | \$ 56,770 | \$ 21,936,718 | 0.26% |
| 2011 | 57,670 | 4,261 | 61,931 | 22,062,312 | 0.28% |
| 2012 | 65,401 | 1,672 | 67,073 | 22,732,454 | 0.30% |
| 2013 | - | - | - | 23,553,822 | - |
| 2014 | - | - | - | 24,979,899 | - |
| 2015 | - | - | - | 25,816,533 | - |
| 2016 | - | - | - | 26,243,577 | - |
| 2017 | - | - | - | 27,919,221 | - |
| 2018 | - | - | - | 28,771,467 | - |
| 2019 | - | - | - | 31,170,925 | - |

Exhibit I-15

**Pikes Peak Library District
Demographic and Economic Information
Last Ten Fiscal Years
(Unaudited)**

| Fiscal Year | Population | Personal Income | Per Capita Personal Income | Unemploy. Rate | Households | | Median Age | School Enrollment |
|-------------|------------|-------------------|----------------------------|----------------|------------|--------------|------------|-------------------|
| | | | | | Total | Average Size | | |
| 2010 | 554,355 | \$ 24,986,786,000 | \$ 37,915 | 10.5% | 237,851 | 2.33 | 34.1 | 109,962 |
| 2011 | 575,789 | 25,420,872,000 | 37,909 | 8.9% | 243,299 | 2.37 | 34.1 | 111,318 |
| 2012 | 585,158 | 26,374,299,000 | 40,893 | 8.8% | 247,320 | 2.37 | 34.1 | 111,533 |
| 2013 | 598,549 | 27,980,799,000 | 41,250 | 7.2% | 251,153 | 2.38 | 34.2 | 117,829 |
| 2014 | 607,457 | 27,831,398,000 | 41,945 | 6.2% | 255,364 | 2.38 | 34.3 | 118,699 |
| 2015 | 616,089 | 29,262,206,000 | 43,385 | 4.6% | 259,082 | 2.38 | 34.0 | 120,314 |
| 2016 | 623,805 | 30,565,961,000 | 44,409 | 3.8% | 263,383 | 2.37 | 34.4 | 121,752 |
| 2017 | 639,625 | 32,522,267,000 | 46,511 | 3.5% | 267,300 | 2.39 | 34.4 | 122,445 |
| 2018 | 650,185 | 34,598,539,000 | 48,467 | 3.8% | 271,234 | 2.40 | 34.4 | 121,192 |
| 2019 | 662,241 | Not Available | Not Available | 3.3% | 270,074 | 2.45 | 33.7 | 124,516 |

Data Sources: Colorado Department of Labor, U.S. Bureau of Economic Analysis, Colorado Department of Education, Colorado Department of Local Affairs, Colorado Workforce Center, quickfacts.census.gov

Exhibit I-16

**Pikes Peak Library District
Principal Employers
Current Year and Nine Years Ago
(Unaudited)**

| Employer | Fiscal Year 2019 | | Fiscal Year 2010 | |
|--|------------------|-----------------------------|------------------|-----------------------------|
| | Employees | Percent of Total Employment | Employees | Percent of Total Employment |
| Fort Carson | 32,411 | 9.78% | 21,400 | 7.63% |
| Memorial/University of Colorado Health Systems | 9,800 | 2.96% | 6,300 | 2.25% |
| Peterson Air Force Base | 9,653 | 2.91% | 9,286 | 3.31% |
| United States Air Force Academy | 8,744 | 2.64% | 6,522 | 2.33% |
| Schriever Air Force Base | 7,016 | 2.12% | 4,800 | 1.71% |
| Colorado Springs School District #11 | 3,727 | 1.12% | 3,793 | 1.35% |
| Academy School District #20 | 2,934 | 0.89% | 2,986 | 1.07% |
| El Paso County | 2,783 | 0.84% | - | - |
| Centura Health System | 2,767 | 0.83% | - | - |
| City of Colorado Springs | 2,516 | 0.76% | - | - |
| Verizon Wireless | - | - | 4,000 | 1.43% |
| Front Range Emergency Services | - | - | 4,000 | 1.43% |
| Hewlett Packard | - | - | 4,000 | 1.43% |
| Total | 82,351 | 24.85% | 67,087 | 23.93% |
| Total Employment - El Paso County, Colorado | 331,453 | | 280,305 | |

Exhibit I-17

**Pikes Peak Library District
District Employees By Function
Last Ten Fiscal Years
(Unaudited)**

| | Full-time Equivalent Employees | | | | |
|--|---------------------------------------|---------------|---------------|---------------|---------------|
| | 2010 | 2011 | 2012 | 2013 | 2014 |
| Public Services | | | | | |
| Administration | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Regional History and Genealogy | 9.25 | 9.25 | 9.25 | 9.25 | 9.25 |
| Creative Services | - | - | - | - | - |
| Adult Services | - | - | - | - | - |
| East Library | 16.00 | 16.30 | 16.30 | 15.80 | 15.80 |
| Penrose Library | 20.70 | 20.74 | 20.74 | 20.24 | 20.24 |
| Library 21c | - | - | - | - | 8.25 |
| Library 21c - Computer Commons | - | - | - | - | 9.00 |
| Children's | - | - | - | - | - |
| East Library | 9.00 | 9.02 | 9.02 | 8.02 | 6.82 |
| Penrose Library | 5.30 | 5.32 | 5.32 | 5.32 | 6.12 |
| Library 21c | - | - | - | - | 6.88 |
| Young Adult Services | - | - | - | - | - |
| Community Libraries | | | | | |
| Administration - West Region | - | - | - | - | - |
| Administration - Southeast Region | - | - | - | - | - |
| Administration - North Region | - | - | - | - | - |
| Briargate Library | 12.63 | 13.63 | 13.63 | 14.50 | - |
| Calhan Library | - | - | - | - | - |
| Cheyenne Mountain Library | 10.93 | 10.93 | 10.93 | 11.43 | 10.93 |
| Fountain Library | 10.63 | 10.25 | 10.25 | 9.25 | 7.75 |
| East Library | - | - | - | - | - |
| High Prairie Library | 7.13 | 8.00 | 8.00 | 8.00 | 8.25 |
| Ruth Holley Library | 12.25 | 12.25 | 12.25 | 12.50 | 12.50 |
| Library 21c | - | - | - | - | - |
| Manitou Springs Library | - | - | - | - | 4.00 |
| Monument Library | 10.21 | 10.42 | 10.42 | 10.55 | 10.55 |
| Old Colorado City Library | 8.93 | 9.28 | 9.28 | 8.88 | 8.88 |
| Palmer Lake Library | 1.93 | 1.99 | 2.01 | 1.99 | 1.79 |
| Penrose Library | - | - | - | - | - |
| Rockrimmon Library | 11.25 | 11.23 | 11.23 | 10.85 | 10.65 |
| Sand Creek Library | 12.88 | 13.09 | 13.09 | 13.29 | 14.23 |
| Ute Pass Library | 2.15 | 2.30 | 2.30 | 1.80 | 1.80 |
| Adult Education | 2.60 | 2.60 | 2.60 | 3.10 | 3.45 |
| Circulation | | | | | |
| East Library | 19.93 | 20.01 | 19.01 | 19.56 | 20.22 |
| Penrose Library | 11.50 | 11.59 | 11.59 | 11.59 | 11.62 |
| Library 21c | - | - | - | - | 6.50 |
| Shelving | | | | | |
| East Library | 14.95 | 15.16 | 15.16 | 13.68 | 13.70 |
| Penrose Library | 8.40 | 8.84 | 8.84 | 8.32 | 7.99 |
| Library 21c | - | - | - | - | 5.18 |
| Security | 7.25 | 7.25 | 7.25 | 7.25 | 11.00 |
| Collection Management | 19.50 | 19.80 | 19.80 | 19.80 | 19.30 |
| Knights of Columbus Hall | - | - | - | - | - |
| Mobile Library Services | 8.88 | 9.70 | 9.70 | 8.70 | 8.70 |
| Total Public Services | 257.18 | 261.95 | 260.97 | 256.67 | 284.35 |
| Administrative Services | | | | | |
| Administration | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Facilities | | | | | |
| East Library | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Penrose Library | 6.75 | 7.00 | 7.00 | 7.00 | 6.75 |
| Library 21c | - | - | - | - | 2.00 |
| Human Resources | 5.55 | 5.15 | 4.15 | 5.15 | 5.15 |
| Total Administrative Services | 16.30 | 16.15 | 15.15 | 16.15 | 17.90 |
| Information Technology | | | | | |
| Information Technology | 13.00 | 13.00 | 13.00 | 13.00 | 14.00 |
| Other Administrative Operations | | | | | |
| Chief Librarian and Chief Executive Officer Office | 2.50 | 3.00 | 2.50 | 3.00 | 2.00 |
| Communications Office | 11.40 | 10.90 | 10.65 | 10.90 | 11.75 |
| Development Office | 2.50 | 2.50 | 2.50 | 2.50 | 2.50 |
| Finance Office | 6.75 | 6.75 | 6.75 | 5.75 | 5.75 |
| Total Other Administration Operations | 23.15 | 23.15 | 22.40 | 22.15 | 22.00 |
| Total Full Time Equivalents | 309.63 | 314.25 | 311.52 | 307.97 | 338.25 |

Data Source: District's Human Resources Office

| 2015 | 2016 | 2017 | 2018 | 2019 |
|---------------|---------------|---------------|---------------|---------------|
| 1.00 | 1.00 | 2.00 | 2.00 | 1.00 |
| 9.25 | 9.50 | 9.50 | 9.50 | 11.00 |
| - | - | - | - | 5.00 |
| - | - | - | - | 11.00 |
| 16.80 | 16.80 | 17.32 | 16.32 | - |
| 20.24 | 21.22 | 21.22 | 21.22 | - |
| 8.25 | 8.25 | 8.25 | 8.25 | - |
| 9.50 | 9.50 | 9.50 | 9.50 | - |
| - | - | - | - | 9.00 |
| 6.82 | 8.27 | 8.27 | 8.27 | - |
| 6.12 | 6.12 | 6.12 | 6.12 | - |
| 7.88 | 7.88 | 8.88 | 7.88 | - |
| - | - | - | - | 6.00 |
| - | - | - | 5.00 | 3.00 |
| - | - | - | 3.00 | 4.00 |
| - | - | - | 3.00 | 3.00 |
| - | - | - | - | - |
| - | - | - | - | 1.70 |
| 10.93 | 10.93 | 10.55 | 10.55 | 10.58 |
| 7.88 | 7.88 | 6.63 | 6.63 | 7.63 |
| - | - | - | - | 16.93 |
| 8.25 | 8.25 | 8.25 | 8.25 | 8.25 |
| 12.13 | 12.13 | 10.50 | 10.50 | 9.63 |
| - | - | - | - | 18.69 |
| 4.25 | 4.25 | 4.25 | 4.25 | 4.35 |
| 10.55 | 10.49 | 10.49 | 10.49 | 9.96 |
| 8.63 | 8.90 | 8.90 | 8.90 | 8.90 |
| 1.79 | 2.03 | 2.03 | 2.03 | 2.03 |
| - | - | - | - | 17.64 |
| 10.65 | 10.65 | 10.08 | 10.08 | 9.45 |
| 15.73 | 15.95 | 16.20 | 16.20 | 12.55 |
| 1.28 | 1.28 | 1.28 | 1.28 | 1.35 |
| 4.20 | 3.85 | 6.50 | 6.50 | 7.00 |
| 20.62 | 20.62 | 18.84 | 18.84 | 16.35 |
| 11.74 | 11.74 | 11.84 | 11.84 | 11.02 |
| 6.50 | 6.50 | 6.50 | 6.50 | 6.50 |
| 13.70 | 13.64 | 12.07 | 12.07 | 10.57 |
| 7.99 | 7.99 | 6.12 | 6.12 | 4.88 |
| 5.55 | 5.18 | 5.25 | 5.25 | 5.25 |
| 13.00 | 14.50 | 15.00 | 15.00 | 20.52 |
| 19.65 | 19.00 | 18.40 | 19.25 | 23.52 |
| - | - | - | - | 1.00 |
| 8.70 | 8.95 | 9.15 | 9.15 | 9.65 |
| 289.58 | 293.25 | 289.89 | 299.74 | 308.90 |
| - | - | - | - | - |
| 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| 6.75 | 6.00 | 6.00 | 5.00 | 5.00 |
| 2.00 | 3.00 | 3.00 | 3.00 | 5.00 |
| 5.15 | 5.15 | 5.15 | 5.15 | 6.25 |
| 16.90 | 17.15 | 17.15 | 16.15 | 19.25 |
| 14.10 | 14.10 | 14.10 | 13.10 | 16.10 |
| 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| 12.25 | 12.25 | 12.25 | 12.25 | 14.25 |
| 2.50 | 2.50 | 2.50 | 2.50 | 3.00 |
| 6.75 | 6.75 | 6.75 | 7.75 | 7.75 |
| 23.50 | 23.50 | 23.50 | 24.50 | 27.00 |
| 344.08 | 348.00 | 344.64 | 353.49 | 371.25 |

Exhibit I-18

**Pikes Peak Library District
Library Materials Purchased and Circulated
Last Ten Fiscal Years
(Unaudited)**

| Fiscal Year | Number of Volumes Owned | Number of Audio Visual Items Owned | Total Items Owned | Acquisition Cost of Collections |
|--------------------|--------------------------------|---|--------------------------|--|
| 2010 | 908,706 | 223,575 | 1,132,281 | 33,922,252 |
| 2011 | 948,527 | 235,087 | 1,183,614 | 34,699,459 |
| 2012 | 885,857 | 263,277 | 1,149,134 | 33,668,609 |
| 2013 | 907,823 | 285,181 | 1,193,004 | 33,438,002 |
| 2014 | 918,701 | 316,647 | 1,235,348 | 34,256,218 |
| 2015 | 718,638 | 279,776 | 998,414 | 28,479,378 |
| 2016 | 689,980 | 353,667 | 1,043,647 | 27,162,050 |
| 2017 | 700,758 | 346,176 | 1,046,934 | 26,923,183 |
| 2018 | 684,908 | 362,788 | 1,047,696 | 25,614,835 |
| 2019 | 658,014 | 453,315 | 1,111,329 | 24,234,938 |

Data Source: District's Collection Management Department

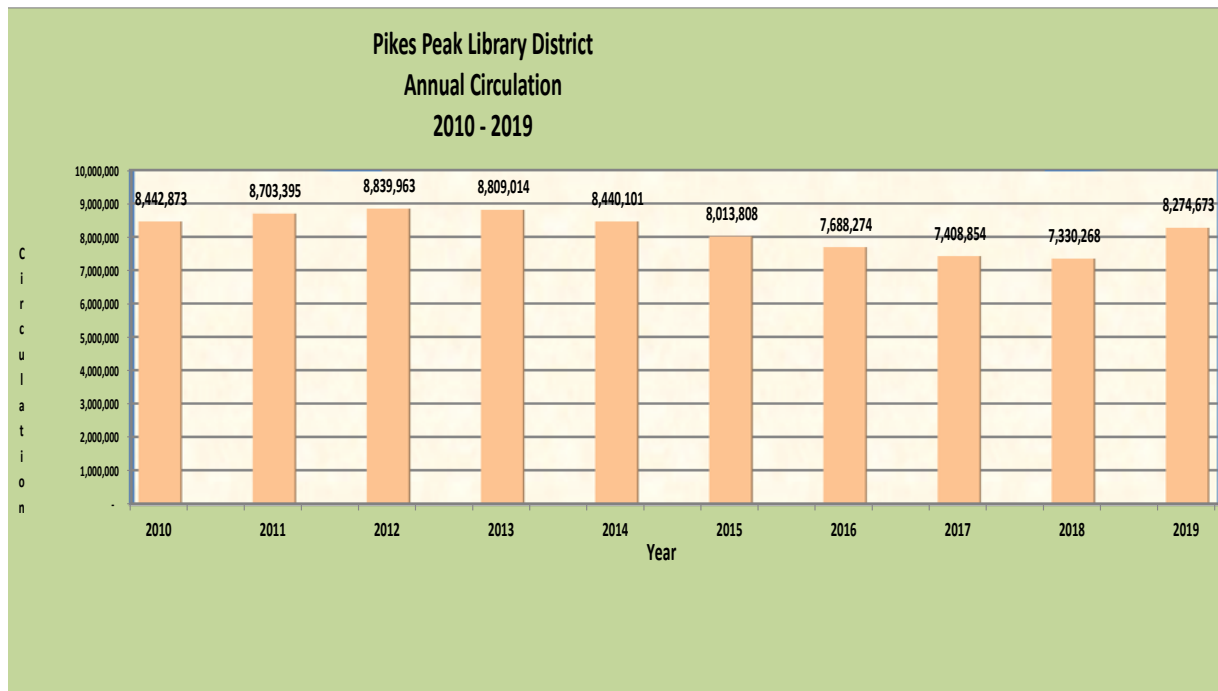
| Cost of New Acquisitions | Net Book Value of Collections | Number of Items in Circulation | Turnover Rate |
|-------------------------------------|--|---|--------------------------|
| 3,517,700 | 15,285,873 | 1,092,281 | 7.73 |
| 3,796,733 | 15,632,673 | 1,142,172 | 7.62 |
| 2,763,306 | 14,813,804 | 1,106,019 | 7.99 |
| 2,520,735 | 14,392,359 | 1,148,583 | 7.67 |
| 2,663,493 | 14,599,576 | 1,189,875 | 7.09 |
| 2,731,728 | 14,211,399 | 951,064 | 8.43 |
| 2,313,177 | 13,806,198 | 995,151 | 7.73 |
| 2,140,189 | 13,803,275 | 996,826 | 7.43 |
| 1,812,545 | 13,245,127 | 996,698 | 7.35 |
| 1,670,175 | 12,739,934 | 1,059,914 | 7.81 |

Exhibit I-19

Pikes Peak Library District
 Circulation By Location
 Last Ten Fiscal Years
 (Unaudited)

| Fiscal Year | Community Libraries | | | | | | | | | | | |
|-------------|---------------------|-----------------|-------------|-----------|--------|-------------------|----------|--------------|-----------------|----------|-------------------|-------------|
| | East Library | Penrose Library | Library 21c | Briargate | Calhan | Cheyenne Mountain | Fountain | High Prairie | Manitou Springs | Monument | Old Colorado City | Palmer Lake |
| 2010 | 2,582,700 | 1,095,427 | - | 768,785 | - | 554,658 | 273,745 | 66,410 | - | 572,676 | 303,763 | 62,441 |
| 2011 | 2,494,034 | 1,132,553 | - | 772,441 | - | 553,038 | 281,337 | 359,569 | - | 588,895 | 316,223 | 65,877 |
| 2012 | 2,310,938 | 1,101,885 | - | 816,865 | - | 548,264 | 289,672 | 367,406 | - | 595,068 | 312,196 | 66,511 |
| 2013 | 2,128,483 | 1,154,390 | - | 794,457 | - | 542,311 | 274,626 | 366,472 | 41,578 | 563,585 | 303,649 | 63,566 |
| 2014 | 1,983,752 | 1,049,901 | 464,794 | 283,986 | - | 503,092 | 249,356 | 341,333 | 48,404 | 502,640 | 294,604 | 58,095 |
| 2015 | 1,621,753 | 900,407 | 894,810 | - | - | 474,082 | 211,731 | 326,736 | 47,067 | 451,594 | 284,910 | 50,653 |
| 2016 | 1,533,028 | 776,925 | 888,192 | - | - | 437,569 | 199,196 | 307,167 | 46,452 | 415,012 | 246,141 | 43,152 |
| 2017 | 1,303,118 | 714,133 | 986,551 | - | - | 386,538 | 191,400 | 289,874 | 47,318 | 390,805 | 214,947 | 44,718 |
| 2018 | 1,325,067 | 626,308 | 904,180 | - | - | 374,674 | 187,269 | 284,624 | 40,953 | 383,845 | 193,591 | 40,011 |
| 2019 | 1,577,714 | 577,467 | 1,053,083 | - | 3,211 | 421,297 | 197,568 | 326,298 | 52,330 | 425,456 | 220,319 | 47,399 |

Data Source: District's information library system



| Rockrimmon | Ruth Holley | Sand Creek | Ute Pass | Mobile Library Services | Library Express Dispenser | Cyber- Shelf | Nook eReaders | Other Categories | Inter- Library Loan | Total |
|-------------------|------------------------|-----------------------|---------------------|--|--|-------------------------|--------------------------|-----------------------------|------------------------------------|--------------|
| 572,963 | 611,815 | 574,676 | 63,262 | 247,214 | 6,870 | 60,173 | - | - | 25,295 | 8,442,873 |
| 563,134 | 594,154 | 538,120 | 59,025 | 194,192 | 8,272 | 154,372 | 730 | 665 | 26,764 | 8,703,395 |
| 552,227 | 596,776 | 577,261 | 51,282 | 202,975 | 45,921 | 349,362 | 1,833 | 25,851 | 27,670 | 8,839,963 |
| 536,706 | 576,746 | 554,733 | 45,673 | 195,332 | 42,272 | 533,026 | 740 | 63,485 | 27,184 | 8,809,014 |
| 474,322 | 518,641 | 514,578 | 39,549 | 188,500 | 48,784 | 792,432 | 492 | 57,224 | 25,622 | 8,440,101 |
| 431,335 | 457,623 | 463,715 | 33,806 | 179,297 | 28,993 | 1,068,783 | 70 | 60,608 | 25,835 | 8,013,808 |
| 385,294 | 395,346 | 417,248 | 31,724 | 166,186 | 20,958 | 1,295,052 | 325 | 55,209 | 28,098 | 7,688,274 |
| 368,714 | 367,831 | 370,525 | 31,623 | 157,979 | 2,363 | 1,459,032 | 467 | 54,764 | 26,154 | 7,408,854 |
| 360,463 | 338,586 | 332,100 | 27,973 | 148,384 | - | 1,681,835 | 220 | 52,932 | 27,253 | 7,330,268 |
| 394,445 | 355,739 | 361,589 | 26,234 | 148,737 | - | 1,976,428 | 67 | 84,496 | 24,796 | 8,274,673 |

Exhibit I-20

**Pikes Peak Library District
Service Location Information
Last Ten Fiscal Years
(Unaudited)**

| Library | Address | Owned (O) Leased (L) | No. of Hours Open/Week FY 2019 | Square Footage as of Fiscal Year-End | | | | | |
|---|---|-------------------------|--------------------------------------|--------------------------------------|---------|---------|---------|---------|---------|
| | | | | 2010 | 2011 | 2012 | 2013 | 2014 | |
| Briargate Library | 9475 Briar Village Pt. Colorado Springs, CO 80920 | L | - | 8,627 | 8,627 | 8,627 | 8,627 | 8,627 | |
| Calhan Library | 600 Bank Street Calhan, CO 80803 | O | 32 | - | - | - | - | - | |
| Cheyenne Mountain Library | 1785 S. 8th Street, Suite 100 Colorado Springs, CO 80906 | L | 64 | 8,900 | 8,900 | 8,900 | 8,900 | 8,900 | |
| East Library | 5550 N. Union Colorado Springs, CO 80918 | O | 68 | 70,153 | 70,153 | 70,153 | 70,153 | 70,153 | |
| Fountain Library | 230 S. Main Street Fountain, CO 80817 | O | 64 | 9,582 | 9,582 | 9,582 | 9,582 | 9,582 | |
| High Prairie Library | 7035 Old Meridian Rd. Falcon, CO 80831 | O | 56 | 6,008 | 6,008 | 6,008 | 6,008 | 6,008 | |
| Library 21C | 1175 Chapel Hills Drive Colorado Springs, CO 80920 | O | 68 | - | - | 115,058 | 115,058 | 115,058 | |
| Manitou Springs Library | 701 Manitou Avenue Manitou Springs, CO 80829 | L | 52 | - | - | - | 2,391 | 2,391 | |
| Monument Hill Library | 1706 Lake Woodmoor Drive Monument, CO 80132 | L | 68 | 7,536 | 7,536 | 7,536 | 7,536 | 7,536 | |
| Old Colorado City Library | 2418 W. Pikes Peak Colorado Springs, CO 80904 | O | 64 | 4,909 | 4,909 | 4,909 | 4,909 | 4,909 | |
| Palmer Lake Library | 66 Lower Glenway Palmer Lake, CO 80133 | L | 36 | 1,574 | 1,574 | 1,574 | 1,574 | 1,574 | |
| Penrose Library | 20 N. Cascade Colorado Springs, CO 80903 | O | 68 | 78,831 | 78,831 | 78,831 | 78,831 | 78,831 | |
| Rockrimmon Library | 832 Village Center Drive Colorado Springs, CO 80919 | L | 64 | 8,668 | 8,668 | 8,668 | 8,668 | 8,668 | |
| Ruth Holley Library | 685 N. Murray Colorado Springs, CO 80915 | L | 64 | 10,469 | 10,469 | 10,469 | 10,469 | 10,469 | |
| Sand Creek Library | 1821 S. Academy Colorado Springs, CO 80916 | O | 68 | 14,060 | 14,060 | 14,060 | 14,060 | 14,060 | |
| Ute Pass Library | 8010 Severy Cascade, CO 80809 | L | 30 | 2,123 | 2,123 | 2,123 | 2,123 | 2,123 | |
| Mobile Library Services - three vehicles | | O | 62 | 455 | 455 | 455 | 455 | 455 | |
| Knights of Columbus Hall | 25 W. Kiowa Colorado Springs, CO 80903 | O | N/A | 11,988 | 11,988 | 11,988 | 11,988 | 11,988 | |
| | | | | 928 | 243,883 | 243,883 | 358,941 | 361,332 | 361,332 |

Data Source: District's Facilities Office

| <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> | <u>2019</u> |
|----------------|----------------|----------------|----------------|----------------|
| - | - | - | - | - |
| - | - | - | - | 2,400 |
| 8,900 | 8,900 | 8,900 | 8,900 | 8,900 |
| 70,153 | 70,153 | 70,153 | 70,153 | 70,153 |
| 9,582 | 9,582 | 9,582 | 9,582 | 9,582 |
| 6,008 | 6,008 | 6,008 | 6,008 | 6,008 |
| 115,058 | 115,058 | 115,058 | 115,058 | 115,058 |
| 2,391 | 2,391 | 2,391 | 2,391 | 2,391 |
| 7,536 | 7,536 | 7,536 | 7,536 | 7,536 |
| 4,909 | 4,909 | 4,909 | 4,909 | 4,909 |
| 1,574 | 1,574 | 1,574 | 1,574 | 1,574 |
| 78,831 | 78,831 | 78,831 | 78,831 | 78,831 |
| 8,668 | 8,668 | 8,668 | 8,668 | 8,668 |
| 10,469 | 10,469 | 10,469 | 10,469 | 10,469 |
| 14,060 | 14,060 | 14,060 | 14,060 | 14,060 |
| 2,123 | 2,123 | 2,123 | 2,123 | 2,123 |
| 455 | 455 | 455 | 455 | 455 |
| 11,988 | 11,988 | 11,988 | 11,988 | 11,988 |
| <u>352,705</u> | <u>352,705</u> | <u>352,705</u> | <u>352,705</u> | <u>355,105</u> |

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**Report on Internal Control Over Financial Reporting
and on Compliance and Other Matters Based on an
Audit of Financial Statements Performed in
Accordance with *Government Auditing Standards***

Independent Auditor's Report

Board of Trustees
Pikes Peak Library District
Colorado Springs, Colorado

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the discretely presented component unit, each major fund and the aggregate remaining fund information of the Pikes Peak Library District (the District), as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated July 29, 2020. The financial statements of the Pikes Peak Library District Foundation Inc., the discretely presented component unit of the District, were not audited in accordance with *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses as defined above. However, material weaknesses may exist that have not been identified.

Board of Trustees
Pikes Peak Library District

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

BKD, LLP

Colorado Springs, Colorado
July 29, 2020



Board of Trustees, Internal Affairs
Committee and Management
Pikes Peak Library District
Colorado Springs, Colorado

As part of our audit of the financial statements of Pikes Peak Library District (the District) as of and for the year ended December 31, 2019, we wish to communicate the following to you.

AUDIT SCOPE AND RESULTS

Auditor's Responsibility Under Auditing Standards Generally Accepted in the United States of America and the Standards Applicable to Financial Audits Contained in Government Auditing Standards Issued by the Comptroller General of the United States

An audit performed in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States is designed to obtain reasonable, rather than absolute, assurance about the financial statements. In performing auditing procedures, we establish scopes of audit tests in relation to the financial statements taken as a whole. Our engagement does not include a detailed audit of every transaction. Our engagement letter more specifically describes our responsibilities.

These standards require communication of significant matters related to the financial statement audit that are relevant to the responsibilities of those charged with governance in overseeing the financial reporting process. Such matters are communicated in the remainder of this letter or have previously been communicated during other phases of the audit. The standards do not require the auditor to design procedures for the purpose of identifying other matters to be communicated with those charged with governance.

An audit of the financial statements does not relieve management or those charged with governance of their responsibilities. Our engagement letter more specifically describes your responsibilities.

Qualitative Aspects of Significant Accounting Policies and Practices

Significant Accounting Policies

The District's significant accounting policies are described in Note 1 of the audited financial statements.

Alternative Accounting Treatments

- No matters are reportable

Management Judgments and Accounting Estimates

Accounting estimates are an integral part of financial statement preparation by management, based on its judgments. The following areas involve significant areas of such estimates for which we are prepared to discuss management's estimation process and our procedures for testing the reasonableness of those estimates:

- Fair value of investments
- Allowance for uncollectible receivables
- Useful lives of capital assets
- Compensated absences accrual
- Pension expense

Financial Statement Disclosures

The following areas involve particularly sensitive financial statement disclosures for which we are prepared to discuss the issues involved and related judgments made in formulating those disclosures:

- Inter-fund activity
- Risk management
- TABOR amendment and revenue
- Claims and litigation
- Change in accounting principle – adoption of GASB Statement No. 95
- Subsequent events
- General fund budgetary information

Audit Adjustments

During the course of any audit, an auditor may propose adjustments to financial statement amounts. Management evaluates our proposals and records those adjustments which, in its judgment, are required to prevent the financial statements from being materially misstated. A misstatement is a difference between the amount, classification, presentation or disclosure of a reported financial statement item and that which is required for the item to be presented fairly in accordance with the applicable financial reporting framework. Some adjustments proposed were

not recorded because their aggregate effect is not currently material; however, they involve areas in which adjustments in the future could be material, individually or in the aggregate.

Areas in which adjustments were proposed include:

Proposed Audit Adjustments Recorded

- No matters are reportable

Proposed Audit Adjustments Not Recorded

- Attached is a summary of uncorrected misstatements we aggregated during the current engagement and pertaining to the latest period presented that were determined by management to be immaterial, both individually and in the aggregate, but more than trivial to the financial statements as a whole

Auditor's Judgments About the Quality of the District's Accounting Principles

- No matters are reportable

Other Material Communications

Listed below are other material communications between management and us related to the audit:

- Management representation letter (attached)
- We orally communicated to management other deficiencies in internal control identified during our audit that are not considered material weaknesses or significant deficiencies

* * * * *

This communication is intended solely for the information and use of Management, the Internal Affairs Committee, the Board of Trustees and others within the District and is not intended to be and should not be used by anyone other than these specified parties.

BKD, LLP

July 29, 2020

Pikes Peak Library District

ATTACHMENT

This analysis and the attached "Schedule of Uncorrected Misstatements (Adjustments Passed)" reflect the effects on the financial statements if the uncorrected misstatements identified were corrected.

Governmental Activities (Government-Wide Statements)

QUANTITATIVE ANALYSIS

| | Before Misstatements | Misstatements | Subsequent to Misstatements | % Change |
|--|-------------------------|---------------|--------------------------------|----------|
| Current Assets | 45,349,838 | | 45,349,838 | |
| Non-Current Assets & Deferred Outflows | 45,137,598 | (215,000) | 44,922,598 | -0.48% |
| Current Liabilities | (2,029,036) | | (2,029,036) | |
| Non-Current Liabilities & Deferred Inflows | (59,470,432) | | (59,470,432) | |
| Current Ratio | | | 22.35 | |
| | | | | |
| Total Assets & Deferred Outflows | 90,487,436 | (215,000) | 90,272,436 | -0.24% |
| Total Liabilities & Deferred Inflows | (61,499,468) | | (61,499,468) | |
| Total Net Position | (28,987,968) | 215,000 | (28,772,968) | -0.74% |
| | | | | |
| General Revenues & Transfers | (32,302,851) | | (32,302,851) | |
| Net Program Revenues/ Expenses | 38,393,839 | 215,000 | 38,608,839 | 0.56% |
| Change in Net Position | 6,090,988 | 215,000 | 6,305,988 | 3.53% |

Client: Pikes Peak Library District
 Period Ending: December 31, 2019

Governmental Activities (Government-Wide Statements)
 SCHEDULE OF UNCORRECTED MISSTATEMENTS (ADJUSTMENTS PASSED)

| Description | Financial Statement Line Item | Factual (F), Judgmental (J) or Projected (P) | Assets & Deferred Outflows | | Liabilities & Deferred Inflows | | General Revenues & Transfers | | Revenues/ Expenses | | Change in Net Position | | Net Effect on Following Year | |
|--|-------------------------------|--|----------------------------|-----------------------|--------------------------------|-----------------------|---------------------------------|---------|-----------------------|---------|---------------------------|---------|------------------------------|---------|
| | | | Current DR (GR) | Noncurrent DR (GR) | Current DR (GR) | Noncurrent DR (GR) | DR (CR) | DR (CR) | DR (CR) | DR (CR) | DR (CR) | DR (CR) | DR (CR) | DR (GR) |
| To estimate the cost of the 21C roof that was "disposed" during 2019. | | F | 0 | (215,000) | 0 | 0 | 0 | 0 | 215,000 | 0 | 0 | 0 | 0 | |
| Loss on Disposal | | | | | | | | | 215,000 | | | | | |
| Accumulated Depreciation | | | | 145,000 | | | | | | | | | N/A | |
| 21C Building | | | | (380,000) | | | | | | | | | | |
| Total passed adjustments | | | 0 | (215,000) | 0 | 0 | 0 | 0 | 215,000 | 0 | 0 | 0 | 0 | |
| Impact on Change in Net Position | | | | | | | | | | | 215,000 | | | |
| Impact on Net Position | | | | | | | | | | | 215,000 | | | |



(719) 531-6333

ppld.org

P.O. Box 1579

Colorado Springs, CO 80901

BKD, LLP
Certified Public Accountants
111 S. Tejon Street, Suite 800
Colorado Springs, Colorado 80903

We are providing this letter in connection with your audit of our financial statements as of and for the year ended December 31, 2019. We confirm that we are responsible for the fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America. We are also responsible for adopting sound accounting policies, establishing and maintaining effective internal control over financial reporting, operations and compliance, and preventing and detecting fraud.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, the following:

1. We have fulfilled our responsibilities, as set out in the terms of our engagement letter dated March 4, 2020, for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
2. We acknowledge our responsibility for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
3. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
4. We have provided you with:
 - (a) Access to all information of which we are aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters.

July 29, 2020

BKD, LLP
Certified Public Accountants
111 S. Tejon Street, Suite 800
Colorado Springs, Colorado 80903

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3. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
4. We have provided you with:
 - (a) Access to all information of which we are aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters.

- (b) Additional information that you have requested from us for the purpose of the audit.
 - (c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - (d) All minutes of meetings of the governing body held through the date of this letter.
 - (e) All significant contracts and grants.
5. All transactions have been recorded in the accounting records and are reflected in the financial statements.
 6. We have informed you of all current risks of a material amount that are not adequately prevented or detected by entity procedures with respect to:
 - (a) Misappropriation of assets.
 - (b) Misrepresented or misstated assets, liabilities or net position.
 7. We believe the effects of the uncorrected financial statement misstatements summarized in the attached schedule are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.
 8. We have no knowledge of any known or suspected:
 - (a) Fraudulent financial reporting or misappropriation of assets involving management or employees who have significant roles in internal control.
 - (b) Fraudulent financial reporting or misappropriation of assets involving others that could have a material effect on the financial statements.
 9. We have no knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, customers, regulators, suppliers or others.
 10. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
 11. We have disclosed to you the identity of the District's related parties and all the related party relationships and transactions of which we are aware. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with accounting principles generally accepted in the United States of America. We understand that the term related party refers to an affiliate; management, and members of their immediate families, component units; and any other party with which the entity may deal if it can significantly influence, or be influenced by, the management or operating policies of the other. The term affiliate

refers to a party that directly or indirectly controls, or is controlled by, or is under common control with us.

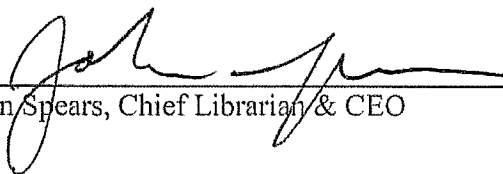
12. Except as reflected in the financial statements, there are no:
 - (a) Plans or intentions that may materially affect carrying values or classifications of assets and liabilities.
 - (b) Material transactions omitted or improperly recorded in the financial statements.
 - (c) Material gain/loss contingencies requiring accrual or disclosure, including those arising from environmental remediation obligations.
 - (d) Events occurring subsequent to the balance sheet date through the date of this letter requiring adjustment or disclosure in the financial statements.
 - (e) Agreements to purchase assets previously sold.
 - (f) Restrictions on cash balances or compensating balance agreements.
 - (g) Guarantees, whether written or oral, under which the District is contingently liable.
13. We have disclosed to you all known instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
14. We have no reason to believe the District owes any penalties or payments under the Employer Shared Responsibility Provisions of the Patient Protection and Affordable Care Act nor have we received any correspondence from the IRS or other agencies indicating such payments may be due.
15. We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with accounting principles generally accepted in the United States of America.
16. Adequate provisions and allowances have been accrued for any material losses from:
 - (a) Uncollectible receivables.

17. Except as disclosed in the financial statements, we have:
 - (a) Satisfactory title to all recorded assets, and they are not subject to any liens, pledges or other encumbrances.
 - (b) Complied with all aspects of contractual and grant agreements, for which noncompliance would materially affect the financial statements.
18. We have not been designated as a potentially responsible party (PRP or equivalent status) by the Environmental Protection Agency (EPA) or other cognizant regulatory agency with authority to enforce environmental laws and regulations.
19. With regard to deposit and investment activities:
 - (a) All deposit, repurchase and reverse repurchase agreements and investment transactions have been made in accordance with legal and contractual requirements.
 - (b) Disclosures of deposit and investment balances and risks in the financial statements are consistent with our understanding of the applicable laws regarding enforceability of any pledges of collateral.
 - (c) We understand that your audit does not represent an opinion regarding the enforceability of any collateral pledges.
20. We acknowledge that we are responsible for compliance with applicable laws, regulations and provisions of contracts and grant agreements.
21. We have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that have a direct and material effect on the determination of amounts in our financial statements or other financial data significant to the audit objectives.
22. We have identified and disclosed to you any violations or possible violations of laws, regulations and provisions of contracts and grant agreements whose effects should be considered for recognition and/or disclosure in the financial statements or for your reporting on noncompliance.
23. We have taken or will take timely and appropriate steps to remedy any fraud, abuse, illegal acts or violations of provisions of contracts or grant agreements that you or other auditors report.
24. We have a process to track the status of audit findings and recommendations.
25. The supplementary information required by the Governmental Accounting Standards Board, consisting of management's discussion and analysis, pension information, and budgetary information for the general fund have been prepared

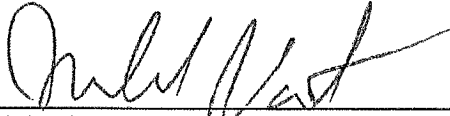
and are measured and presented in conformity with the applicable GASB pronouncements, and we acknowledge our responsibility for the information. The information contained therein is based on all facts, decisions and conditions currently known to us and is measured using the same methods and assumptions as were used in the preparation of the financial statements. We believe the significant assumptions underlying the measurement and/or presentation of the information are reasonable and appropriate. There has been no change from the preceding period in the methods of measurement and presentation.

26. With regard to supplementary information:
- (a) We acknowledge our responsibility for the presentation of the supplementary information in accordance with the applicable criteria.
 - (b) We believe the supplementary information is fairly presented, both in form and content, in accordance with the applicable criteria.
 - (c) The methods of measurement and presentation of the supplementary information are unchanged from those used in the prior period.
 - (d) We believe the significant assumptions or interpretations underlying the measurement and/or presentation of the supplementary information are reasonable and appropriate.
 - (e) If the supplementary information is not presented with the audited financial statements, we acknowledge we will make the audited financial statements readily available to intended users of the supplementary information no later than the date such information and the related auditor's report are issued.
27. We acknowledge the current economic volatility presents difficult circumstances and challenges for municipalities. Municipalities are facing declines in the fair values of investments and other assets, declines in the volume of business, constraints on liquidity and difficulty obtaining financing. We understand the values of the assets and liabilities recorded in the financial statements could change rapidly, resulting in material future adjustments to asset values, allowances for accounts receivable, etc. that could negatively impact the District's ability to maintain sufficient liquidity. We acknowledge that you have no responsibility for future changes caused by the current economic environment and the resulting impact on the District's financial statements. Further, management and the Board are solely responsible for all aspects of managing the District, including questioning the quality and valuation of investments and other assets, reviewing allowances for uncollectible amounts and evaluating capital needs and liquidity plans.
28. We believe the assumptions used by the El Paso County Retirement Plan (including the discount rate and rate of return) are reasonable and reflective of the plan demographics.

29. We adopted GASB No. 95 *Postponement of the Effective Dates of Certain Authoritative Guidance* which allowed us to postpone the adoption of GASB No. 84, *Fiduciary Activities* which was originally required to be implemented by the District for the year ended December 31, 2019.



John Spears, Chief Librarian & CEO



Michael E. Varnet, CPA, CPFO
Chief Finance Officer

2020 Supplementary Budget Resolution

History

In September 1998, the State of Colorado revised its Financial Management Manual, [A Guide for Colorado Governments](#). Included in this manual is a section pertaining to annual budgets and supplementary budgets.

The manual clearly indicates that when and how a budget can be amended during the year is a subject of continual concern to local governments. However, it does clarify the fact that when supplemental budget resolutions are proposed, a notice to the public must be given in a manner similar to the annual budget. Accordingly, the proposed resolutions (discussed below) are presented to the Board of Trustees (Board) as an informational item at the August Board meeting. Upon completion of that meeting, a public notice will be prepared stating the resolutions are available for public inspection, and the public notice will be placed in the local newspaper. The resolution will be presented as a decision item at the September 23, 2020 Board meeting.

Attached are copies of the supplementary budget resolutions for the General Fund, the East Library Capital Project Fund, the Penrose Library Capital Project Fund, the Library 21c Capital Project Fund, the Capital Reserve Fund, and the Special Revenue Funds, along with the supporting schedules.

GENERAL FUND

Revenues

During 2020, the COVID-19 virus, a pandemic that is currently on-going, began in early 2020 (after the 2020 budget was approved by the Board), and the impact on local, state, national and global economies has been significant in terms of negative consequences. As such, management has reviewed and updated its estimates for revenue collections for 2020, and we are proposing the following reductions to the 2020 revenue budget as collectivity of these balances is clearly impaired:

| | |
|--|--------------------|
| 1. Investment income | (\$250,000) |
| 2. Specific ownership taxes | (\$300,000) |
| 3. Fines and fees | (\$20,000) |
| 4. Parking lot meter collections (Penrose) | (\$10,000) |
| 5. Copier/printer charges | <u>(\$46,000)</u> |
| Total Reduction | <u>(\$626,000)</u> |

As such, the above reductions effectively reduces the 2020 revenue budget from \$35,199,670 to \$34,573,670. Management will continue to evaluate and assess the collectivity of the remaining budget not only for these accounts, but for PPLD's property tax revenue account (which represents 86% of PPLD's total budget). At this moment, management is not aware of any real collectability concerns for 2020 given all of the legal collectability enforcements that exist within current State Statutes.

Expenditures

The following section provides the proposed adjustments to be made to PPLD's 2020 General Fund appropriation. The proposed items are explained in detail below.

1. Encumbrances – \$246,186

The proposed Amendment includes an increase to the expenditure budget for encumbrances outstanding as of December 31, 2019. Encumbrances represent items ordered but not yet received by the District. The expenditure is recorded when the item is received. This is a typical budget practice for government entities.

2. Operating transfer – Capital Reserve Fund – (\$800,000)

As a result of COVID-19 as discussed above, estimated revenue collections for 2020 will be less than what was originally included in the approved 2020 budget, as discussed above. To offset this negative impact on PPLD's budget, management has elected to implement the budgeted security system in phases, and is recommending deferring a total of \$800,000 of costs to a subsequent year.

3. Operating transfer – Capital Reserve Fund - \$493,366

As discussed in detail below under the Capital Reserve Fund section of this memorandum, for various reasons including the issue of alleged ADA non-compliance, PPLD is in process of relocating its library operations in Manitou Springs from a building that is owned by the City of Manitou Springs (the Carnegie Library) to a facility operated by the Manitou Arts Center (MAC). The estimated cost related to the relocation of services to the new facility, including all renovation and IT related costs, is estimated at \$493,366. This was an unplanned expenditure and was not considered when the 2020 budget was approved. The costs for this project is accounted for under the Capital Reserve Fund, which is funded by the General Fund.

4. Lease expense – Manitou Springs library facility - \$10,100

As discussed above, PPLD will be leasing space from MAC for its library services offered in Manitou Springs. The lease costs for 2020 is \$10,100.

5. COVID-19 expenditures - \$45,000

PPLD is currently tracking unbudgeted expenditures resulting from COVID-19. PPLD is in process of applying for reimbursement from various sources. This is the estimated balance currently, and it may be amended for the final version of this Amendment.

6. Cellular expenditures - \$16,669

PPLD management has identified the need for additional cellular services expenditures resulting from changes in service operations.

7. Collection agency - (\$15,000)

Early 2020, management elected to discontinue its use of an collection agency to collect overdue fines and fees, primarily because PPLD no longer charges fines for overdue items and because laws have changed with prohibits collection agencies to report delinquent accounts to various credit bureaus. The change became effective July 1, 2020.

8. Audit fees – (\$6,000)

PPLD completed an RFP process to select a firm for auditing purposes earlier during 2020, and as a result, actual fees came in less than the budgeted total by \$6,000.

9. Savings from vacant positions – (\$400,000)

Each year, PPLD includes in its budget a targeted savings amount resulting from vacant positions. For budgetary purposes, PPLD assumes all positions will be filled throughout the year, which of course is never the case. The target included in the 2020 budget was a savings of \$700,000.

Primarily as a result of the pandemic, PPLD has employed a hiring freeze on most vacant positions. PPLD has not been open fully to the public since March 2020, and since then, operations have been curtailed primarily in compliance with state-wide health orders. Management believes it will realize an additional \$400,000 in savings from vacant positions during 2020.

10. Line item transfers - \$69,831

During 2020, management has identified certain needs which can be funded from estimated savings from other categories of the 2020 budget.

After taking into consideration all of the items discussed above, the recommendation is to amend the 2020 General Fund appropriation from \$36,746,146 to \$36,336,467.

EAST LIBRARY CAPITAL PROJECT FUND

The District's East Library Capital Project Fund is used to account for all financial activity related to the funding of all capital projects exclusively to the benefit of the East Library. Funding for this project comes from the General Fund and from fundraising efforts.

The proposed budget Amendment allocates the fund balance as of December 31, 2019 to the 2020 budget for the East Library capital projects/purchases, which have been previously identified and approved as part of the previous annual budget process. The carryover process is authorized by the Board approved Financial Guidelines.

The attached schedule shows how the funds are allocated by capital project/purchase. The effect of this Amendment is to increase the 2020 budget for expenditures from \$120,750 to \$203,847.

PENROSE LIBRARY CAPITAL PROJECT FUND

The District's Penrose Library Capital Project Fund is used to account for all financial activity related to the funding of all capital projects exclusively to the benefit of the Penrose Library. Funding for this project comes from the General Fund and from fundraising efforts.

The proposed budget Amendment allocates the fund balance as of December 31, 2019 to the 2020 budget for the Penrose Library capital projects/purchases, which have been previously identified and approved as part of the previous annual budget process. The carryover process is authorized by the Board approved Financial Guidelines.

The attached schedule shows how the funds are allocated by capital project/purchase. The effect of this Amendment is to increase the 2020 budget for expenditures from \$268,000 to \$329,642.

LIBRARY 21C CAPITAL PROJECT FUND

The District's Library 21c Capital Project Fund is used to account for all financial activity related to the funding of all capital projects exclusively to the benefit of the East Library. Funding for this project comes from the General Fund and from fundraising efforts.

The proposed budget Amendment addresses three issues:

1. The Amendment allocates the fund balance as of December 31, 2019 to the 2020 budget for the Library 21c projects/purchases, which have been previously identified and approved as part of the previous annual budget process. The carryover process is authorized by the Board approved Financial Guidelines.
2. It sets aside \$120,000 for the replacement of the facility's boiler. This expenditure was set to incur in a subsequent year, but mechanical issues have arisen during 2020 and it is deemed that the boiler needs to be replaced as soon as possible.
3. The Amendment includes setting aside \$20,176 as a contingency for unexpected/unplanned capital expenditures as the facility is aging.

The attached schedule shows how the funds are allocated by project/purchase, and it incorporates the three discussion items listed above. The effect of this Amendment is to increase the 2020 budget for expenditures from \$217,020 to \$392,549.

CAPITAL RESERVE FUND

The District's Capital Reserve Fund is used to account for all financial activity related to the District's capital projects/purchases that are not accounted for in either the East Library Capital Projects Fund, the Penrose Library Capital Projects Fund or the Library 21c Capital Project Fund. Sources of funds come primarily from the General Fund and from fundraising activities.

The proposed Amendment addresses the following items:

1. The Amendment allocates the fund balance as of December 31, 2019 to the 2020 budget for the Library 21c projects/purchases, which have been previously identified and approved as part of the previous annual budget process. The carryover process is authorized by the Board approved Financial Guidelines.
2. Due to the financial concerns related to COVID-19 as discussed above, the Amendment includes a deferral of a part of the security system project, meaning this project will be completed in phases. As such, the Amendment includes a reduction of this project by \$800,000 as both a reduction in Operating Transfers In from the General Fund and as a reduction to the project budget itself.
3. Unexpectedly, PPLD and the City of Manitou Springs have been dealing with various facility-related issues with the Manitou Springs Library facility. To summarize the current status of this issues, the building is owned by the City of Manitou Springs and PPLD has leased the facility since Manitou Springs joined PPLD in 2013. As part of these issues, PPLD officials and officials from the City of Manitou Springs agreed to release PPLD from its current lease obligations and to allow PPLD to relocate its Manitou Springs operations from this facility to another facility, which is the facility owned by the MAC, while Manitou Springs completes a renovation of its library facility.

PPLD has entered into a lease agreement and a Memorandum of Understanding with MAC officials to allow PPLD to provide library services through the facility owned by MAC. As such, there are certain costs that management has identified as needed to occur as part of the relocation project. These costs are in general terms summarized as follows:

| | |
|-------------------------------|------------------|
| a. Renovation/contingency | \$203,691 |
| b. IT/Security related costs | \$217,997 |
| c. Safety | \$12,559 |
| d. Communications | \$25,450 |
| e. Furniture and other assets | <u>\$33,669</u> |
| Total Project Costs | <u>\$493,366</u> |

Please note that a significant portion of the IT/Security related costs and the furniture and other assets costs are for assets which not only are they needed to provide library services at the MAC location, but may be removed and transferred to any other facility meaning should PPLD ultimately move back to the original facility after Manitou Springs finishes its projects, the assets may be transferrable.

The Amendment includes an increase of the Operating Transfer of funds from the General Fund of \$493,366, and the project costs is included in the Uses of Funds schedule as well.

- As part of the lease extension for the District’s Ruth Holley Library facility, the landlord agreed to reimburse PPLD for certain leasehold improvement costs incurred by PPLD at this facility. The total cost incurred for such projects at this facility was \$61,874, and this amount has been included under both the Sources of Funds schedule and the Uses of Funds schedule.
- The district’s 2019 Budget included an amount of \$123,000 to be received from fundraising endeavors; \$75,000 for the replacement of the floor at the Old Colorado City Library facility and \$48,000 for improvements at the Ruth Holley Library facility. These budgets are multi-year budgets meaning the fundraising needs are carried over to the subsequent year – in this case to the year 2020.

As a result of all items discussed above, the Amendment results in a decrease of Revenues and Other Financing Sources from \$1,781,810 to \$1,660,050, and an increase in the 2020 appropriation from \$2,018,795 to \$3,470,448.

SPECIAL REVENUE FUNDS

The mid-year budget Amendment also includes a resolution to increase various fund appropriations as a result of the remaining fund balances as of December 31, 2019.

The recommended Amendments are as follows:

| <u>Fund</u> | <u>Original</u> | <u>Adjusted</u> | <u>Change</u> |
|--|-----------------|-------------------|-------------------|
| Cheyenne Mountain Library Support Fund | - | 812 | 812 |
| High Prairie Library Support Fund | - | 92,626 | 92,626 |
| Sand Creek Library Support Fund | - | 15,583 | 15,583 |
| Total | <u>\$ -</u> | <u>\$ 109,021</u> | <u>\$ 109,021</u> |

The attached resolutions and supporting schedules list our recommendations as to how to spend such funds during 2020. These funds are to be kept in place until the remaining fund balances are fully utilized. Current accounting literature requires these types of funds to be accounted for in the General Fund. These funds existed prior to the change in literature and we are required to account for them as Special Revenue Funds until the fund balances are reduced to \$0. The changes above result primarily from not fully utilizing the funds that were budgeted for during 2019.

BUDGET DISCUSSION – 2020 MIDYEAR AND 2021 FISCAL YEAR

We have begun the budget process for fiscal year 2021. As required by state law, a proposal of the 2020 budget will be delivered to the Board by October 15, 2020. The 2021 budget will be discussed and action will be taken at the Board's December 9, 2020 Board meeting, which is the same date as the public hearing as required by state law.

Much of this conversation will be based on the implications of the 2020 COVID-19 pandemic that we all are currently facing, and suffice it to say much of the information we have can and will change as events occur. Stated differently, the circumstances we deal with as a result of the pandemic are fluid at best, and many things are constantly changing, and that includes legislation as well as economic factors.

It is too preliminary to discuss budget specifics for 2021 primarily because we should receive the information for our tax revenue calculations from the County Assessor's Office in late August. Please note the State previously indicated that County Assessors have until October 13, 2020 to release its assessed valuation data for 2021, but our County Assessor indicated he intends to send us our data by August 25th. Obviously, if that data is not released until closer to October 13th, it will make presenting an "accurate" 2021 budget proposal to the Board of Trustees by October 15th, as required by law, much more difficult. We will monitor the situation closely. Regardless, we need this data to more accurately estimate our revenue position for 2021.

That being said, a very preliminary estimate of the change in PPLD's assessed valuation total from 2021 to 2021 is a decrease of less than 0.5%. This takes into account the fact that this is not a reassessment year (that is done every 2 years - currently for even year budgets).

In relation to the reassessment years and given the fact that that part of the effects of COVID-19 were to damage (reduce) the market values of commercial properties, The State has issued a report indicating the residential assessed valuation rate will drop from 7.15% currently to 5.88 % for the 2022 budget year, which equates to an 18% decline. This will impact our revenue collections for 2022, but not as significantly as it will in various counties which rely more on the residential value of its assessed valuation than what we have in El Paso County (in which the composition of residential and commercial values is close to a 50/50 split).

PPLD's property tax revenue is subject to the more restrictive of the limitations imposed by TABOR and the State's 5.5% limitation. This is noteworthy because property tax revenue accounts for about 85% of our total revenue in any given year. Depending on the actual TABOR factors and the change in assessed valuation, we will adjust our mill levy for operating purposes from the current levy of 3.688 mills. Assuming PPLD is entitled to collect this additional revenue legally as per the two limitations referred to above, we anticipate this will generate about \$1.2 – \$1.5 million in additional revenue for 2021. Again, emphasis must be placed on the fact that PPLD's revenue base for 2021 (2020 estimated revenue) will be about \$600,000 less than what was originally budgeted for 2020, as discussed above. However, PPLD has flexibility as the current operating mill levy is less than the 4.000 mill levy limit, just as long as the calculated mill levy for 2021 and the property tax revenue total it generates complies with the TABOR limits for property tax revenue and fiscal year spending.

A full discussion of the resource allocation issues affecting PPLD for 2020 and 2021 are beyond the scope of this memo. Such issues will be identified and discussed as part of the 2021 budget discussions and

processes. However, there are several broad issues that will affect this process which are appropriate to discuss here. They are as follows, and by no means are they all-inclusive or in any order of importance.

1. As stated above, the effects of COVID-19 will remain as issues from an extended period of time. Management is monitoring how these effects will impact our operating and capital budgets. As of the date of this memo, PPLD is still not entirely open to the public and management is not sure when that will occur. Accordingly, staff has adapted as best as possible to the “new normal”, which includes offering more services virtually, curbside services, and telecommuting for employees, supply shortages/cost impacts, and so forth. State-wide health ordinances also affect PPLD operations, and management is monitoring those closely as well.
2. One significant issue which may not be imminent currently, but it will be at some point, is the effect of the pandemic on the El Paso County Retirement Plan. Currently, the Retirement Plan is underfunded and the actuarially determined contribution rates exceed the current contribution rates, meaning we can expect a change in the contribution rates at some point in the future, though nothing is planned currently.
3. There are several large capital projects affecting PPLD’s facilities which need to be completed at some point soon. We have deferred what we can for as long as we can, but we can’t defer them forever. They are substantial in terms of cost. Examples include replacing the roofs at both the Penrose and East library facilities. Management is working on its recommendations for the Board as to the timing of such projects, and its recommendations will be presented to the Board at a later date.
4. State law stipulates the minimum wage be adjusted annually. The minimum wage for 2020 is \$12.00 per hour, and for 2021, the rate will be adjusted based on CPI for Denver/Boulder/Lakewood. For 2021, this means the pay range for the lowest level will need to be adjusted. Management is currently developing recommendations as to what to do considering this issue will be on-going, and there is a possibility that the Federal minimum wage rate may increase to \$15.00 per hour by 2024. Our pay scale will need to change accordingly.

The minimum wage rate for Denver will be \$15 per hour effective July 1, 2021.

5. Management believes the budget for library materials should be reviewed closely and augmented as much as possible for 2021.
6. As part of the 2021 budget process, we will be reviewing all contracts and other services/expenditures.

Management will discuss the impact of these (and other) issues as we move forward with the budget process. It is possible that we will adjust these Amendments to incorporate some of the issues discussed above. If so, such recommendations will be fully discussed and described by the September 23, 2020 Board meeting.

RECOMMENDATION

The Board of Trustees must defer any action on these resolutions until its September 23, 2020 Board meeting.

RESOLUTION FOR SUPPLEMENTARY BUDGET

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

WHEREAS, this resolution is adopted for the following causes:

Revenues and Other Financing Sources

1. To reduce certain revenue accounts for anticipated shortfalls of revenue collections during 2020 primarily as a result of the economic effects of COVID-19, as follows:

| | | |
|----|--------------------------|--------------------|
| a. | Investment income | (\$250,000) |
| b. | Specific ownership taxes | (\$300,000) |
| c. | Fines and fees | (\$20,000) |
| d. | Parking lot collections | (\$10,000) |
| e. | Copier/printer charges | <u>(\$46,000)</u> |
| | Total | <u>(\$626,000)</u> |

Expenditures and Other Financing Uses

1. To increase the 2020 General Fund budget for the utilization of Fund Balance - Reserved for Encumbrances, as follows:

| | | |
|----|--------------------|------------------|
| a. | Library materials | \$119,351 |
| b. | Other encumbrances | <u>\$126,835</u> |
| | Total encumbrances | <u>\$246,186</u> |
2. To reduce the 2020 budget – Operating Fund Transfer to the Capital Reserve Fund by (\$800,000) to defer the Security System project to a subsequent year.
3. To increase the 2020 budget – Operating Fund Transfer to the Capital Reserve Fund by \$493,366 to cover the unexpected relocation of the Manitou Springs Library from its current facility owned by the Town of Manitou Springs to a facility owned by the Manitou Springs Arts Council.
4. To increase the 2020 budget by \$10,100 for rental expense of space from the Manitou Springs Arts Council.
5. To increase the 2020 budget by \$45,000 for unanticipated COVID-19 related expenditures.
6. To increase the 2020 budget by \$16,669 for additional cellular telecommunication expenditures not anticipated when the 2020 budget was approved.
7. To reduce the 2020 budget by (\$15,000) resulting from ceasing the use of a collection agency for delinquent fines and fees collection processes effective July 1, 2020.
8. To reduce the 2020 budget by (\$6,000) for audit fees resulting from the completion of a RFP process completed earlier during 2020.
9. To reduce the 2020 budget by (\$400,000) for savings from vacant positions not being filled

immediately during 2020.

10. To approve line item transfers in the amount of \$69,831, as documented on the attached schedule; such transfers have a net zero effect on the total General Fund budget.

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

1. That the 2020 appropriation of the General Fund is hereby reduced from \$36,746,146 to \$36,336,467; and
2. That the 2020 General Fund budget for Revenues and Sources of Funds is hereby reduced from \$35,199,670 to \$34,573,670; and
3. That the line item transfers of \$69,831 per the attached schedule is approved.

ADOPTED, this ____ day of _____, 2020

Attest: _____
Debbie English, President

Pikes Peak Library District
 General Fund - Supplemental Budget
 Fiscal Year 2020

| Category | Amount |
|--|----------------------|
| Approved 2020 Budget - Revenues | \$ 35,199,670 |
| Adjustments: | |
| Investment income | (250,000) |
| Specific ownership taxes | (300,000) |
| Fines and fees | (20,000) |
| Parking lot collections | (10,000) |
| Copier/printer collections | (46,000) |
| Total Adjustments | <u>(626,000)</u> |
| 2020 General Fund Revenue Budget, As Amended | <u>\$ 34,573,670</u> |
| Approved 2020 Budget - Expenditures | <u>\$ 36,746,146</u> |
| Utilization of Prior Year Reserved and Designated Fund Balance | |
| Encumbrances | |
| Library materials | 119,351 |
| Other encumbrances | <u>126,835</u> |
| Total Encumbrances | <u>246,186</u> |
| Other Items | |
| Operating transfer - Capital Reserve Fund (security system) | (800,000) |
| Operating transfer - Capital Reserve Fund (Manitou Springs library relocation project) | 493,366 |
| Lease expense - Manitou Springs relocati | 10,100 |
| COVID-19 related expenditures | 45,000 |
| Additional cellular costs | 16,669 |
| Collection agency charges | (15,000) |
| Audit fees | (6,000) |
| Vacant position savings | (400,000) |
| Total Other Items | <u>(655,865)</u> |
| Total Adjustments | <u>(409,679)</u> |
| 2020 General Fund Expenditure Budget, As Amended | <u>36,336,467</u> |

**Pikes Peak Library District
 Mid-Year Budget Adjustment - Line Item Transfers
 Fiscal Year 2020**

General Fund

| <u>From</u> | | <u>To</u> | | <u>Purpose</u> |
|--------------------------|--------------------|-------------------------------------|------------------|---|
| Consultant fees | \$ (9,000) | Telecommunications/cellular charges | \$ 9,000 | To cover additional cellular costs. |
| Maintenance | (16,831) | Telecommunications/cellular charges | 16,831 | |
| Telecommunications/voice | (22,000) | Maintenance support | 22,000 | To cover costs for additional licenses. |
| Software purchases | (22,000) | Maintenance support | 22,000 | |
| | <u>\$ (69,831)</u> | | <u>\$ 69,831</u> | |

RESOLUTION FOR SUPPLEMENTARY BUDGET

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

WHEREAS, the Board of Trustees previously established a Capital Projects Fund called the East Library Capital Project Fund - the primary purpose of which is to account for all financial activity related to capital improvements for the East Library, the funding of which comes primarily from fundraising and the District's General Fund,

AND WHEREAS, the total amount of funds available in excess of the budgeted fund balance of \$112,205 as of December 31, 2019 was \$83,097,

AND WHEREAS, a total of \$83,097 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2020 budget,

NOW THEREFORE, it is resolved by the Board of Trustees of the Pikes Peak Library District, Colorado Springs, Colorado, that the 2020 appropriation of the East Library Renovation Project Fund is hereby increased from \$120,750 to \$203,847, as per the attached schedule.

ADOPTED, this ____ day of _____, 2020

Attest: _____
Debbie English, President

**Pikes Peak Library District
 East Library Capital Projects Fund
 Year Ended December 31, 2020**

| | 2020 | | |
|--|--------------------|-----------------------|-------------------|
| | Original Budget | Mid-Year Amendment | Amended Budget |
| Sources of Funds | | | |
| Funding - Pikes Peak Library District | | | |
| Operating transfer - General Fund | \$ 8,545 | \$ - | \$ 8,545 |
| Total Sources of Funds | 8,545 | - | 8,545 |
| Uses of Funds | | | |
| Replace emergency lighting generator | - | 95,274 | 95,274 |
| Roofing consultant to evaluate existing roof | 30,000 | (16,759) | 13,241 |
| Reading Bay area furniture/other furniture | 50,000 | - | 50,000 |
| Renovate Security office | 5,750 | - | 5,750 |
| Replace aging fire panel | 32,000 | - | 32,000 |
| Convert sound booth in community room to storage | 3,000 | - | 3,000 |
| Contingency | - | 2,511 | 2,511 |
| IT equipment | - | 2,071 | 2,071 |
| | | | - |
| Total Uses of Funds | 120,750 | 83,097 | 203,847 |
| Excess Revenues Over Expenditures | (112,205) | (83,097) | (195,302) |
| Fund Balance - Beginning of Year | 195,302 | - | 195,302 |
| Fund Balance - End of Year | \$ 83,097 | \$ (83,097) | \$ - |

RESOLUTION FOR SUPPLEMENTARY BUDGET

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

WHEREAS, the Board of Trustees previously established a Capital Projects Fund called the Penrose Library Capital Project Fund - the purpose of which is to account for all financial activity related to capital improvements for the Penrose Library, the funding of which comes primarily from fundraising and the District’s General Fund,

AND WHEREAS, the total amount of funds available in excess of the budgeted fund balance of \$429,976 as of December 31, 2019 was \$61,642,

AND WHEREAS, a total of \$61,642 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2020 budget.

NOW THEREFORE, it is resolved by the Board of Trustees of the Pikes Peak Library District, Colorado Springs, Colorado, that the 2020 appropriation of the Penrose Library Renovation Project Fund is hereby increased from \$268,000 to \$329,642, as per the attached schedule.

ADOPTED, this ____ day of _____, 2020

Attest: _____
Debbie English, President

**Pikes Peak Library District
 Penrose Library Capital Projects Fund
 Year Ended December 31, 2020**

| | 2020 | | |
|---|----------------------------|-------------------------------|---------------------------|
| | Original Budget | Mid-Year Amendment | Amended Budget |
| Uses of Funds | | | |
| 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 |
| Chiller pumps replacement | 55,000 | - | 55,000 |
| Renovation costs | - | 16,151 | 16,151 |
| Carnegie - Add wall to separate public area from staff area | 5,000 | - | 5,000 |
| KCH - movable walls/partitions for displays | 3,000 | - | 3,000 |
| KCH - chairs for mezzanine | 2,550 | - | 2,550 |
| KCH - work tables (4) for mezzanine | 6,200 | - | 6,200 |
| KCH - interior paint | 15,000 | - | 15,000 |
| KCH - exterior trim paint | 8,500 | - | 8,500 |
| KCH - replace awnings at front entrance | 1,500 | - | 1,500 |
| Add (9) meeting room tables | 3,500 | - | 3,500 |
| Convert Pine/Aspen room lighting to dimmable | 13,000 | - | 13,000 |
| Install carpet in valut for meeting room | 2,000 | - | 2,000 |
| Replace all wooden chairs in public area | 13,000 | - | 13,000 |
| Replace catalog computers to pillars | 1,500 | - | 1,500 |
| Replace current computer tables in lab (8) | 10,000 | - | 10,000 |
| Purchase stages for two Columbine rooms | 12,000 | - | 12,000 |
| Purchase mural on garage wall | 5,250 | - | 5,250 |
| Expand lighting controls in lower level to same as main level | 15,000 | - | 15,000 |
| Add storefront wall to create office in Adult Education | 15,000 | - | 15,000 |
| Power for moving catalog computers | 1,000 | - | 1,000 |
| Contingency | - | 40,361 | 40,361 |
| Total Uses of Funds | 268,000 | 61,642 | 329,642 |
| Excess Revenues Over Expenditures | (268,000) | (61,642) | (329,642) |
| Fund Balance - Beginning of Year | 491,618 | - | 491,618 |
| Fund Balance - End of Year | \$ 223,618 | \$ (61,642) | \$ 161,976 |

RESOLUTION FOR SUPPLEMENTARY BUDGET

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

WHEREAS, the Board of Trustees previously established a Capital Projects Fund called the Library 21c Capital Project Fund - the purpose of which is to account for all financial activity related to the capital improvements for Library 21c; the funding of which comes primarily from the District’s General Fund,

AND WHEREAS, the total amount of funds available in excess of the budgeted fund balance of \$448,653 as of December 31, 2019 was \$35,529,

AND WHEREAS, a total of \$35,529 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2020 budget,

AND WHEREAS, a total of \$120,000 of funds are needed for the replacement of the boiler, which was not anticipated upon approval of the 2020 Budget; funding of which is available through fund balance.

AND WHEREAS, a total of \$20,756 of funds are needed for contingency purposes for items not anticipated upon approval of the 2020 Budget; funding of which is available through fund balance.

NOW THEREFORE, it is resolved by the Board of Trustees of the Pikes Peak Library District, Colorado Springs, Colorado, that the 2020 appropriation of the Library 21c Capital Project Fund is hereby increased from \$217,020 to \$392,549, as per the attached schedule.

ADOPTED, this _____ day of _____, 2020

Attest: _____
Debbie English, President

**Pikes Peak Library District
Library 21c Capital Projects Fund
Year Ended December 31, 2020**

| | 2020 | | |
|---|----------------------------|-------------------------------|---------------------------|
| | Original Budget | Mid-Year Amendment | Amended Budget |
| Uses of Funds | | | |
| Install additional can lights | \$ - | \$ 1,200 | \$ 1,200 |
| Children's shelf movers | - | 2,500 | 2,500 |
| Collection Management tables, height adjustable | - | 1,200 | 1,200 |
| Increase stage size | - | 3,120 | 3,120 |
| Studio noise mitigation | - | 20,562 | 20,562 |
| Venue LED lighting | - | 478 | 478 |
| AV equipment maintenance | - | 713 | 713 |
| Boiler replacement | - | 120,000 | 120,000 |
| Culinary lab equipment | 86,020 | - | 86,020 |
| Record management system | 30,000 | - | 30,000 |
| Add gas supply to kitchen for culinary lab | 25,000 | - | 25,000 |
| Replace business center/learning lab chairs | 17,000 | - | 17,000 |
| Install new service point on first floor | 20,000 | - | 20,000 |
| Add charging tables/towers | 6,000 | - | 6,000 |
| Install one-way window | 5,500 | - | 5,500 |
| Replace Children's service desk | 6,000 | - | 6,000 |
| Revamp Creative Services area | 3,000 | - | 3,000 |
| Three sit/stand converters | 1,000 | - | 1,000 |
| Replace training room tables and chairs | 9,500 | - | 9,500 |
| Acoustic improvements to editing offices | 8,000 | - | 8,000 |
| Signage | - | 5,000 | 5,000 |
| Contingency | - | 20,756 | 20,756 |
| Total Uses of Funds | 217,020 | 175,529 | 392,549 |
| Excess Revenues Over Expenditures | (217,020) | (175,529) | (392,549) |
| Fund Balance - Beginning of Year | 484,182 | - | 484,182 |
| Fund Balance - End of Year | \$ 267,162 | \$ (175,529) | \$ 91,633 |

RESOLUTION FOR SUPPLEMENTARY BUDGET

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

WHEREAS, the Board of Trustees previously established a Capital Projects Fund called the Capital Reserve Fund - the purpose of which is to account for all financial activity related to various capital projects not specifically accounted for under a separate Capital Projects Fund; the funding of which comes primarily from the District's General Fund,

AND WHEREAS, the total amount of funds available in excess of the budgeted fund balance of \$236,985 as of December 31, 2019 was \$1,573,413,

AND WHEREAS, a total of \$1,573,413 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2020 budget,

AND WHEREAS, a total of \$493,366 of funds are needed for the relocation of the Manitou Springs Library; such expenditures were not anticipated upon approval of the 2020 Budget,

AND WHEREAS, a total of \$800,000 of funds originally set aside for the replacement of the district-wide security system and approved in the 2020 Budget, is deferred to a subsequent year,

AND WHEREAS, a total of \$123,000 of funds needed from fundraising purposes which were previously included in the 2019 budget, but not yet received,

AND WHEREAS, a total of \$61,874 of funds were provided for leasehold improvements for the Ruth Holley Library.

NOW THEREFORE, it is resolved by the Board of Trustees of the Pikes Peak Library District, Colorado Springs, Colorado, that the 2020 appropriation of the Capital Reserve Fund is hereby increased from \$2,018,795 to \$3,470,448, and that the total budget for revenues and other sources of funds is hereby decreased from \$1,781,810 to \$1,660,050, as per the attached schedule.

ADOPTED, this ____ day of _____, 2020

Attest: _____
Debbie English, President

**Pikes Peak Library District
Capital Reserve Fund
Year Ended December 31, 2020**

| | 2020 | | |
|---|----------------------------|-------------------------------|---------------------------|
| | Original Budget | Mid-Year Amendment | Amended Budget |
| Sources of Funds | | | |
| Funding - Pikes Peak Library District | | | |
| Operating transfer - General Fund | \$ 1,781,810 | \$ (306,634) | \$ 1,475,176 |
| Funding - Fundraising | | | |
| Donations - Pikes Peak Library District Foundation | - | 123,000 | 123,000 |
| Funding - Other | | | |
| Landlord reimbursement - Ruth Holley Library Improvements | - | 61,874 | 61,874 |
| Total Sources of Funds | 1,781,810 | (121,760) | 1,660,050 |

Uses of Funds

FACILITIES

Mobile Library Services

| | | | |
|--------------------------------------|--------|--------|--------|
| Front desk replacement | 2,000 | - | 2,000 |
| Awning ewplacement | 4,000 | - | 4,000 |
| (2) half wraps | 13,000 | - | 13,000 |
| Replace generator for bookmobile 705 | - | 12,500 | 12,500 |

Cheyenne Mountain Library

| | | | |
|--|--------|-------|--------|
| Workroom cabinets and storage | - | 2,000 | 2,000 |
| Replace existing circulation desk | 15,000 | - | 15,000 |
| Replace entry tile with walk-off carpet tile | 5,000 | - | 5,000 |

Fountain Library

| | | | |
|---------------------------------------|-------|-------|-------|
| Teen furniture to support gaming area | 5,000 | - | 5,000 |
| Meeting Room AV Closet | - | 3,000 | 3,000 |
| Chair replacement in meeting room | 6,500 | - | 6,500 |

Ruth Holley Library

| | | | |
|--|--------|--------|--------|
| Learning lab furniture | 10,000 | - | 10,000 |
| Replace meeting room carpet and staff area | - | 1,409 | 1,409 |
| Update service points | - | 579 | 579 |
| Leasehold improvements | - | 61,874 | 61,874 |

Manitou Springs Library

| | | | |
|-----------------------------------|----------|----------------|----------------|
| Relocation/leasehold improvements | | | |
| Renovation/contingency | - | 203,691 | 203,691 |
| IT/Security | - | 217,997 | 217,997 |
| Safety | - | 12,559 | 12,559 |
| Communicatioons | - | 25,450 | 25,450 |
| Furniture | - | 33,669 | 33,669 |
| Total project costs | - | 493,366 | 493,366 |

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

| | 2020 Budget | 2020 Mid-year | 2020 Adj Budget |
|--|------------------------|--------------------------|----------------------------|
| Monument Library | | | |
| Replace (4) adult area chairs | 2,400 | - | 2,400 |
| Community Room back area blind replacement | 4,700 | - | 4,700 |
| Community Room tables and chairs replacement | 8,000 | - | 8,000 |
| Replace teen area PC table and chair | 2,000 | - | 2,000 |
| Replace bulbs | - | 336 | 336 |
| Old Colorado City Library | | | |
| Canopy over bookdrop | 5,000 | - | 5,000 |
| Replace carpet to rubber in meeting room | 3,500 | - | 3,500 |
| Replace meeting room chairs and tables | 5,650 | - | 5,650 |
| Charging tables (4) and computer tables (6) | 12,000 | - | 12,000 |
| New wood floor on main level - fundraised | - | 75,000 | 75,000 |
| Rockrimmon Library | | | |
| Replace meeting room carpet | 6,000 | - | 6,000 |
| Meeting room tables | 3,000 | - | 3,000 |
| Furniture for Children's redesign | - | 2,500 | 2,500 |
| Calhan Library | | | |
| Calhan renovation project | - | 57,338 | 57,338 |
| Other Items | | | |
| Concrete replacement - districtwide allowance | - | 17,930 | 17,930 |
| Staff lounges improvements | - | 26,469 | 26,469 |
| Tree trimming - district-wide | 15,000 | - | 15,000 |
| Asphalt repairs and maintenance - districtwide allowance | 32,000 | 14,356 | 46,356 |
| Capital contingency | - | 103,773 | 103,773 |
| Furniture replacement contingency | 25,000 | - | 25,000 |
| Roof inspections, preventative maintenance repairs | 15,000 | 10,000 | 25,000 |
| Contingency | 50,000 | 142,384 | 192,384 |
| Total - Facilities | 249,750 | 1,024,814 | 1,274,564 |

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

| | 2020 Budget | 2020 Mid-year | 2020 Adj Budget |
|--|------------------------|--------------------------|----------------------------|
| INFORMATION TECHNOLOGY | | | |
| Servers | | | |
| Replacements | - | 2,000 | 2,000 |
| Computers | | | |
| Technology refresh (staff) | 371,525 | 76,502 | 448,027 |
| PCs - video editing | - | 11,114 | 11,114 |
| Barcode scanners, RFID equipment | - | 32,182 | 32,182 |
| Telecommunications equipment | | | |
| Telecommunications switches and UPS | 246,000 | 17,261 | 263,261 |
| Datacenter redesign | - | 201,399 | 201,399 |
| AMH bins(2) | - | 20,000 | 20,000 |
| Copiers and printers replacement project | - | 286,536 | 286,536 |
| Regional History and Genealogy equipment | - | 13,620 | 13,620 |
| East Library tween computers | - | 4,000 | 4,000 |
| Contingency | - | 5,072 | 5,072 |
| Firewall Replacement | - | 46,082 | 46,082 |
| Switches/UPS rotation | - | 61,726 | 61,726 |
| Equipment | | | |
| Contingency | - | 25,481 | 25,481 |
| District-wide audio-visual equipment standardization | - | 125,000 | 125,000 |
| Penrose Library - additional data ports | - | 2,500 | 2,500 |
| Security system equipment | 845,000 | (641,922) | 203,078 |
| Library system peripheral | | | |
| Archival management system | 265,000 | - | 265,000 |
| | - | 13,400 | 13,400 |
| Total Information Technology | 1,727,525 | 301,953 | 2,029,478 |

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

| | 2020 Budget | 2020 Mid-year | 2020 Adj Budget |
|---|------------------------|--------------------------|----------------------------|
| COMMUNICATIONS | | | |
| Signage | | | |
| Monument Library | 3,000 | - | 3,000 |
| Palmer Lake Library | 2,000 | - | 2,000 |
| Rockrimmon Library | 2,500 | - | 2,500 |
| Ute Pass Library | 2,000 | - | 2,000 |
| Total Communications | 9,500 | - | 9,500 |
| VIDEO STUDIO | | | |
| Peripheral equipment | | | |
| Video projector replacements and additions | - | 5,000 | 5,000 |
| Equipment Initiatives | | | |
| Replacement wireless mic kit | - | 552 | 552 |
| Replacement audio recorder | - | 300 | 300 |
| Photo roller system | - | 1,000 | 1,000 |
| Microphones | - | 9,000 | 9,000 |
| New checkout equipment L21c | - | 1,800 | 1,800 |
| Replacement cameras - Studio 21c (5) | 1,620 | 37,500 | 39,120 |
| 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 | - | 900 | 900 |
| Replace GoPro kits | - | 1,500 | 1,500 |
| Contingency | - | 320 | 320 |
| Total Video Studio | 1,620 | 67,942 | 69,562 |
| CREATIVE SERVICES | | | |
| Equipment | | | |
| Replacement Circuit machines | - | 788 | 788 |
| Sand Creek Library - larger kiln | - | 3,000 | 3,000 |
| East Library - Larger laser cutter | - | 562 | 562 |
| New maker kits | 2,500 | (1,500) | 1,000 |
| Replacement Lu;zbot Mini 3D printer | 10,200 | - | 10,200 |
| Replacement TAZ 6 3D printers | 17,000 | - | 17,000 |
| Replacement Silhouettes Sand Creek and L21c libraries | 700 | - | 700 |
| Equipment replacement fund | - | 2,708 | 2,708 |
| Contingency | - | 51,386 | 51,386 |
| Total Creative Services | 30,400 | 56,944 | 87,344 |
| Total Uses of Funds | 2,018,795 | 1,451,653 | 3,470,448 |
| Excess Revenues Over Expenditures | (236,985) | (1,573,413) | (1,810,398) |
| Fund Balance - Beginning of Year | 1,810,398 | - | 1,810,398 |
| Fund Balance - End of Year | \$ 1,573,413 | \$ (1,573,413) | \$ - |

RESOLUTION FOR SUPPLEMENTARY BUDGET

A Resolution appropriating additional sums of money to be used from various funding sources that are not part of the District’s General Fund, for the Pikes Peak Library District, Colorado Springs, Colorado.

WHEREAS, the Board of Trustees previously authorized the establishment of Special Revenue Funds (Designated Purpose Funds), the purpose of which is to account for all financial activity related to the accumulation of and the use of funds designated or restricted for specific purposes.

AND WHEREAS, certain designated funds that were budgeted for during 2019 were not spent by the end of 2019, yet the projects are to be carried over into 2020, as per the attached schedules.

NOW, THEREFORE, it is resolved by the Board of Trustees of the Pikes Peak Library District, Colorado Springs, Colorado that District’s Special Revenue Funds (Designated Purpose Funds) be adjusted for expenditures for fiscal year 2020 by fund as identified on the attached schedules.

ADOPTED, this ____ day of _____, 2020

Attest: _____
Debbie English, President

**Pikes Peak Library District
Special Revenue Fund
Cheyenne Mountain Library Support Fund
Year Ended December 31, 2020**

| Purpose of Fund | 2020 | | |
|---|----------------------------|-------------------------------|---------------------------|
| | Original Budget | Mid-Year Amendment | Amended 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 |
| Fund Balance - End of Year | \$ 812 | \$ (812) | \$ - |

Pikes Peak Library District
Special Revenue Fund
High Prairie Library Support Fund
Year Ended December 31, 2020

| Purpose of Fund | 2020 | | |
|---|-----------------|--------------------|----------------|
| | Original Budget | Mid-Year Amendment | Amended Budget |
| To accumulate funds for the support of the District's High Prairie Library's services, programs and assets. | | | |
| Fiscal Year Expenditures | | | |
| Capital outlay | \$ - | \$ 92,626 | \$ 92,626 |
| Total Fiscal Year Expenditures | - | 92,626 | 92,626 |
| Excess (Deficit) Revenues Over Expenditures | - | (92,626) | (92,626) |
| Fund Balance - Beginning of Year | 92,626 | - | 92,626 |
| Fund Balance - End of Year | \$ 92,626 | \$ (92,626) | \$ - |

**Pikes Peak Library District
Special Revenue Fund
Sand Creek Library Support Fund
Year Ended December 31, 2020**

| Purpose of Fund | 2020 | | |
|---|----------------------------|-------------------------------|---------------------------|
| | Original Budget | Mid-Year Amendment | Amended Budget |
| To accumulate funds for the support of the District's Sand Creek Library's services, programs and assets. | | | |
| Fiscal Year Expenditures | | | |
| Capital outlay | \$ - | \$ 15,583 | \$ 15,583 |
| Total Fiscal Year Expenditures | - | 15,583 | 15,583 |
| Excess (Deficit) Revenues Over Expenditures | - | (15,583) | (15,583) |
| Fund Balance - Beginning of Year | 15,583 | - | 15,583 |
| Fund Balance - End of Year | \$ 15,583 | \$ (15,583) | \$ - |

At the July 2020 PPLD Foundation board meeting, the foundation board voted unanimously to amend the PPLD Foundation's Article X of Articles of Incorporation and Section 12 of By Laws with changes noted below contingent upon PPLD Trustee approval.

PPLD Foundation Articles of Incorporation – Article X

ARTICLE X: AMENDMENTS (page 45 in PPLD Foundation Board Book)

The Board of Directors may amend, alter, change or repeal these Articles of Incorporation by the affirmative vote of a majority of the directors in office or by unanimous consent of all such directors pursuant to Colorado Revised Statutes § 7-23-110, ~~provided that any such amendment, alteration, change or repeal first be approved by the Board of Trustees of the Pikes Peak Library District, as provided in Articles of Amendments approved by the Board of Directors at their first organizational meeting.~~

PPLD Foundation Bylaws – Section 12

12. AMENDMENTS (page 53 in PPLD Foundation Board Book)

These Bylaws may be altered, amended, or repealed at any meeting of the Foundation's Board of Directors by a vote of a majority of the directors present at a meeting at which a quorum is present and called for such purpose pursuant to notice, or by unanimous consent of all of the directors as provided in Article 8 of these Bylaws, ~~provided that any such alteration, amendment or repeal first be approved by the Pikes Peak Library District's Board of Trustees.~~

The following is an attempt to provide background on why the above motion and changes are being sought. As best John and I can tell, the language dates to the foundation's creation in 2003. We believe the language requiring "any such amendment, alteration, change or repeal first be approved by the Board of Trustees of the Pikes Peak Library District" dates back to the beginning when the original intent was for PPLD to support the foundation for one year before spinning it off. After the first year, the PPLD Foundation would have operated as a completely separate entity – separately governed, separate tax status, and self-sufficient financially with no assistance from PPLD. While the first two elements of that exist, the last part about self-sufficiency never happened, e.g. PPLD providing salaries/benefits for staff, office space, office equipment. John and I also agree that the language likely was put into place to place to ensure the foundation did not "go rogue" during its early stages.

Based on the foundation staying true to its mission for nearly 20 years, the foundation is proposing to strip out the language requiring PPLD Trustee approval for article of incorporation and by-law amendments.



Employee Benefit Policy Renewal – Fiscal Year 2021

Pikes Peak Library District (District) offers certain employee benefit programs as follows (list is not all inclusive; only those programs subject to renewal for 2021 at this time are listed below):

| Program |
|---|
| Medical Plan (main partially self-insured plan) |
| Dental |
| Vision |
| Life and Long Term Disability |
| Flexible Spending |
| COBRA |

Background

Moody Insurance Agency is the District’s current employee benefit insurance consultant. Among other responsibilities, Moody provides recommendations regarding employee benefit programs, and this includes gathering and providing to the District annual employee benefit program renewal rates. The latter includes an annual discussion of whether or not the District should go out to the market to obtain bids to determine if the District’s programs are in fact the best programs offered to its employees in terms of both cost and value. The medical insurance is the largest of the programs listed above, and according, such conversations generally focuses on the medical insurance programs.

Medical Plan

As everyone knows, Fiscal Year 2020 has been the year of the pandemic. Among many issues related to the pandemic was how medical insurance rates would be affected in future years (in this case for 2021). Earlier in the year, representatives from Moody indicated we should expect a 15% premium rate increase for 2021 at a minimum, and management has been planning for this increase accordingly. Among other things, as a result of COVID-19, early estimates were an across the board policy rate increase of 10% for 2021 just solely based on the impact of COVID-19.

Fast forward to this summer, Moody has been working with our insurance carrier (CIGNA) for the annual rate renewals. As seen in the attached documents, the original rate renewal for the medical programs came in at a 14.85% increase for 2021 premiums. Subsequently, CIGNA offered an Early Renewal Incentive plan, meaning if the District signs up for the 2021 plan earlier in the year than normal (in our case, during late August/early September, CIGNA’s rate increase would be reduced to 5%, with no plan changes. The District instructed Moody to counter with a 3% rate increase with no plan adjustments, and as of Friday, August 21, 2020, this counter-offer was accepted by CIGNA. Therefore, CIGNA is proposing a 3% increase to its 2021 medical insurance premiums without any plan design changes as its early renewal incentive.

Management is very pleased with this proposal. To place this increase in perspective, Moody indicated the majority of their clients are seeing a range of a 9-10% increase, and some as high as 29%. Moody indicated a 3% increase for 2021 is an outstanding result and they too are quite pleased with this result. They recommend we accept this proposal for our 2021 employee medical insurance plan, especially since there were no plan design changes to accompany these rate adjustments.

In short, the savings in cost to the District between the 3% rate adjustment and the original estimate of a 15% rate adjustment is \$264,211. Again, management is very pleased with this result.

Tangentially related to this discussion, management is not recommending any months of no premium collections for 2021. This is the same as 2020.

For background purposes, attached to this memorandum are several reports:

1. Plan rates for 2021 (with 2020 comparative information) for its medical plan options. The average rate increase was 3%, and this % was applied to all options for employee rate adjustments.
2. A report of estimated costs for both the District and employees for each of the four options, along with the total cost for all options and the percentage paid by the District. Based on the current enrollment, the total cost (District and employee) will equate to \$2,732,444.
3. The three renewal proposals from Moody.

Other Programs Included in the Renewal Proposal

Moody's renewal proposal includes the 2021 rates for Dental (3.24% increase), Vision (no change in rates), Life and Long Term Disability (no change in rates), and administrative costs for the Flexible Spending program and the COBRA administrative expenses (no change in rates). This information is included on the reports from Moody.

Given that management recommends staying with CIGNA for 2021 as discussed above, management also recommends staying with the current companies for the 2021 programs as discussed in this section of the memorandum with the rate adjustments also discussed in this section of this memorandum.

Recommendation

Management recommends acceptance of the employee benefit policy renewal rates for Fiscal Year 2021 for all programs as described above.

CIGNA OAP

| Category | PPLD | | | | PREMIUM COMPARISON | | | | Total | | | |
|----------|------------|------------|------------|--------------|--------------------|----------|------------|--------------|------------|------------|------------|--------------|
| | Employee | | | | Employee | | | | Total | | | |
| | 2021 | 2020 | Difference | % Difference | 2021 | 2020 | Difference | % Difference | 2021 | 2020 | Difference | % Difference |
| Employee | \$754.59 | \$732.67 | \$21.92 | 2.99% | \$79.35 | \$77.04 | \$2.31 | 3.00% | \$833.94 | \$809.71 | \$24.23 | 2.99% |
| Spouse | \$1,337.53 | \$1,297.81 | \$39.72 | 3.06% | \$431.88 | \$419.30 | \$12.58 | 3.00% | \$1,769.41 | \$1,717.11 | \$52.30 | 3.05% |
| Children | \$912.60 | \$887.30 | \$25.30 | 2.85% | \$332.63 | \$322.94 | \$9.69 | 3.00% | \$1,245.23 | \$1,210.24 | \$34.99 | 2.89% |
| Family | \$1,480.12 | \$1,437.07 | \$43.05 | 3.00% | \$680.55 | \$660.73 | \$19.82 | 3.00% | \$2,160.67 | \$2,097.80 | \$62.87 | 3.00% |

CIGNA H.S.A. OAP

| Category | PPLD | | | | PREMIUM COMPARISON | | | | Total | | | |
|----------|------------|------------|------------|--------------|--------------------|----------|------------|--------------|------------|------------|------------|--------------|
| | Employee | | | | Employee | | | | Total | | | |
| | 2021 | 2020 | Difference | % Difference | 2021 | 2020 | Difference | % Difference | 2021 | 2020 | Difference | % Difference |
| Employee | \$667.94 | \$648.85 | \$19.09 | 2.94% | \$35.14 | \$34.12 | \$1.02 | 3.00% | \$703.08 | \$682.97 | \$20.11 | 2.94% |
| Spouse | \$1,234.38 | \$1,198.38 | \$36.00 | 3.00% | \$268.99 | \$261.16 | \$7.83 | 3.00% | \$1,503.37 | \$1,459.54 | \$43.83 | 3.00% |
| Children | \$838.35 | \$816.23 | \$22.12 | 2.71% | \$225.89 | \$219.31 | \$6.58 | 3.00% | \$1,064.24 | \$1,035.54 | \$28.70 | 2.77% |
| Family | \$1,355.38 | \$1,316.88 | \$38.50 | 2.92% | \$475.40 | \$461.55 | \$13.85 | 3.00% | \$1,830.78 | \$1,778.43 | \$52.35 | 2.94% |

CIGNA Local Plus

| Category | PPLD | | | | PREMIUM COMPARISON | | | | Total | | | |
|----------|------------|------------|------------|--------------|--------------------|----------|------------|--------------|------------|------------|------------|--------------|
| | Employee | | | | Employee | | | | Total | | | |
| | 2021 | 2020 | Difference | % Difference | 2021 | 2020 | Difference | % Difference | 2021 | 2020 | Difference | % Difference |
| Employee | \$710.78 | \$689.92 | \$20.86 | 3.02% | \$68.01 | \$66.03 | \$1.98 | 3.00% | \$778.79 | \$755.95 | \$22.84 | 3.02% |
| Spouse | \$1,282.36 | \$1,243.84 | \$38.53 | 3.10% | \$370.19 | \$359.40 | \$10.78 | 3.00% | \$1,652.55 | \$1,603.24 | \$49.31 | 3.08% |
| Children | \$877.84 | \$853.15 | \$24.69 | 2.89% | \$285.11 | \$276.81 | \$8.30 | 3.00% | \$1,162.95 | \$1,129.96 | \$32.99 | 2.92% |
| Family | \$1,434.66 | \$1,392.28 | \$42.38 | 3.04% | \$583.33 | \$566.34 | \$16.99 | 3.00% | \$2,017.99 | \$1,958.62 | \$59.37 | 3.03% |

CIGNA Local Plus H.S.A.

| Category | PPLD | | | | PREMIUM COMPARISON | | | | Total | | | |
|----------|------------|------------|------------|--------------|--------------------|----------|------------|--------------|------------|------------|------------|--------------|
| | Employee | | | | Employee | | | | Total | | | |
| | 2021 | 2020 | Difference | % Difference | 2021 | 2020 | Difference | % Difference | 2021 | 2020 | Difference | % Difference |
| Employee | \$626.49 | \$608.42 | \$18.07 | 2.97% | \$30.12 | \$29.24 | \$0.88 | 3.00% | \$656.61 | \$637.66 | \$18.95 | 2.97% |
| Spouse | \$1,173.60 | \$1,138.88 | \$34.72 | 3.05% | \$230.57 | \$223.85 | \$6.72 | 3.00% | \$1,404.17 | \$1,362.73 | \$41.44 | 3.04% |
| Children | \$800.13 | \$778.75 | \$21.38 | 2.75% | \$193.62 | \$187.98 | \$5.64 | 3.00% | \$993.75 | \$966.73 | \$27.02 | 2.79% |
| Family | \$1,302.35 | \$1,264.77 | \$37.58 | 2.97% | \$407.48 | \$395.61 | \$11.87 | 3.00% | \$1,709.83 | \$1,660.38 | \$49.45 | 2.98% |

| | | | |
|--|-----------------|-----------------|-----------------|
| Estimated Plan Contributions - FY 2021 | \$ 2,267,813.71 | \$ 464,630.45 | \$ 2,732,444.16 |
| | 83.00% | 17.00% | |
| 2020 Estimated Cost | | \$ 2,652,864.24 | |
| Percentage increase in rates | | <u>3.00%</u> | |

**CIGNA OAP
Fiscal Year 2021**

| Category | Number Employees | Monthly Premium | | | Estimated Annual Contributions - Premiums to be Collected | | | % Paid By PPLD |
|----------|------------------|-----------------|----------|----------|--|----------------------|------------------------|-------------------|
| | | PPLD | Employee | Total | PPLD | Employee | Annual Total | |
| Employee | 99 | 754.59 | 79.35 | 833.94 | \$ 896,457.56 | \$ 94,263.16 | \$ 990,720.72 | 90.5% |
| Spouse | 20 | 1,337.53 | 431.88 | 1,769.41 | \$ 321,006.42 | \$ 103,651.98 | \$ 424,658.40 | 75.6% |
| Children | 5 | 912.60 | 332.63 | 1,245.23 | \$ 54,756.02 | \$ 19,957.78 | \$ 74,713.80 | 73.3% |
| Family | 8 | 1,480.12 | 680.55 | 2,160.67 | \$ 142,091.51 | \$ 65,332.81 | \$ 207,424.32 | 68.5% |
| | <u>132</u> | | | | <u>\$ 1,414,311.51</u> | <u>\$ 283,205.73</u> | <u>\$ 1,697,517.24</u> | |

**CIGNA H.S.A. OAP
Fiscal Year 2021**

| Category | Number Employees | Monthly Premium | | | Estimated Annual Contributions - Premiums to be Collected | | | % Paid By PPLD |
|----------|------------------|-----------------|----------|----------|--|---------------------|----------------------|-------------------|
| | | PPLD | Employee | Total | PPLD | Employee | Annual Total | |
| Employee | 21 | 667.94 | 35.14 | 703.08 | \$ 168,320.52 | \$ 8,855.64 | \$ 177,176.16 | 95.0% |
| Spouse | 2 | 1,234.38 | 268.99 | 1,503.37 | \$ 29,625.02 | \$ 6,455.86 | \$ 36,080.88 | 82.1% |
| Children | 1 | 838.35 | 225.89 | 1,064.24 | \$ 10,060.20 | \$ 2,710.68 | \$ 12,770.88 | 78.8% |
| Family | 1 | 1,355.38 | 475.40 | 1,830.78 | \$ 16,264.61 | \$ 5,704.75 | \$ 21,969.36 | 74.0% |
| | <u>25</u> | | | | <u>\$ 224,270.36</u> | <u>\$ 23,726.92</u> | <u>\$ 247,997.28</u> | |

**CIGNA Local Plus
Fiscal Year 2021**

| Category | Number Employees | Monthly Premium | | | Estimated Annual Contributions - Premiums to be Collected | | | % Paid By PPLD |
|----------|------------------|-----------------|----------|----------|--|----------------------|----------------------|-------------------|
| | | PPLD | Employee | Total | PPLD | Employee | Annual Total | |
| Employee | 22 | 710.78 | 68.01 | 778.79 | \$ 187,645.67 | \$ 17,954.89 | \$ 205,600.56 | 91.3% |
| Spouse | 8 | 1,282.36 | 370.19 | 1,652.55 | \$ 123,106.98 | \$ 35,537.82 | \$ 158,644.80 | 77.6% |
| Children | 10 | 877.84 | 285.11 | 1,162.95 | \$ 105,340.66 | \$ 34,213.34 | \$ 139,554.00 | 75.5% |
| Family | 8 | 1,434.66 | 583.33 | 2,017.99 | \$ 137,727.49 | \$ 55,999.55 | \$ 193,727.04 | 71.1% |
| | <u>48</u> | | | | <u>\$ 553,820.79</u> | <u>\$ 143,705.61</u> | <u>\$ 697,526.40</u> | |

**CIGNA Local Plus H.S.A.
Fiscal Year 2021**

| Category | Number Employees | Monthly Premium | | | Estimated Annual Contributions - Premiums to be Collected | | | % Paid By PPLD |
|----------|------------------|-----------------|----------|----------|--|---------------------|---------------------|-------------------|
| | | PPLD | Employee | Total | PPLD | Employee | Annual Total | |
| Employee | 4 | 626.49 | 30.12 | 656.61 | \$ 30,071.46 | \$ 1,445.82 | \$ 31,517.28 | 95.4% |
| Spouse | 1 | 1,173.60 | 230.57 | 1,404.17 | \$ 14,083.24 | \$ 2,766.80 | \$ 16,850.04 | 83.6% |
| Children | 0 | 800.13 | 193.62 | 993.75 | \$ - | \$ - | \$ - | 80.5% |
| Family | 2 | 1,302.35 | 407.48 | 1,709.83 | \$ 31,256.35 | \$ 9,779.57 | \$ 41,035.92 | 76.2% |
| | <u>7</u> | | | | <u>\$ 75,411.05</u> | <u>\$ 13,992.19</u> | <u>\$ 89,403.24</u> | |

Expected Plan Contributions - FY 2021

\$ 2,267,813.71 \$ 464,630.45 \$ 2,732,444.16
83.00% 17.00%

**Actual Renewal Cost
Difference**

2,732,444.16
\$ -

2020 Estimated Cost

\$ 2,652,864.24

Percentage increase in rates

3.00%

Pikes Peak Library District
 Moody Insurance Agency Executive Summary
 January 1, 2021
 Original Renewal

| COBRA Administration - Allegiance | Current Census | Current Rates | Current Monthly Premium | Renewal Rates | Renewal Monthly Premium | Monthly Variance % Over Current |
|---------------------------------------|----------------|-------------------|-------------------------|-------------------|-------------------------|---------------------------------|
| COBRA Admin | 434 | \$0.85 | \$368.90 | \$0.85 | \$368.90 | 0.00% |
| Annual Total: | | \$4,426.80 | | \$4,426.80 | | |
| Annual Variance % Over Current | | N/A | | 0.00% | | |

| <u>Executive Summary</u> | Current Annual Premium | Renewal Annual Premium | Annual % Variance Over Current |
|------------------------------|------------------------|------------------------|--------------------------------|
| Medical (Rate Concession) | \$2,652,864.24 | \$3,046,820.04 | 14.85% |
| Dental (PPO & DMHO combined) | \$114,603.84 | \$118,320.72 | 3.24% |
| Vision | \$71,039.52 | \$71,039.52 | 0.00% |
| Life and LTD | \$57,493.92 | \$57,493.92 | 0.00% |
| Flexible Spending | \$3,834.00 | \$3,834.00 | 0.00% |
| COBRA | \$4,426.80 | \$4,426.80 | 0.00% |
| ANNUAL TOTAL PREMIUM | \$2,899,835.52 | \$3,297,508.20 | 13.71% |

Pikes Peak Library District
 Moody Insurance Agency Executive Summary
 January 1, 2021
 Negotiated Renewal Option 1

| COBRA Administration - Allegiance | Current Census | Current Rates | Current Monthly Premium | Renewal Rates | Renewal Monthly Premium | Monthly Variance % Over Current |
|---------------------------------------|----------------|-------------------|-------------------------|-------------------|-------------------------|---------------------------------|
| COBRA Admin | 434 | \$0.85 | \$368.90 | \$0.85 | \$368.90 | 0.00% |
| Annual Total: | | \$4,426.80 | | \$4,426.80 | | |
| Annual Variance % Over Current | | N/A | | 0.00% | | |

| <u>Executive Summary</u> | Current Annual Premium | Renewal Annual Premium | Annual % Variance Over Current |
|------------------------------|------------------------|------------------------|--------------------------------|
| Medical (Rate Concession) | \$2,652,864.24 | \$2,785,512.60 | 5.00% |
| Dental (PPO & DMHO combined) | \$114,603.84 | \$118,320.72 | 3.24% |
| Vision | \$71,039.52 | \$71,039.52 | 0.00% |
| Life and LTD | \$57,493.92 | \$57,493.92 | 0.00% |
| Flexible Spending | \$3,834.00 | \$3,834.00 | 0.00% |
| COBRA | \$4,426.80 | \$4,426.80 | 0.00% |
| ANNUAL TOTAL PREMIUM | \$2,899,835.52 | \$3,036,200.76 | 4.70% |

Pikes Peak Library District
 Moody Insurance Agency Executive Summary
 January 1, 2021
 Negotiated Renewal Option 2

| COBRA Administration - Allegiance | Current Census | Current Rates | Current Monthly Premium | Renewal Rates | Renewal Monthly Premium | Monthly Variance % Over Current |
|---------------------------------------|----------------|-------------------|-------------------------|-------------------|-------------------------|---------------------------------|
| COBRA Admin | 434 | \$0.85 | \$368.90 | \$0.85 | \$368.90 | 0.00% |
| Annual Total: | | \$4,426.80 | | \$4,426.80 | | |
| Annual Variance % Over Current | | N/A | | 0.00% | | |

| <u>Executive Summary</u> | Current Annual Premium | Renewal Annual Premium | Annual % Variance Over Current |
|------------------------------|------------------------|------------------------|--------------------------------|
| Medical (Rate Concession) | \$2,652,864.24 | \$2,732,444.16 | 3.00% |
| Dental (PPO & DMHO combined) | \$114,603.84 | \$118,320.72 | 3.24% |
| Vision | \$71,039.52 | \$71,039.52 | 0.00% |
| Life and LTD | \$57,493.92 | \$57,493.92 | 0.00% |
| Flexible Spending | \$3,834.00 | \$3,834.00 | 0.00% |
| COBRA | \$4,426.80 | \$4,426.80 | 0.00% |
| ANNUAL TOTAL PREMIUM | \$2,899,835.52 | \$2,983,132.32 | 2.87% |

Friends of the PPLD July-August 2020 Report

1. We have moved, in response to the press of business, from bi-monthly to monthly meetings. We are in hybrid mode, using Knights of Columbus space plus Zoom for those not comfortable meeting in person.
2. Accepted resignation of Treasurer Beverly Fulton and nominated Susan Gilbert as replacement.
3. Accepted resignation of Financial Coordinator Charleen Bader and nominated Clare Popejoy as replacement.
4. Literary Awards Luncheon (Frank Waters and Golden Quill) have been postponed until 2021, as has Latina Voices, due to pandemic.
5. New business for 8/19 meeting:
 - Office re-model proposal—Pat Webb
 - Book Sale chairperson
 - BookPages now labeled as Friends gift
6. July Gross Sales:

| Site | Units | Sales | Avg. sales/order |
|--------------|--------------|-------------------|---------------------|
| Amazon | 110 | \$3,606.99 | \$32.79 |
| eBay | 0 | 0 | 0 |
| FB Live | 34 buyers | \$1,329.66 | \$39.11 |
| Bookstores | - | \$673.50 | |
| TOTAL | | \$5,610.15 | |

7. Active, returned volunteers now number 16 total (vs. 49 pre-Covid).
8. Donation Drop-Off service is being offered six days a week at alternating regional library locations. In the 20 days the service was active in July, we took 83 appointments consisting of approximately 200 boxes.
9. Stores are fully stocked with inventory. Store room shelves are overflowing.
10. Will do another two Facebook LIVE book sales this month.
11. Next: September “bookstore blowout” sale. Customers make appointments, pay a set fee (\$10? \$15?) for a grocery bag, then have 3 to 5 minutes alone in the bookstore to fill the bag. Earlier appointments pay more because they get first pick. We might offer personal shopper service (for a low fee!) for those who don’t want to come in. Part of our promotions will be how-to videos of best practices for packing your bag for most value.



REPORT

Received \$9,250 grant from Colorado Department of Education for Adult Education's Workforce Diploma Reimbursement program

Applied for and awarded \$10,000 from State Library from Institute of Museum and Library Services (IMLS) CARES Act funding

Sent first direct mail appeal letter to more than 2,000 recipients

Submitted Boeing Employee Community Fund grant application

Met with El Paso County Enterprise Zone regarding new 2021 Enterprise Zone eligibility and application process

Connected PPLD to Jason DeaBueno, Silver Key Chief Executive Officer, to explore partnership opportunities

Connected Elyse Jones to Chamber/EDC to generate interest among local businesses surrounding possible promotion with Library Card Sign Up month (September)

Attended virtual Pikes Peak Area Complete Count Committee meeting

Met via web call with Children's Hospital of Colorado to finalize partnership/sponsorship renewal

Met with Next50 Foundation program officer to explore funding opportunities, eligibility, and application process

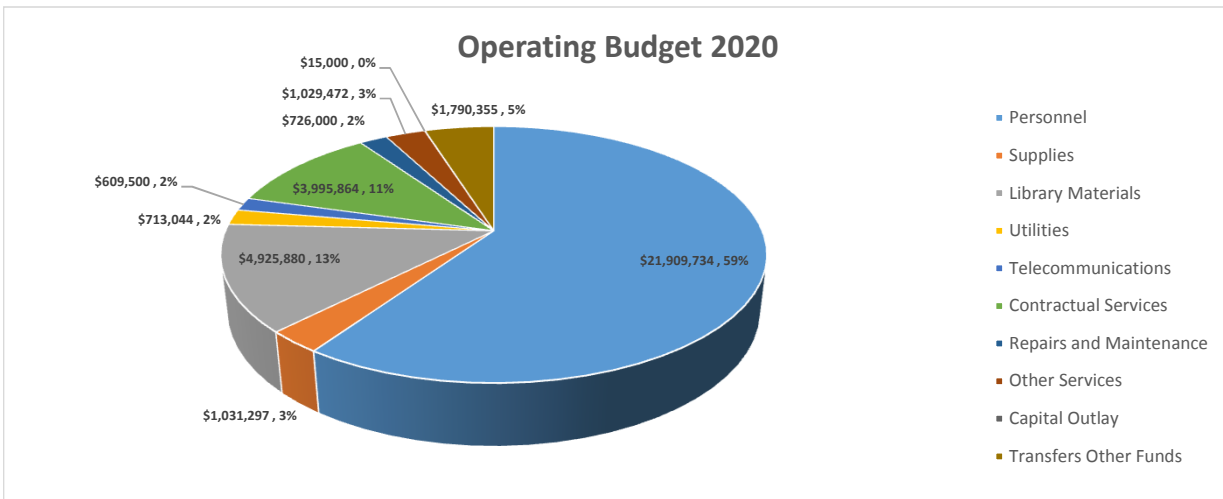
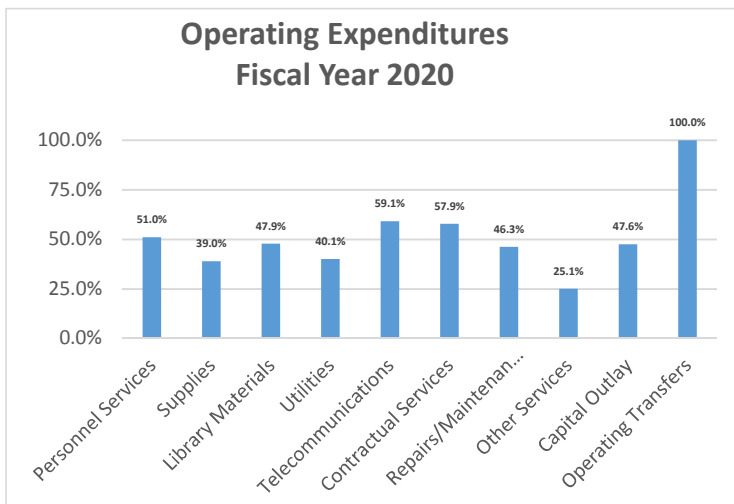
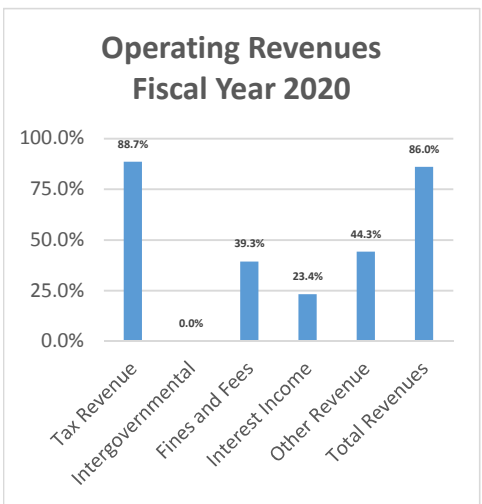
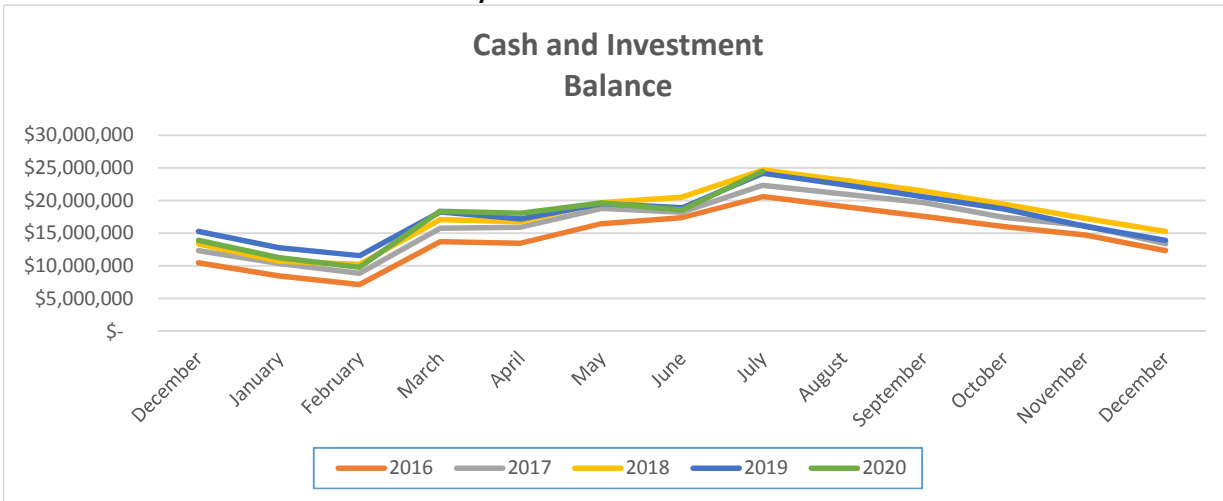
Held virtual PPLD Foundation Board of Directors meeting

Attended Friends of PPLD Board of Directors meeting

Attended Association of Fundraising Professionals Diversity in Fundraising webinar

Pikes Peak Library District Financial Dashboard

July 2020



Pikes Peak Library District

July 2020 Financial Report

Presented to Board of Trustees on August 26, 2020

**Pikes Peak Library District
General Fund Summary
For the Seven-Month Period Ended July 31, 2020**

| General Fund | Year-To-Date | | | | Notes |
|--------------------------|----------------------|----------------------|--------------------|--------------|-------|
| | 2020 | 2019 | Change | % Chg. | |
| Revenues | | | | | |
| Property taxes | \$ 28,126,726 | \$ 27,669,635 | \$ 457,091 | 1.7% | |
| Specific ownership taxes | 1,858,317 | 1,956,039 | (97,722) | -5.0% | |
| Fines/fees | 39,348 | 68,616 | (29,268) | -42.7% | |
| Investment earnings | 99,370 | 257,477 | (158,107) | -61.4% | |
| Other | 153,566 | 371,812 | (218,246) | -58.7% | |
| Total Revenues | \$ 30,277,327 | \$ 30,323,579 | \$ (46,252) | -0.2% | |

Note Due to the Coronavirus situation, the District has been closed to the Public, at least in part, since March 16, 2020. The virus has affected the local, national and world economies negatively, and the decreases in the balances from 2019 to 2020 are generally a result of the virus impact.

At its July 2020 Board meeting, The Foundation approved a distribution of \$263,470 to PPLD. This amount will be included in PPLD's August financial statements. Foundation distributions, along with intergovernmental grants, are shown under the "Other" category.

Interest rates in 2020 are significantly lower than what they were in 2019.

Pikes Peak Library District
Statement of Revenues
General Fund
For the Seven-Month Period Ended July 31, 2020

Percent of Year 58.3%

| Account Description | 2020 Budget | YTD Actual | Variance | % Used |
|---|----------------------|----------------------|---------------------|---------------|
| Tax Revenue | | | | |
| Property taxes | | | | |
| Current | \$ 30,262,651 | \$ 28,149,927 | \$ 2,112,724 | 93.0% |
| Abatements/refunds | (120,000) | (40,466) | (79,534) | 33.7% |
| Omitted properties | 7,000 | 188 | 6,812 | 2.7% |
| Delinquent | 18,000 | 4,015 | 13,985 | 22.3% |
| Penalties/interest | 36,000 | 3,461 | 32,539 | 9.6% |
| Specific ownership taxes | 3,600,000 | 1,858,317 | 1,741,683 | 51.6% |
| Local government in lieu of prop. taxes | 10,000 | 9,601 | 399 | 96.0% |
| Total Tax Revenue | 33,813,651 | 29,985,043 | 3,828,608 | 88.7% |
| Intergovernmental | | | | |
| Federal funds - other categories | 106,974 | - | 106,974 | 0.0% |
| Federal - eRate Funding | 250,000 | - | 250,000 | 0.0% |
| State Grant - library materials | 157,445 | - | 157,445 | 0.0% |
| Total Intergovernmental | 514,419 | - | 356,974 | 0.0% |
| Fines and Fees | 100,000 | 39,348 | 60,652 | 39.3% |
| Interest Income | 425,000 | 99,370 | 325,630 | 23.4% |
| Other Revenue | | | | |
| Donations/grants/gifts | | | | |
| PPLD Foundation | 201,100 | 101,528 | 99,572 | 50.5% |
| Other | 18,000 | 18,064 | (64) | 100.4% |
| Copier charges/PMS charges | 96,000 | 25,578 | 70,422 | 26.6% |
| Parking lot collections | 22,000 | 2,282 | 19,718 | 10.4% |
| Merchandise sales | - | 1,279 | (1,279) | 100.0% |
| Miscellaneous | 4,500 | 2,075 | 2,425 | 46.1% |
| Asset sales proceeds | 5,000 | 2,760 | 2,240 | 55.2% |
| Total Other Revenue | 346,600 | 153,566 | 193,034 | 44.3% |
| Total General Fund Revenues | \$ 35,199,670 | \$ 30,277,327 | \$ 4,764,898 | 86.0% |

**Pikes Peak Library District
General Fund Summary
For the Seven-Month Period Ended July 31, 2020**

| General Fund | Year-To-Date | | | | Notes |
|-----------------------------------|----------------------|----------------------|---------------------|--------------|-------|
| | 2020 | 2019 | Change | % Chg. | |
| Expenditures | | | | | |
| Personnel | \$ 11,186,292 | \$ 10,833,975 | \$ 352,317 | 3.3% | |
| Supplies | 407,806 | 477,719 | (69,913) | -14.6% | |
| Library materials | 2,361,165 | 2,536,072 | (174,908) | -6.9% | |
| Utilities | 286,608 | 336,845 | (50,238) | -14.9% | |
| Telecommunication costs | 360,307 | 273,464 | 86,843 | 31.8% | |
| Contractual services | 2,296,140 | 2,348,500 | (52,361) | -2.2% | |
| Repairs and maintenance | 335,948 | 312,570 | 23,378 | 7.5% | |
| Other services | 254,700 | 416,068 | (161,368) | -38.8% | |
| Capital outlay | 12,347 | 48,105 | (35,757) | -74.3% | |
| Operating transfers - other funds | 1,790,355 | 2,428,411 | (638,056) | -26.3% | |
| Total Expenditures | \$ 19,291,667 | \$ 20,011,730 | \$ (720,062) | -3.6% | |

Note: Due to health related issues (COVID-19 pandemic), PPLD temporarily closed its operations effective March 16, 2020, and it remained closed through mid-May 2020. This will have an impact on comparative balances from year to year.

Operating transfers from the General Fund to the Capital Project Funds are made in accordance with the approved budgets for both 2020 and 2019.

As a direct result of the virus, there has been a relatively significant decrease in various operating accounts including training, mileage reimbursements, community outreach, programming, and so forth.

Pikes Peak Library District
Statement of Expenditures
General Fund
For the Seven-Month Period Ended July 31, 2020

Percent of Year 58.3%

| Account Description | 2020 Budget | YTD Actual | Available Budget | % Used |
|---------------------------------|--------------------|-------------------|-------------------------|---------------|
| Personnel Services | | | | |
| Regular employees | \$ 16,736,495 | \$ 8,503,841 | \$ 8,232,654 | 50.8% |
| Temporary employees | 6,375 | - | 6,375 | 0.0% |
| Substitute employees | 360,500 | 79,438 | 281,062 | 22.0% |
| Work-Study And internship | 35,000 | 1,205 | 33,795 | 3.4% |
| Social security contributions | 1,270,590 | 630,014 | 640,576 | 49.6% |
| Retirement contributions | 1,025,635 | 543,855 | 481,779 | 53.0% |
| Health Plan contributions | 2,200,000 | 1,278,020 | 921,980 | 58.1% |
| Unemployment insurance | 50,000 | 23,996 | 26,004 | 48.0% |
| Workers compensation | 73,500 | 34,690 | 38,810 | 47.2% |
| Vision Plan insurance | 65,000 | 34,706 | 30,294 | 53.4% |
| Life A&D insurance | 65,000 | 35,713 | 29,287 | 54.9% |
| Tuition assistance | 40,000 | 20,814 | 19,186 | 52.0% |
| Total Personnel Services | 21,928,095 | 11,186,292 | 10,741,803 | 51.0% |
| Supplies | | | | |
| General | 367,158 | 121,564 | 245,594 | 33.1% |
| Microform | 950 | - | 950 | 0.0% |
| Software purchases/licenses | 377,800 | 225,977 | 151,823 | 59.8% |
| Computer supplies | 44,000 | 25,907 | 18,093 | 58.9% |
| Processing | 100,000 | 4,476 | 95,524 | 4.5% |
| Office | 72,700 | 16,618 | 56,082 | 22.9% |
| Other | 82,690 | 13,264 | 69,426 | 16.0% |
| Total Supplies | 1,045,298 | 407,806 | 637,493 | 39.0% |
| Library Materials | | | | |
| Audio-visual materials | 783,300 | 195,249 | 588,051 | 24.9% |
| Books | 1,463,600 | 441,733 | 1,021,868 | 30.2% |
| e-materials | 1,741,450 | 1,120,481 | 620,969 | 64.3% |
| Library materials - other | 254,000 | 73,372 | 180,628 | 28.9% |
| Microforms | 5,000 | - | 5,000 | 0.0% |
| Periodicals | 110,250 | 101,614 | 8,636 | 92.2% |
| Serials | 25,000 | 12,080 | 12,920 | 48.3% |
| Databases - online services | 543,280 | 414,426 | 128,854 | 76.3% |
| Memorials | - | 2,211 | (2,211) | 0.0% |
| Total Library Materials | 4,925,880 | 2,361,165 | 2,564,715 | 47.9% |

Pikes Peak Library District
Statement of Expenditures
General Fund
For the Seven-Month Period Ended July 31, 2020

Percent of Year **58.3%**

| Account Description | 2020 Budget | YTD Actual | Available Budget | % Used |
|-----------------------------------|------------------|------------------|------------------|--------------|
| Utilities | | | | |
| Gas | 91,288 | 32,149 | 59,139 | 35.2% |
| Electric | 493,855 | 206,923 | 286,932 | 41.9% |
| Water/sewer | 121,450 | 43,613 | 77,837 | 35.9% |
| Storm water fees | 7,844 | 3,922 | 3,922 | 50.0% |
| Total Utilities | 714,438 | 286,608 | 427,830 | 40.1% |
| Telecommunications | | | | |
| Data | 420,000 | 249,576 | 170,424 | 59.4% |
| Voice | 110,000 | 60,419 | 49,581 | 54.9% |
| Cellular | 79,500 | 50,312 | 29,188 | 63.3% |
| Total Telecommunications | 609,500 | 360,307 | 249,193 | 59.1% |
| Contractual Services | | | | |
| Janitorial services | 335,500 | 191,637 | 143,863 | 57.1% |
| Carpet cleaning services | 136,000 | 76,464 | 59,536 | 56.2% |
| Library facility rental | 582,033 | 371,823 | 210,210 | 63.9% |
| Common area maintenance | 160,194 | 111,884 | 48,310 | 69.8% |
| Storage rental | 8,400 | 10,800 | (2,400) | 128.6% |
| Audit | 46,000 | 36,500 | 9,500 | 79.3% |
| Legal | 75,000 | 24,627 | 50,373 | 32.8% |
| Consultant | 488,720 | 61,160 | 427,560 | 12.5% |
| Cataloging | 45,000 | 17,510 | 27,490 | 38.9% |
| Trash removal | 23,488 | 10,111 | 13,377 | 43.0% |
| Copier services | 61,000 | 32,065 | 28,935 | 52.6% |
| Courier services | 226,231 | 100,615 | 125,616 | 44.5% |
| Liability/property insurance | 175,000 | 167,371 | 7,629 | 95.6% |
| Collection agency fees | 30,000 | 5,853 | 24,147 | 19.5% |
| Printing | 105,000 | 35,315 | 69,685 | 33.6% |
| Programming | 423,025 | 113,092 | 309,933 | 26.7% |
| Treasurer fees | 445,000 | 422,364 | 22,636 | 94.9% |
| Microfilming services | 19,600 | 2,439 | 17,161 | 12.4% |
| Computer support agreements | 110,504 | 87,481 | 23,023 | 79.2% |
| Computer equipment maintenance | 383,014 | 357,810 | 25,204 | 93.4% |
| Software licenses | 13,000 | 14,066 | (1,066) | 108.2% |
| Employee Assistance Program | 20,600 | 7,584 | 13,016 | 36.8% |
| Parking | 54,000 | 37,568 | 16,432 | 69.6% |
| Total Contractual Services | 3,966,310 | 2,296,140 | 1,670,170 | 57.9% |

Pikes Peak Library District
Statement of Expenditures
General Fund
For the Seven-Month Period Ended July 31, 2020

Percent of Year **58.3%**

| Account Description | 2020 Budget | YTD Actual | Available Budget | % Used |
|--------------------------------------|------------------|----------------|------------------|--------------|
| Repairs and Maintenance | | | | |
| Grounds maintenance | 84,000 | 35,762 | 48,238 | 42.6% |
| Vehicle operating costs | 70,000 | 33,893 | 36,107 | 48.4% |
| Equipment maintenance | 336,150 | 209,365 | 126,785 | 62.3% |
| Equipment repairs | 55,850 | 15,031 | 40,819 | 26.9% |
| Furniture repairs | 32,000 | 2,741 | 29,259 | 8.6% |
| Building repairs | 148,000 | 39,155 | 108,845 | 26.5% |
| Total Repairs and Maintenance | 726,000 | 335,948 | 390,052 | 46.3% |
| Other Services | | | | |
| Translation services | 500 | 500 | - | 100.0% |
| Advertising | 1,750 | 1,014 | 736 | 57.9% |
| Bank And trustee Fees | 11,600 | 4,102 | 7,499 | 35.4% |
| School engagement | 1,000 | 271 | 729 | 27.1% |
| Mileage/Travel reimbursement | 83,700 | 18,939 | 64,761 | 22.6% |
| Employee recruitment | 57,000 | 4,727 | 52,273 | 8.3% |
| Dues and memberships | 63,339 | 18,158 | 45,181 | 28.7% |
| Merchandising | 14,500 | 12,539 | 1,961 | 86.5% |
| Employee recognition | 20,525 | 2,536 | 17,989 | 12.4% |
| Board of Trustees | 7,000 | 145 | 6,855 | 2.1% |
| Community outreach | 135,210 | 34,697 | 100,513 | 25.7% |
| Training | 316,183 | 66,610 | 249,573 | 21.1% |
| Signage | 27,000 | 8,865 | 18,135 | 32.8% |
| Bindery | 5,000 | 1,892 | 3,108 | 37.8% |
| Book mending | 1,500 | - | 1,500 | 0.0% |
| Safety | 9,000 | - | 9,000 | 0.0% |
| Summer Adventure Club | 34,500 | 25,598 | 8,902 | 74.2% |
| Patron reimbursement | 500 | - | 500 | 0.0% |
| Postage | 62,500 | 15,341 | 47,159 | 24.5% |
| Volunteer program | 5,800 | 1,847 | 3,953 | 31.8% |
| Safety and wellness | 11,000 | 2,156 | 8,844 | 19.6% |
| Other grant/donation expenditures | 109,875 | 30,320 | 79,555 | 27.6% |
| Equipment rental | 1,000 | - | 1,000 | 0.0% |
| Other | 34,354 | 4,443 | 29,911 | 12.9% |
| Total Other Services | 1,014,336 | 254,700 | 759,636 | 25.1% |

Pikes Peak Library District
 Statement of Expenditures
 General Fund
 For the Seven-Month Period Ended July 31, 2020

Percent of Year 58.3%

| Account Description | 2020 Budget | YTD Actual | Available Budget | % Used |
|---|----------------------|----------------------|----------------------|--------------|
| Capital Outlay | | | | |
| Other | 25,932 | 12,347 | 13,585 | 47.6% |
| Total Capital Outlay | 25,932 | 12,347 | 13,585 | 47.6% |
| Operating Transfers to Other Funds | | | | |
| Fund transfers out | 1,790,355 | 1,790,355 | 2,428,411 | 100.0% |
| Total Expenditures | \$ 36,746,144 | \$ 19,291,667 | \$ 19,882,888 | 52.5% |

**Pikes Peak Library District
Special Revenue Funds
For the Seven-Month Period Ended July 31, 2020**

| | |
|---|--------------------------|
| Fund Balance - January 1, 2020 | \$ 109,021 |
| Expenditures | 3,300 |
| Fund Balance - July 31, 2020 | <u><u>\$ 105,721</u></u> |
| Fund Balance - By Fund - July 31, 2020 | |
| Cheyenne Mountain Library Fund | \$ 812 |
| High Prairie Library Fund | 92,626 |
| Sand Creek Library Fund | 12,283 |
| | <u><u>\$ 105,721</u></u> |

**Pikes Peak Library District
 East Library Capital Projects Fund
 For the Seven-Month Period Ended July 31, 2020**

| Account Description | Multi-Year Budget | Expenditures | | Encumbrances | Available Budget |
|--|----------------------|------------------|------------------|-----------------|---------------------|
| | | 2019 | 2020 | | |
| Revenues and Other Sources of Funds | | | | | |
| Fund transfers in | \$ 148,172 | \$ 139,627 | \$ 8,545 | \$ - | \$ - |
| Total Revenues and Other Sources of Funds | 148,172 | 139,627 | 8,545 | - | - |
| Expenditures | | | | | |
| Chiller roof structure over pit | 23,438 | 12,380 | - | - | 11,058 |
| Roofing evaluation & design | 30,000 | - | 2,078 | - | 27,922 |
| External filtration system | 1,907 | 1,907 | - | - | - |
| Renovate security office | 5,750 | - | 5,978 | - | (228) |
| Replace aging fire panel | 32,000 | - | - | - | 32,000 |
| Convert sound booth room to storage | 3,000 | - | - | - | 3,000 |
| Replace emergency lighting generator | 80,465 | 1,950 | 85,812 | 9,462 | (16,759) |
| Furniture | 50,000 | - | 15,640 | - | 34,360 |
| Shared workstation - 4-person | 2,765 | 2,765 | - | - | - |
| Additional study room chairs | - | 3,547 | - | - | (3,547) |
| IT equipment | 2,071 | - | 253 | 261 | 1,557 |
| Total Expenditures | \$ 231,396 | \$ 22,549 | 109,761 | \$ 9,723 | \$ 89,363 |
| Excess Revenues over Expenditures | | | (101,216) | | |
| Fund Balance - January 1, 2020 | | | 195,302 | | |
| Fund Balance - July 31, 2020 | | | <u>\$ 94,086</u> | | |

**Pikes Peak Library District
Penrose Library Capital Projects Fund
For the Seven-Month Period Ended July 31, 2020**

| Account Description | Multi-Year Budget | Expenditures | | Encumbrances | Available Budget |
|---|----------------------|-------------------|-------------------|------------------|---------------------|
| | | 2019 | 2020 | | |
| Revenues and Other Sources of Funds | | | | | |
| Fund transfers in | 96,700 | 96,700 | - | - | - |
| Expenditures | | | | | |
| Asphalt crack fill | 15,764 | 15,764 | - | - | - |
| Roofing evaluation | 30,000 | - | 2,078 | - | 27,922 |
| Roof inspection and repair | 5,130 | - | - | - | 5,130 |
| Carnegie-add wall to separate public area from staff area | 5,000 | - | - | - | 5,000 |
| KCH-movable walls/partitions | 3,000 | - | - | - | 3,000 |
| KCH-interior paint | 15,000 | - | - | - | 15,000 |
| KCH-exterior trim paint | 8,500 | - | - | - | 8,500 |
| KCH-replace awning - front entrance | 1,500 | - | - | - | 1,500 |
| Convert Pine/Aspen Room lighting to dimmable | 13,000 | - | - | - | 13,000 |
| Install carpet in vault for meeting room | 2,000 | - | 1,064 | - | 936 |
| Replace catalog comp to pillars | 1,500 | - | - | - | 1,500 |
| Purchase mural on garage wall | 5,250 | - | 5,250 | - | - |
| Expand lighting controls in lower level | 15,000 | - | - | - | 15,000 |
| Add storefront wall to create office for Adult Education | 15,000 | - | 1,900 | - | 13,100 |
| Power For moving catalog computers | 1,000 | - | - | - | 1,000 |
| Replace existing parking meters | 50,000 | - | - | - | 50,000 |
| Penrose campus renovation project | 568,006 | 551,856 | 8,525 | - | 7,625 |
| Replace lobby rooftop unit | 20,544 | 20,544 | - | - | - |
| Replace existing fire panel | 16,921 | 16,921 | - | - | - |
| Larger trash receptacles | 852 | - | - | - | 852 |
| Chiller replacement | 55,000 | - | - | - | 55,000 |
| Adjustable height desks | - | 852 | - | - | (852) |
| KCH - chairs For mezzanine | 2,550 | - | - | - | 2,550 |
| KCH - work tables (4), mezzanine | 6,200 | - | - | - | 6,200 |
| Additional (9) meeting room tables | 3,500 | - | - | - | 3,500 |
| Replace all wooden chairs in public area | 13,000 | - | - | 12,458 | 542 |
| Replace computer lab tables (8) | 10,000 | - | - | - | 10,000 |
| Stages for two Columbine rooms | 12,000 | - | - | - | 12,000 |
| Contingency | 42,875 | 2,513 | 10,152 | - | 30,210 |
| Total Expenditures | \$ 938,092 | \$ 608,450 | 28,969 | \$ 12,458 | \$ 288,215 |
| Excess Revenues over Expenditures | | | (28,969) | | |
| Fund Balance - January 1, 2020 | | | 491,618 | | |
| Fund Balance - July 31, 2020 | | | <u>\$ 462,649</u> | | |

**Pikes Peak Library District
Library 21c Capital Projects Fund
For the Seven-Month Period Ended July 31, 2020**

| Account Description | Multi-Year Budget | Expenditures | | | Available Budget |
|--|----------------------|-------------------|-------------------|------------------|---------------------|
| | | 2019 | 2020 | Encumbrances | |
| Revenues and Other Sources of Funds | | | | | |
| Fund Transfers In | \$ 1,156,100 | \$ 1,156,100 | \$ - | \$ - | \$ - |
| Expenditures | | | | | |
| Courtyard improvements | 19,916 | 19,916 | - | - | - |
| Roof replacement | 732,558 | 712,758 | - | - | 19,800 |
| Replace skylight/repairs | 104,560 | 104,560 | - | - | - |
| Children's shelf movers | 2,500 | - | - | - | 2,500 |
| Signage | 5,000 | - | 4,850 | - | 150 |
| Add gas supply to kitchen | 25,000 | - | - | 20,240 | 4,760 |
| Install new service point first floor | 20,000 | - | - | - | 20,000 |
| Install one way window | 5,500 | - | 6,727 | - | (1,227) |
| Revamp Creative Service area | 3,000 | - | - | - | 3,000 |
| Acoustic improvements to editing office | 8,000 | - | - | - | 8,000 |
| Culinary Lab equipment | 86,020 | - | - | 2,000 | 84,020 |
| Office chairs-meeting room | 7,200 | 7,200 | - | - | - |
| Adjustable height tables - Collection Management | 1,200 | - | - | - | 1,200 |
| Replace chairs - business center | 17,000 | - | - | 17,000 | - |
| Add charging tablets/towers | 6,000 | - | - | - | 6,000 |
| Replace desk-Children's Services | 6,000 | - | - | - | 6,000 |
| Three sit/stand converters | 1,000 | - | 874 | - | 126 |
| Audio booth | 2,000 | - | - | - | 2,000 |
| Replace tables and chairs - training room | 9,500 | - | - | - | 9,500 |
| Contingency | 48,431 | 69,474 | 11,468 | 1,601 | (34,112) |
| Install additional lights | 1,200 | - | - | - | 1,200 |
| Munis record management system | 30,000 | - | - | - | 30,000 |
| Audio/visual equipment | 4,686 | 3,974 | - | - | 713 |
| Studio noise mitigation | 21,979 | 1,417 | - | - | 20,562 |
| Increase stage size | 4,908 | 1,788 | - | - | 3,120 |
| Venue LED lighting | 3,572 | 3,095 | - | - | 477 |
| Total Expenditures | \$ 1,176,730 | \$ 924,181 | 23,919 | \$ 40,841 | \$ 187,789 |
| Excess Revenues over Expenditures | | | (23,919) | | |
| Fund Balance - January 1, 2020 | | | 484,182 | | |
| Fund Balance - July 31, 2020 | | | <u>\$ 460,263</u> | | |

**Pikes Peak Library District
Capital Reserve Fund
For the Seven-Month Period Ended July 31, 2020**

| Account Description | Multi-Year Budget | Expenditures | | | Available Budget |
|---|----------------------|------------------|------------------|---------------|---------------------|
| | | 2019 | 2020 | Encumbrances | |
| Revenues and Other Sources of Funds | | | | | |
| Fund transfers in | \$ 2,832,794 | \$ 1,050,984 | \$ 1,781,810 | \$ - | \$ - |
| Tenant improvement reimbursement | 53,001 | - | 53,001 | - | - |
| Donation - Foundation | 123,000 | - | - | - | (123,000) |
| Total Revenues and Other Sources of Funds | 3,008,795 | 1,050,984 | 1,834,811 | - | (123,000) |
| Expenditures | | | | | |
| Facilities Capital | | | | | |
| District-wide - asphalt maintenance | 7,628 | 7,628 | - | - | - |
| Landscape allowance | 40,000 | - | 2,526 | - | 37,474 |
| Ruth Holley - replace meeting room carpet | 17,401 | 13,000 | - | - | 4,401 |
| Ruth Holley - repaint interior | 7,008 | 10,000 | - | - | (2,992) |
| Update service points | 5,000 | 4,421 | - | - | 579 |
| Ruth Holley - add electricity In storage | 2,000 | 2,078 | - | - | (78) |
| Monument - replace bulbs | 1,200 | 864 | - | - | 336 |
| Old Colorado City - replace floor main level | 75,000 | - | - | - | 75,000 |
| Roof inspection | 25,000 | - | - | - | 25,000 |
| Cheyenne Mountain - replace entry tile with carpet | 5,000 | - | 1,980 | - | 3,020 |
| Old Colorado City - canopy over book drop | 5,000 | - | - | - | 5,000 |
| Old Colorado City - replace carpet | 3,500 | - | - | - | 3,500 |
| Rockrimmon - replace carpet in meeting room | 6,000 | - | 5,000 | - | 1,000 |
| Calhan project | 341,134 | 266,865 | - | - | 74,269 |
| Improvements other than buildings | 50,000 | - | - | - | 50,000 |
| District-wide - concrete replacement | 23,560 | 5,630 | - | - | 17,930 |
| District-wide - asphalt repairs | 47,072 | 716 | 20,107 | 2,376 | 23,873 |
| Staff lounge improvements - Penrose | 9,972 | 234 | - | - | 9,738 |
| Staff lounge improvements - East Library | 9,972 | 1,018 | - | - | 8,954 |
| Staff lounge improvements - L21c | 9,972 | 2,195 | - | - | 7,777 |
| Water management system | 5,000 | 685 | - | - | 4,315 |
| District-wide - tree trimming | 15,000 | - | - | - | 15,000 |
| Intrusion alarm system | 3,500 | 2,850 | - | - | 650 |
| Bookmobile - awning replacement | 4,000 | - | - | - | 4,000 |
| Bookmobile - (2) half wraps | 13,000 | - | - | - | 13,000 |
| Furniture | 25,000 | - | - | 2,538 | 22,462 |
| Furniture - prior year | 39,357 | 37,389 | - | - | 1,968 |
| Cheyenne Mountain - workroom cabinets storage | 2,000 | - | - | - | 2,000 |
| Fountain AV closet meeting room | 3,000 | - | - | - | 3,000 |
| Ruth Holley meeting room furniture | 15,176 | 15,198 | - | - | (22) |
| Ruth Holley study room furniture | 2,927 | 2,962 | - | - | (35) |
| Rockrimmon - redesign Children's area | 2,500 | - | - | - | 2,500 |
| Bookmobile - front desk replacement | 2,000 | - | - | - | 2,000 |
| Cheyenne Mountain circulation desk replacement | 15,000 | - | - | - | 15,000 |
| Fountain - furniture teen gaming area | 5,000 | - | - | - | 5,000 |
| Fountain - chair replacement meeting room | 6,500 | - | - | - | 6,500 |
| Ruth Holley - furniture meeting room | 10,000 | - | 7,032 | - | 2,968 |
| Monument - replace chairs adult area | 2,400 | - | - | - | 2,400 |
| Monument - blind replacement community room | 4,700 | - | - | - | 4,700 |
| Monument - tables and chairs replacement | 8,000 | - | - | - | 8,000 |
| Monument - PC tables and chair replacement | 2,000 | - | - | - | 2,000 |
| Old Colorado City - table and chairs replacement | 5,650 | - | - | - | 5,650 |
| Old Colorado City - charging tables and computer tables | 12,000 | - | - | - | 12,000 |
| Rockrimmon - meeting room tables | 3,000 | - | - | - | 3,000 |
| Shelving | 15,187 | 14,428 | - | - | 759 |
| Replace generator bookmobile | 12,500 | - | - | - | 12,500 |
| Contingency | 240,341 | 61,055 | 58,481 | 6,746 | 114,059 |
| Signage allowance | 10,000 | 7,615 | 3 | - | 2,382 |
| Total Facilities Capital | 1,176,157 | 456,831 | 95,129 | 11,660 | 612,536 |

**Pikes Peak Library District
Capital Reserve Fund
For the Seven-Month Period Ended July 31, 2020**

| Account Description | Multi-Year Budget | Expenditures | | | Available Budget |
|--|----------------------|----------------|----------------|----------------|---------------------|
| | | 2019 | 2020 | Encumbrances | |
| Communications Capital | | | | | |
| Monument - signage | 3,000 | - | - | - | 3,000 |
| Palmer Lake - signage | 2,000 | - | - | - | 2,000 |
| Rockrimmon - signage | 2,500 | - | - | - | 2,500 |
| Ute Pass- signage | 2,000 | - | - | - | 2,000 |
| Total Communications Capital | 9,500 | - | - | - | 9,500 |
| Information Technology Capital | | | | | |
| Servers-East Library data updates | 2,000 | - | 2,000 | - | - |
| Data center redesign | 75,000 | - | 5,169 | 54,939 | 14,892 |
| PC purchases | 371,525 | - | 67,494 | 116,373 | 187,658 |
| Technology refresh (staff) | 19,000 | 18,221 | 779 | - | - |
| Technology refresh (patrons) | 131,000 | 130,845 | 155 | - | - |
| PCs-video editing | 11,114 | - | - | - | 11,114 |
| Replace computers | 39,484 | 28,497 | 9,712 | 240 | 1,035 |
| Technology refresh (patrons) | 68,795 | 3,279 | 10,665 | 8,487 | 46,364 |
| IT Security operations center computers | 10,000 | - | - | - | 10,000 |
| Laptops- Young Adult Services | 6,000 | 5,897 | 103 | - | - |
| Laptops-Children's iPad | 6,000 | 5,980 | 20 | - | - |
| Self check - Penrose additional data ports | 2,500 | - | 2,500 | - | - |
| Scanners-Collect Management | 2,080 | - | - | - | 2,080 |
| Barcode scanners | 15,102 | - | - | 1,840 | 13,262 |
| RFID wands | 15,000 | - | - | 15,000 | - |
| Copier replacement | 301,000 | 14,464 | - | 5,000 | 281,536 |
| Network switches/UPS | 346,000 | 82,739 | 2,332 | - | 260,929 |
| Surveillance System redesign | 30,000 | 6,922 | 9,790 | 1,349 | 11,939 |
| Telephone switches | 94,834 | 61,503 | - | - | 33,331 |
| Firewall replacement | 45,000 | 14,455 | 17,140 | 7,395 | 6,010 |
| Switches/UPS replacement | 40,000 | 11,606 | 6,884 | - | 21,510 |
| ILS peripherals | 265,000 | - | - | - | 265,000 |
| IT equipment | 54,886 | 46,368 | 2,777 | - | 5,741 |
| Archival management system | 13,400 | - | - | - | 13,400 |
| AMH bins (2) | 20,000 | - | - | - | 20,000 |
| Genealogy equipment | 29,000 | 15,380 | - | - | 13,620 |
| East Library teen computers | 4,000 | - | 4,000 | - | - |
| Datacenter project | 111,399 | - | 3,169 | 55,625 | 52,605 |
| Security system | 845,000 | - | - | - | 845,000 |
| Surveillance system | 125,000 | - | - | - | 125,000 |
| AV Equipment - districtwide | 50,000 | - | 1,407 | 269 | 48,324 |
| District wide audio Visual equipment standardization | 75,000 | - | - | - | 75,000 |
| IT management reserve | 47,500 | - | - | - | 47,500 |
| Contingency | 6,335 | 2,320 | - | - | 4,015 |
| Total Information Capital | 3,277,954 | 448,476 | 146,096 | 266,517 | 2,416,865 |

**Pikes Peak Library District
Capital Reserve Fund
For the Seven-Month Period Ended July 31, 2020**

| Account Description | Multi-Year Budget | Expenditures | | | Available Budget |
|--|----------------------|-------------------|---------------------|-------------------|---------------------|
| | | 2019 | 2020 | Encumbrances | |
| Video Studio Capital | | | | | |
| Wireless mic kit | 1,300 | 748 | 579 | - | (27) |
| Audio recorder | 300 | - | 272 | - | 28 |
| Audio recorder kit | 1,200 | - | 1,064 | - | 136 |
| Video equipment and accessories | 1,620 | - | - | - | 1,620 |
| Video projectors replacement and additions | 5,000 | - | - | - | 5,000 |
| Cameras - Studio21c | 37,500 | - | 33,960 | 3,232 | 308 |
| DSLR cameras - checkout | 5,700 | - | - | - | 5,700 |
| Teleprompter | 1,550 | - | 868 | - | 682 |
| Video cam kit - checkout | 3,000 | 2,100 | 135 | - | 765 |
| GoPro kits | 1,500 | - | 1,540 | - | (40) |
| Tripod system | 320 | - | - | - | 320 |
| Photo roller system | 1,000 | - | 1,274 | - | (274) |
| Checkout equipment - L21c | 3,900 | 2,100 | 1,142 | - | 658 |
| Chargeable batteries | 1,620 | - | - | - | 1,620 |
| Isolation booth 21C studio | 20,000 | 20,000 | - | - | - |
| Total Video Studio Capital | 85,510 | 24,948 | 40,834 | 3,232 | 16,496 |
| Creative Services Capital | | | | | |
| Equipment initiatives | 27,900 | - | - | - | 27,900 |
| Cricut machines | 1,200 | 412 | - | - | 788 |
| Sand Creek-vinyl record cutter | 9,000 | - | - | - | 9,000 |
| Sand Creek-larger kiln | 3,000 | - | - | - | 3,000 |
| East-larger laser cutter | 18,000 | 17,440 | - | - | 560 |
| New maker kits | 1,000 | - | - | - | 1,000 |
| Equipment replacement | 3,500 | 792 | - | - | 2,708 |
| Contingency | 51,386 | - | - | - | 51,386 |
| Total Creative Services Capital | 114,986 | 18,644 | - | - | 96,342 |
| Total Expenditures | \$ 4,664,107 | \$ 948,899 | 282,059 | \$ 281,409 | \$ 3,151,739 |
| Excess Revenues over Expenditures | | | 1,552,752 | | |
| Fund Balance - January 1, 2020 | | | 1,810,398 | | |
| Fund Balance - July 31, 2020 | | | <u>\$ 3,363,150</u> | | |

**Pikes Peak Library District
Receipts and Disbursements by Cash Account
For the Month of July 2020**

| | COLOTRUST Investments | US Bank Checking | Total Cash |
|---|----------------------------------|-----------------------------|----------------------|
| Cash and Investments Balance July 1, 2020 | \$ 18,830,113 | \$ (238,693) | \$ 19,630,846 |
| Receipts | | | |
| Property Taxes | 8,241,510 | - | 8,241,510 |
| Cash Receipts | - | 89,816 | 89,816 |
| Credit card receipts | - | 1,279 | 1,279 |
| Interest | 7,638 | - | 7,638 |
| Disbursements | | | |
| Payment of Bills week of 07/03/2020 | - | (45,333) | (45,333) |
| Payment of Bills week of 07/10/2020 | - | (235,349) | (235,349) |
| Payment of Bills week of 07/17/2020 | - | (178,098) | (178,098) |
| Payment of Bills week of 07/24/2020 | - | (215,535) | (215,535) |
| Payment of Bills week of 07/31/2021 | - | (197,185) | (197,185) |
| Payroll 06/12/2020 | - | (674,261) | (674,261) |
| Payroll 06/26/2020 end of month | - | (895,744) | (895,744) |
| Transfer between funds | (3,200,000) | 3,200,000 | - |
| Cash and Investments Balance July 31, 2020 | \$ 23,879,261 | \$ 610,897 | \$ 24,490,158 |

Public Services Report July 2020

North Region **Community –**

Liz, High Prairie and Calhan's manager, reached out to Lions Club to see if there was anything the library could help with at this time. Many events are being cancelled so she has not had as much connection with them. Liz also volunteered to help facilitate Zoom meetings for the Community Outreach Coalition in Calhan.

The CA library also filled their empty walls with new art! A local artist, Keith Chew, is currently displaying his copper, zinc, and titanium metal art designed with different Colorado scenery and landscapes.

High Prairie has all of our Harvest Festival plans in place, project requests submitted and prizes picked. We will begin ordering supplies for any take home kits. We also have a meeting with Brett to walk us through the staff side of biblioboard to see how he is using it for his projects.

Library 21c reopened to the public for limited services on July 1 after being closed for 108 days due to the COVID-19 pandemic. Staff greeted 214 visitors in the building that day, many who expressed their excitement for the library's reopening. Patrons have eagerly been checking out board games and yard games, likely to help curb boredom as many people continue to stay at home.

Resources

Steve Abbott met with the Rockrimmon Friends to discuss their return as volunteers. We hope to have them return in a limited capacity by mid-August.

The CA staff worked together to help a patron complete their Driver's Safety Online course. We noticed the patron was having trouble operating the mouse and clicking on the correct links. With proper safety procedures, CA staff took initiative in helping guide the patron in completing his required online course. This course may have taken the patrons weeks to complete, but with a little help and guidance, the patron was able to complete his course in a matter of days. He was very appreciative of our help!

The El Paso County Board of Elections (BOE) reached out to audit the space Library 21c typically provides as a polling center. BOE staff were concerned that due to social distancing, the Alcove and A1 areas would not fit the needs of a polling location as they have in years past. As an alternative voting location, Manager Catie Tierney offered the upper level Business and Entrepreneurial Center. BOE staff are very excited about this opportunity; the area will work very well due to its large size and accessibility to the main entrance. BOE staff estimate they will be able to fit up to 12 intake centers and voting booths, a much larger offering than could be provided using the typical Alcove/A1 area.

Due to ADA inaccessibility, the Palmer Lake Library reverted to curbside service, followed shortly by a switch to mobile services. The facility will remain closed while we work with the town to develop a plan to fix the ADA access.

Innovation/Creativity

This month Connie Davila, from High Prairie, had a Cat Planters Program scheduled on Zoom. She had one patron signed up but she did not show up to the Zoom session. Adult Services is providing excellent instructions with the take and make program packages that patron participation has gone down throughout the district. She also worked with patrons on distributing the Textile Art take and make kits and submitted photos for the art project that were turned in to High Prairie to a Zoho link that was provided by Creative Services.

Service



RO has been continuing our virtual Mostly Fiction Book Group led by Adult Programming Specialist Shannon Miller (July's book was: *Dixie Jones & the Six and Killers of the Flower Moon*).

From our interactions at curbside, most families are really excited about our Take and Makes! Our patrons seem to really enjoy the Take & Makes and offer lots of gratitude and compliments. We usually give out all of the kits

by the Saturday or Monday following the Friday Take & Make start to the giveaway.

Rockrimmon young adult specialist Amanda Eddleman has been working on a teen virtual program. The program teaches teens about different types and aspects of maps so they can use this knowledge to create their own game maps. This program will be finished next month.

Internal/Staff

The Rockrimmon staff room remodel was completed with fresh paint and new furniture.

Library managers and supervisors have started their 1-on-1 Feedback Sessions with staff - some walking or outdoors, some on the phone and some via zoom. A lot of what they talk about is personal impact of being home so much more, trying to figure out schooling for kids, and some wishing for how things used to be.

Accountability

Calhan opened their doors to the public with new hours this month. Their hours are now Monday-Wednesday & Saturday from 9-6 p.m. These hours provide more consistency for patrons living in the rural areas which may help them with their planning when going to town. So far the hours have been very successful.

Children's Librarian SarahEllen Hickle examined Virtual Storytimes posted by Family and Children's Services to determine the types of character representation in the featured picture books. The goal was to help staff be aware of who/what was being represented (or not) in the picture books that PPLD shared, with the aim of helping staff be even more mindful of choosing books that feature greater representation of diverse characters.

Southeast Region Community –

Senior Associate Jordan Romero and Southeast Creative Librarian Jenny Kremyar were the focus of a Southeast community virtual meeting to gather feedback for two tile murals that will be designed by PPLD, made by the community, and installed in Panorama Park. From this

meeting, they were able to go back and edit their designs. They then presented them at the Southeast Region meeting at the end of the month. Southeast Region staff also provided feedback on the designs. We hope to finalize designs and begin working with the community on creating the tiles in the Fall. One design sample is shown above.



East Library welcomed back D11 to provide lunches in July. This year it is drive-up only, lunches do not have to be consumed onsite. On Wednesdays they distribute giant produce boxes to anyone (no child required). On July 29 Colorado Springs Utilities also provided an Energy Savings kit to any family who came from the lunch or produce box. Lunches will continue until school starts - so at this point through August 14. It could be extended if school plans or community needs change.

Resources –

Jordan Newby, Sand Creek Senior Library Associate, is heading up a Family Place Committee project to create Digital Storytimes. These interactive PDFs will allow families and caregivers to do storytime from home and provide ideas for extending the learning experience through songs, rhymes, crafts, sensory activities, and parent tips.

Fountain is situated in a close knit community and many live in the area. This provides staff with opportunities to provide impactful services. Several staff reported sharing specific digital resources that meet the needs of the patron they were serving. They were also able to help a patron scan documents that let them buy their first home and extended computer time for another patron who needed to take a six hour assessment for a job.

Innovation/Creativity –

Phase 3 services have necessitated the need to be creative throughout the day. Since almost everything we are doing is different, staff have had to do their best guess to determine what will work in this new environment. Several times we have had to make modifications or totally change our plans. Southeast staff have been excellent about seeing the need to adjust and making the adjustment. This includes making updates to our quarantine procedures and putting together displays and grab'n'go bundles to help patrons take advantage of our physical collection.

Several Southeast staff have worked our Remote Tech Support service. While many have reported not being very busy, they did say that the times they helped people with their computer problems via remote help, it's been satisfying to assist patrons when they need help.

Service –

The Ruth Holley teens began returning almost a week after we reopened. Two particular teens who Melody Trejo-Lopez hadn't seen since March were especially excited to be back. They excitedly pointed at Melody and said, "There she is! There's Miss Melody. She's not dead!"

Ruth Holley was one of the locations that was chosen to pilot free menstrual supplies for patrons. It's now been a little over a week since it started and it's going great! Patrons are steadily taking supplies and staff have not had any challenges adjusting to this new service. East Library is also providing menstrual supplies in their restrooms for patrons. This initiative is being led by Young Adult Services.

Internal/Staff –

Library Manager Jake Rundle was asked to lead a discussion for a library association. The Mountain Plains Library Association (MPLA) held its first monthly zoom call, led by Rundle and the MPLA membership chair Mary Soucie (North Dakota State Librarian). The topic of this hour long lunchtime chat was virtual programming. More than 30 librarians from 12 member states joined to discuss what's working, what's difficult, and what they've learned about providing for their communities during a pandemic.

Southeast launched the Digging Deep group led by Janina Goodwin (East Library Manager) and Cara Ramsey (Regional History and Genealogy Program Coordinator). This is a professional development opportunity for staff within the region to explore and learn more about Special Collections. Our first session encouraged staff to explore the digital collection, find a photo that was meaningful to them, and then talk about it during the meeting. Our second session discussed the Spanish Flu after reading two articles Cara Ramsey provided. One of the articles is from a PPLD book, the other from History Colorado. We discussed the similarities and differences between the Spanish Flu and COVID - not just the illness, but society's response to them, and the result. Many expressed that this gave them hope because they know that we rose out of the Spanish Flu - we will rise again.

Accountability –

Some Southeast libraries have struggled with staffing levels. As we have worked through our phased opening, we have consistently evaluated our needs and adjusted staffing at each location. We currently have nine staff temporarily assigned to different locations. Additionally, our schedules are designed with flexibility to fill in gaps that occur (almost daily). We are working towards maximizing our staff time and maintaining our service levels.

West Region

Mobile Library Services quote of the month: "I am grateful that you are coming back [to my stop]. I was down to reading cereal boxes!"

Two big changes for the West Region were in the mix in July. Firstly, KCH, and Dustin Booth, were transferred to Creative Services under the guidance of Becca Cruz. Secondly, Michael, as well as an army of PPLD staff, and Manitou Art Center staff, are now knee-deep in the project to move the Manitou Springs Library into the MAC. Michael would like to extend a big thank you to all those involved in these changes - those helping to instigate some substantially beneficial changes for the Library and communities we serve.

Community –

At Penrose, The Pop Culture Club, co-hosted by Mikaela Fortune, for Inside Out Youth Services has a steady group who virtually attend weekly. The discussions are lively and this partnership has blossomed and allowed us to continue to engage with our shared patrons during this unique time.

Mobile Libraries welcomed Palmer Lake to the route schedule! July 29, the Mobile Libraries began service in Palmer Lake. In August, Mobile Libraries will service Palmer Lake on Monday mornings and Wednesday afternoons.

At Cheyenne Mountain Library, now more than ever, we recognize the importance of our community, our neighborhood connections and sustaining these relationships... a patron told us that we were the reason she got out of bed that morning. She had not been anywhere since COVID, but when she learned the library was opening, she wanted to make sure to be there.

At Old Colorado City Library, David points out while opening to provide the essential services our patrons rely on, we have also been exemplary in following and promoting community safety and awareness. The base majority of our patrons applaud our policies.

Since opening back up at the Ute Pass Library patrons have been so enthusiastic about letting staff know how much they missed the library. It has been staggering to hear how deep an impact it had on the community when the library was in phase two. The library had truly become a cornerstone of the Cascade area and it is rewarding to fulfill that role once more.

Sara Gallagher, of Manitou Springs and Ute Pass Libraries, attended the first meeting for the Advisory Board for Manitou Arts, Culture & Heritage (MACH). At this meeting she was voted Vice Chair. As a member of this board, she will craft recommendations on the expenditure of tax funds earmarked for several historical buildings in Manitou, including the Carnegie Building.

Resources –

The telephone room, at Penrose, continues to field a wide variety of calls. A new way of serving patrons is to send their request printouts to the virtual queue for printing and patrons can go to whichever library to print them off. This was something we could have always done, but because of the pandemic and having to rethink how we serve our community, is something used more commonly now, especially for tax forms.

Innovation/Creativity –

Genre bundles have become popular with patrons at Penrose and are a wonderful way for staff to practice reader's advisory skills as well as highlight their interests.

Sarah H. has also participated in dial a story. Nawal and Riho will also be contributing with secondary language stories in their native languages.

Karin Swengel, Sr. Library Associate, was able to attend a week long Symposium on Advancing Racial Equity and Inclusion in the Workplace provided by Denver Public Libraries. The speakers were informative and the topics were very relevant to all the resources and assistance that library staff provide to patrons.

Service -

The Mobile Library schedule is responsive to the community's growing needs. To accommodate the growth in north and east Colorado Springs, year-round stops at Cordera's Community Center and at Meridian Ranch Recreation Center have been added to the schedule.

Internal/Staff –

Rebecca Operhall of Penrose, was able to attend the Colorado Association of Libraries EDI conference on a scholarship. With the scholarship, she was asked to moderate two sessions,

which she did. One was Accessibility in the Library and the other was Seeding Equity. Many staff are reading around social justice to include the titles of *How to be an Antiracist*, *White Fragility*, and *Stamped*. The next step will be to have staff begin meeting and sharing their understandings of the titles. Additionally Emma Weinberg and Evan Childress are participating in the Project Ready course to learn how to improve our relationship with, service to, and resources for BIPOC. Alison Kelly attended Denver Public Library's Advancing Racial Equity & Inclusion in the Workplace Symposium.

Accountability -

While Cheyenne Mountain Library have been shorter-than-normally-staffed and unable to use substitutes and volunteers, we are still able to make it a priority to ensure staff get the time off they need and have rallied in support of each other. Many staff have volunteered to forego some of their off-desk time if they notice we are behind in an area like shelving or quarantine, or if they know a team member needs some extra time for off-desk projects and planning. Cheyenne staff have put the needs of the branch and of each other first. Our current situation has brought out the best in our team as we shine in service, being flexible, helpful, and resilient while we problem-solve together, balancing priorities, service, and self-care.

Adult Education

Community –

Adult Education received word from the Pikes Peak Workforce Center (PPWFC) that the collaborative Colorado Workforce Development Council Talent Accelerator Upskilling Colorado's Frontline Retail Workforce grant application, which is joint with PPWFC, PPLD, D-11 and Catholic Charities was approved in the amount of \$60,000. A meeting to determine use of funds is scheduled to take place in August.

Resources –

Career Online High School enrollment - We had two people completing the self-assessment and enrolled in the prerequisite, but did not finish the 15 day requirement. There were no new enrollments in July. There are 23 total students enrolled in COHS to this date. Twenty-eight students completed the summer enrollment assessment. Of those,

- Enrolled 7 students in the summer High School Equivalency program.
- Enrolled 9 students in the summer English as a Second Language (ESL) program.

The remainder preferred to wait until fall classes to begin.

Innovation/Creativity –

Summer distance education classes for both ESL and Adult Basic Education began with orientation held July 6 and 7, 2020. Orientation format has changed, now students complete assessment online, shortening the amount of time and staff required to host orientation. Students were enrolled in the summer virtual classrooms immediately after assessments.

Service -

Began developing a plan to introduce NorthStar Digital to the public beginning in September.

Internal/Staff –

Drew Goter participated in the virtual TESOL Conference and Tammy Sayles participated in the virtual COABE conference.

Tammy Sayles, Lacey Miller, and Deya Rohe participated in the CAL Diversity, Inclusion and Equity training day.

Michael Bittner left the employment of PPLD.

Accountability -

The department's grant application for AEFLA and IECLE funding was accepted. The AEFLA funds were reduced to \$84,002. This is the first year we included an application for IELCE funding, and our full request of \$95,005, increasing our overall funds by \$71,000.

Adult Services

Community –

Terry Zarsky, our Business Librarian extraordinaire retired after 33 years with PPLD. We held a virtual sendoff on July 31. PPLD and the business community will greatly miss her. Prior to her departure, Terry held 58 virtual one-on-one's with patrons in July. She did four virtual speaking presentations (Eastern Plains Chamber of Commerce, Tri lakes Chamber of Commerce, Southern Colorado Womens' Chamber of Commerce, and SCORE). She also attended 29 virtual outreach events.



Delaina Massie hosted the first Library Explorers Virtual Bingo program. She had several enthusiastic attendees.

Heidi Buljung, Melissa Mitchell, and Bryan Matthews worked on revamping Mountain of Authors (scheduled in spring) for a virtual fall event. We will host a keynote in September and a virtual author showcase/Book Buzz in November.

Melissa, Heidi, and Amy worked on a second community conversation panel regarding police and community relations. Unfortunately, our law enforcement panelist pulled out the week prior to the event so we postponed the program until August 20. The chief of police has agreed to participate in August so we are looking forward to the event.

Resources –

This month we saw a return to close to normal numbers for the Virtual Pro Se Clinic. We had five attendees. Generally, for the in person clinics, we could fit in five-eight participants. Courts are hearing more cases and the eviction moratorium is up, so we will probably see an increase in interest. In depth legal questions and one on ones are also starting to increase again. Deb Hamilton had eleven this month and seven in June.

Due to the immense number of evictions predicted in Colorado, Deb created a Libguide on Eviction Resources and Information. The guide is available here:

<https://research.ppld.org/eviction>.

Katie Edson worked on designing more nonprofit classes and worked on developing slides for a staff Finding Info roundtable. She also created a new COVID-19 Libguide specific to providing resources for nonprofits.

Innovation/Creativity –

Meagan Huber taught the Sand Creek Craft: Sturdy Pouch virtually. Program ran well and patrons really appreciated the craft. Meagan also taught the Old Colorado City Craft: Friendship Bracelets virtually. They enjoyed the social hour to chat with community neighbors and try something different.

Service -

Deb worked closely with Terry to record her Minding your Business class so we can offer it to patrons while we search for a replacement.

Our collaboration with CSU Extension on virtual programs continues to go well. In general, we have noticed another decrease in virtual program attendance. We are changing up our take and make programs a bit to see if we can increase usage.

Internal/Staff –

Deb attended the weeklong virtual conference and annual meeting for the American Association of Law Libraries. They did a good job of adjusting programming to be relevant in light of the pandemic. She attended sessions on video creation, digital copyright issues, and providing legal services to rural areas, to name a few.

Katie attended CAL's conference on Equity, Diversity, and Inclusivity. It was a well-organized web conference (a few technical hiccups) with thoughtful and interesting speakers. She particularly found the keynote speaker to be both eye-opening and inspiring.

Meagan and Amy attended the Workplace Racial Equity Symposium that was hosted through Denver Public Library July 8 – 10. The Symposium featured talks about hiring practices, self-care, allyship, and more. Meagan's biggest takeaway were questions of reaching members of the community about programming options at the library and offering programs that appeal to members of the community who are currently not represented.

Delaina attended several webinars regarding the 30th anniversary of the ADA as well as an Assistive Technology webinar.

Deb and Heidi are working with Lacey Miller on a new version of the reference interview class to incorporate the law reference interview, tech reference interview, and regular reference interview. They will present it as a Finding Info class in mid-August.

Collection Management **Community**

The InterLibrary Loan staff have worked to resume most of the services provided prior to the COVID pandemic. In July, they started lending PPLD materials via SWIFT, the statewide ILL service that benefits many smaller libraries. Borrowing and lending requests both had dramatic increases and the staff handled over 2,200 requests.

Orders were placed for the All Pikes Peak Reads (APPR) selections, so there will be time to receive and prep the items for the fall APPR launch.

Several Collection Management staff worked with other PPLD staff and School District 2 employees on plans to provide access to PPLD resources for D2 students, though PowerPass accounts. This program has been in place with School District 11 for one academic year, and School District 20 is also interested in the program.

Resources

A new OverDrive feature was introduced to PPLD patrons - Rapid Reads.! These will work similarly to our physical Rapid Reads - they are available on a first-come, first-served basis, with no holds or renewals. Patrons can check out one at a time for now, and they have a seven day checkout period. The list will be refreshed periodically, there are currently 100 titles (with a quantity of two each) in the collection.

Service

To facilitate transitions in service for Palmer Lake (PA) Library patrons, Collection Management staff:

- Informed patrons of alternate ILL and hold pickup locations, and changed the pickup locations in patron accounts.
- Determined PPLD titles with the only copy at PA, so those items could be moved to other libraries and remain accessible.
- Reviewed periodical subscriptions at Palmer Lake to cancel titles available at other PPLD libraries and transfer unique titles to the Monument Library.
- Created weeding lists for the PA collection, leaving items that will populate the shelves if a library remains in PA or that will be distributed to other PPLD libraries.
- Edited items at PA to a location that “shadows” them in the public catalog as they are not currently available.

Additional supplies were acquired and distributed for the process of quarantining returned materials.

Internal/Staff

Collection Management staff contributed over 130 hours to general Library 21c needs in July, including processing materials out of quarantine, staffing the health screening desk, giving out summer reading prizes, and weeding the collection.

Accountability

Cataloging staff met for two training “refresh” sessions, which are helpful with the level of detail involved in their work.

Creative Services

Community –

Amber Cox continued efforts to support the CALCON 2020 conference in her role as Programs Chair, including working to make the conference entirely virtual.

Becca Cruz continued to meet with other local makerspace leaders to discuss re-opening and share ideas.

Resources –

July was a busy month for the Spring Maker in Residence program’s summer recap, with six library locations providing a total of 173 Take & Make packets for patrons to pick up and take home to participate in the Textile Art collage project.

Sarah Holland proofread the Creating at Home LibGuide so completed sections could be published for patrons this month.

Innovation/Creativity –

Dustin Booth filmed local musician Joe Johnson's performance in the main hall of KCH aided by a volunteer audio engineer as the first piece for KCH's Artist of the Knight program. This mini-documentary is in its editing phase.

Creative Services staff met to discuss 2021 programming, overhauling the structure to involve more projects focused on community building and maker-centered learning. Meetings were also held to discuss Food Industry Training program continuation plans, and the continued renovation of the kitchen at Library 21c with Adult Education and Facilities.

Service -

KCH began service as the home for remote computer help, which allows PPLD staff to aid patrons who require computer assistance in a safe and socially distanced manner. Patrons from any PPLD location can request and receive help directly from the public computer they're using. This service is staffed by PPLD employees from Services and Libraries.

Internal/Staff –

Recognizing the changing services and district-wide impact of the KCH, Dustin Booth, manager, was welcome into Creative Services.

Morgan Sawicki attended Makerspaces for Innovation and Research in Academics 2020 virtual conference and shared key concepts and notes with other Creative Services staff. Sarah Holland attended a virtual meeting put on by Nation of Makers on the subject of Race and Inclusion in the Maker Movement.

Accountability -

Creative Services staff have been discussing the budget for the rest of 2020 and for 2021 so that we can meet patron needs and our goals, and be fiscally responsible.

Family and Children's Services

Community –

Betty McDonald is working with the PowerPass team to have a PowerPass agreement with Harrison School District 2 and Academy School District 20. D2 is really excited for this partnership and will share their curriculum with PPLD to help provide resources for students.

Children's Hospital Colorado provided a virtual talk for parents on July 13. The topic was Keeping Kids Active. Our goal for Family & Children's Services (FCS) is to provide more parenting resources to the community.

Resources –

Barb Huff, Allison Presley (HI), Evan Childress (PE), Emma Weinberg (PE), Gigi Holman (EA), Jordan Romero (SA), and Brady Nickerson (21c) are actively involved in Project Ready. This is a year long curriculum that provides readings and work on racial justice associated with ALA.

FCS is working hard on finding ways to support parents, students, and teachers during the upcoming school year. Joy Fleishhacker and her Homeschool Committee: Tina M. (RO), Amanda Eddleman (YA/RO), Gayle Meredith (EA), Jami Dykema (EA), Brady Nickerson (21c), Athena Cazier (MO), Allison Presley (HI), Britt Bloom (YAS), and Melody Philbrick (FO) have redesigned and refocused their traditional Homeschool Connections Newsletter for the fall. The

fall newsletter provides online resources (both outside organizations and PPLD databases) that support parents who are homeschooling their children or managing remote or hybrid learning.

Innovation/Creativity –

Family & Children’s Services launched Dial-a-Story this month! Dial-a-Story allows patrons to call the library at any time to hear stories. We have eight lines to select from. The lines include:

- Stories in a language other than English
- Being your best self
- Songs, poems, and jokes
- Traditional stories and fairy tales
- Preschool
- Kindergarten- 2nd grade
- 3rd-6th grade
- Make a request for future stories!



In addition, we are collaborating with Children’s Hospital Colorado and providing Dial-a-Story signs so patients can call while staying at the hospital.

Service -

FCS provided 2,470 Take & Make projects this month for children 5-12 years old. Kits are distributed District-wide and are available for patrons every Friday. We are partnering with Children’s Hospital Colorado and providing 150 kits to their Briargate and South locations. Children who stay at the hospital will be able to request a project.

FCS continues to provide virtual programs on YouTube. We have 111 videos with 6,515 views! Staff throughout the District provide a variety of programs, in addition to summer performers.

Internal/Staff –

Carol Scheer has worked hard implementing Take & Makes. She assisted Melody Alvarez with a grant through IMLS Cares Act Fund. We requested funding to increase our STEM Take & Makes. We currently spend \$1.50 per project, and distribute 600 weekly District-wide. If we receive funding we will increase distribution to 1,000 projects.

FCS created a mission statement: Family and Children’s Services provides a welcoming environment for all families. We offer equitable and engaging services, resources, opportunities, and spaces for children and caregivers to explore, create, learn, and build relationships.

Accountability -

Betty McDonald received training in Articulate 360 and Replay 360. She has created a short training video for elementary students that gives instructions on how to use BrainFuse. Our goal is to provide training videos on our databases that will show parents and students how to access these resources from home this school year.

Regional History and Genealogy

Community-

On July 11, Brett Lobello led a virtual genealogy discussion with a genealogy society from Polk County Florida. The conversation focused on how genealogy changed due to Covid-19 and what they think the future holds for Family History.

On July 15, Cara Ramsey hosted RH&G's first Coffee Talk: Genealogy session. This virtual program provides opportunities for patrons to chat casually about genealogy. The session balances both social and educational goals as participants shared resources, mistakes to avoid, and learned more about genealogy resources.

On July 29, Heather Jordan and Takiyah Jemison attended a board meeting of the African-American Historical & Genealogical Society of Colorado Springs via Zoom. This was the first board meeting since February.

During the pandemic Takiyah and Heather continued working on the reissue of *The Invisible People of the Pikes Peak Region*. However, a potential problem arose with the inability to contact our local publisher. In July, Takiyah reestablished a working relationship with them after their months of closure.

Resources-

Tim Morris continues to develop skills related to book repair and mending to better assist with the variety of issues that older materials face over time. For the month of July, Tim repaired several more items and returned them to the collection for patron access.

Dave Wendel completed and oversaw over 120 Pikes Peak NewsFinder microfilm requests. Dave digitized over 430 *Gazette* newspaper articles and indexed over 520 newspaper articles with metadata. All of these are now accessible via the Pikes Peak NewsFinder database.

Service-

The Regional History and Genealogy team opened to the public on July 1, 2020. The team implemented a reservation system and saw some of our regulars return. While working the desk staff members respond to virtual reference questions and prepare materials for future reservations. Tim and Brett fine-tuned quarantine procedures and the work schedule.

Erinn Barnes fulfilled 16 patron photo requests representing over 150 individual images, resulting in 100 newly scanned images that will be uploaded to digital collections. These photo requests were from patrons publishing books or magazines, a sesquicentennial project, general research, and a PhD candidate working on the investigation of the history of pictorial photography.

Internal - Staff

During July, Special Collections lost two long-time employees Bill Thomas, 21 years, and Emily Anderson, 22 years. Our team will miss both their institutional knowledge and understanding of the community. Tim and Brett implemented a temporary solution for replacing these staff members as they continue to develop a creative long-term strategy.

Cara collaborated with East Library manager, Janina Goodwin, to develop professional development for Southeast Region staff. Erinn Barnes and Cara led the first session (18 participants), which highlighted the PPLD photo archive. The second session (20 participants) focused on a PPLD Regional History Series book chapter and History Colorado article covering the impact of the Spanish Flu on Colorado and Colorado Springs.

Young Adult Services **Community –**

Abby Simpson, Cameron Riesenberger, Joanna Nelson Rendon, Communications staff, and IT staff met with representatives from Harrison School District 2 to discuss moving forward with the expansion of the PowerPass program. Joanna Nelson Rendon is in conversations with staff from Academy School District 20 to begin discussions for PowerPass starting in January 2021.

The 2020 Betty Field Writing contest closed on July 15 and we received 90 submissions.

Resources –

In an effort to bring Regional History & Genealogy programs to young adults, Maria Cordova, Cameron Riesenberger, and Cara Ramsey are working together to provide these.

Lauren Fellers wrote a best practices guide for interactive Zoom programming. She worked with Larissa Powers to create a guide for using Remind to text patrons program information.

Innovation/Creativity –

We continue to post six virtual programs for teens per week in July. The number of views have dropped off, so starting in August, we will move to releasing two videos per week. Staff from all over the District continue to produce videos.

Service -

Larissa Powers and Cameron Riesenberger worked on the Mobile Library Service city van. Britt Bloom continued to work at Cheyenne Mountain Library. Lauren Fellers covered shifts at Fountain Library and Ruth Holley Library and continued to work in the remote computer help center. YAS staff continued to work the chat reference desk. Joanna Nelson Rendon started supporting curbside service at East Library.

Beginning July 22, PPLD will offer free menstrual supplies in women’s bathrooms at six locations: Cheyenne Mountain, East, High Prairie, Monument, Penrose, and Ruth Holley Libraries. This Young Adult Services pilot program might be expanded to other Library locations. Access to menstrual supplies translates to additional access to Library materials.

Internal/Staff –

Becca Philipsen returned from parental leave at the end of the month. She has been busy catching up on emails and adjusting to the new normal.

Cameron developed and presented two training sessions for YAS staff on leading virtual booktalks. He talked about expectations for school outreach in a pandemic, gave tips for writing less-formal booktalks, and had staff practice using Zoom presenter functions.

Accountability -

Lauren Fellers collected statistics on the Summer Adventure program.

| Year | Date | Total | 13-18 | 12-18 | 8-12 | 4-7 | 0-3 |
|------|----------------|--------|--------|--------|--------|--------|--------|
| 2020 | 7/31/2020 | 4479 | 687 | 932 | 1649 | 1501 | 641 |
| 2019 | 7/31/2019 | 15045 | 2222 | 2299 | 5380 | 5125 | 2241 |
| | Percent Change | -70.2% | -69.1% | -59.5% | -69.3% | -70.7% | -71.4% |

Special Report

Family & Children's Services and Young Adult Services

School Partnership and Support

School Engagement Librarian Betty McDonald (Family and Children's Services) and Senior Librarian Cameron Riesenberger (Young Adult Services) are the primary liaisons to the educational community. Betty works with elementary schools and Cameron works with middle and high schools. They provide resources to students and teachers, train PPLD staff on resources and school outreach topics, and design services to be implemented district-wide. This document outlines the services and resources they are preparing as the 2020-21 school year begins.

Resources

A primary goal this school year is to directly connect PPLD's resources with the educational needs of the community. Just as schools are preparing to offer hybrid instruction, PPLD's services to schools will need to be flexible and adaptable for teachers depending on their instructional needs.

Cameron and Betty will use the Articulate Storyline software to produce video tutorials to introduce and instruct students, teachers, and parents about PPLD's resources. These videos can be posted on the PPLD website, as well as, offered to school districts to include in their resources. These videos will also support their virtual outreach offerings, such as:

- **Lightning Lessons (Elementary Schools):** Short, STEM or art activities designed to promote multiple literacies. Video lessons and supply kits will be produced and provided to schools in order to keep these fun, project-based lessons interactive.
- **Booktalks (Middle and High Schools):** These interactive sessions will be scheduled for live, synchronous class sessions. They are designed to promote a love of reading outside of class by presenting current YA literature in a wide variety of genres, perspectives, and styles. These sessions also feature a general overview of PPLD's resources.
- **Resource Classes (Middle and High Schools):** These information literacy instruction sessions are designed to help students navigate the research process. They include information on evaluating sources, staying organized during the research process, and using PPLD databases to locate credible information. These classes are based on Colorado state curricular standards, and will use a mix of pre-recorded videos and live, synchronous instruction to reach their learning objectives.

Cameron and Betty will continue to use the LibGuide platform to curate and organize PPLD's resources for the school community. [The Educators' Resource LibGuide](#), which had 1,717 views during the 2019-20 school year, continues to be developed, especially in light of the changes in outreach and class visits due to COVID 19. The young adult homework help section, which consists of subject guides, college and career resources, and more had a combined total of 22,059 views in the 2019-20 school year. The Kids at Home: Virtual and Screen-Free Resources guide has had 386 views since it was published in May 2020. Betty and Cameron have also begun work on a LibGuide highlighting PPLD's resources to support Spanish-speaking students and parents. This guide will be published in the fall.

Access

The expansion of the PowerPass program for Harrison School District 2 is underway. A proposal has been sent and technical details for the contract are being ironed out. A PowerPass proposal was also sent to Academy School District 20 for 2021 consideration. Abby Simpson (Southeast Regional Director) is the point person for the Harrison School District 2 PowerPass and Joanna Nelson Rendon (Director of Young Adult Services) is the point person for the Academy School District 20 PowerPass project. Cameron and Betty are reviewing resources and determining which databases need will benefit most from virtual introductions and trainings - especially for Harrison School District 2.

Overdrive and Sora app: Thanks to Jenny Pierce (Director of Collection Management), PPLD will participate in the Public Library Connect on Overdrive, meaning, if the public library signs a Public Library Connect agreement the school district's students can check out the items from the public library collection using the same school ID they use to check out items in the school's collection. Students add PPLD to the Sora app, so they see both the school's collection and the public library's collection (only children's and teen titles). As the PowerPass will take time to implement in all school districts in El Paso County, accessing our e-collection via Sora will be very beneficial to students now.

Communication and Marketing

Betty will send eblasts to the fourteen El Paso County school districts to promote PPLD resources for students, teachers, and parents. It will outline our virtual offerings like live booktalks and resource classes, recorded database introductions and trainings, and virtual elementary Lightning Lessons.

Cameron and Betty are working with Communications to develop useful, step-by-step overviews of library resources like BrainFuse HelpNow, both in digital and print forms to support school district preferences. The overviews for each resource will be in three age groups: children, teens, and adults. They will work with Communications to provide expertise on any future marketing opportunities to the educational community.

The COVID-19 pandemic presents a challenge for in-person outreach planning. A process for how to respond and evaluate safety measures during any in-person outreach is currently being determined at the Director level. Betty and Cameron will continue to work as the primary point of contact for any in-person outreach requests to the schools – Betty with elementary schools and Cameron with middle and high schools. They will consult with Elyse Jones (Communications) to provide a consistent response to in-person outreach requests, and will continue to offer virtual classroom visit options for teachers regardless of the schools' in-person/virtual instruction status.

| 2020 Circulation ITEM Summary | | | | | | | | | | | | | |
|-------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------|----------|----------|----------|----------|----------------|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD TOTAL |
| Print | 315363 | 293519 | 158889 | 572 | 46272 | 79148 | 228686 | 0 | 0 | 0 | 0 | 0 | 1122449 |
| DVD | 149235 | 137622 | 70305 | 79 | 15200 | 23691 | 75214 | 0 | 0 | 0 | 0 | 0 | 471346 |
| CD Music | 14132 | 13230 | 6690 | 25 | 2373 | 2763 | 7528 | 0 | 0 | 0 | 0 | 0 | 46741 |
| CD Book | 14743 | 13148 | 7128 | 48 | 2135 | 3764 | 10030 | 0 | 0 | 0 | 0 | 0 | 50966 |
| Playaway | 6793 | 6081 | 3272 | 8 | 778 | 1344 | 4436 | 0 | 0 | 0 | 0 | 0 | 22712 |
| Kit | 1667 | 1577 | 824 | 0 | 121 | 225 | 1111 | 0 | 0 | 0 | 0 | 0 | 5525 |
| Game | 4265 | 4056 | 2083 | 3 | 333 | 488 | 2149 | 0 | 0 | 0 | 0 | 0 | 13377 |
| Software | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL Physical Items | 506198 | 469233 | 249191 | 735 | 67212 | 111423 | 329154 | 0 | 0 | 0 | 0 | 0 | 1733146 |
| | | | | | | | | | | | | | 0 |
| ILL | 1960 | 2090 | 1067 | 273 | 1242 | 329 | 914 | 0 | 0 | 0 | 0 | 0 | 7875 |
| CyberShelf-OverDrive | 189700 | 175925 | 183649 | 221349 | 225644 | 215975 | 217983 | 0 | 0 | 0 | 0 | 0 | 1430225 |
| RB Digital Magazines | 4862 | 6095 | 6579 | 7048 | 7273 | 5999 | 6395 | 0 | 0 | 0 | 0 | 0 | 44251 |
| eReader | 3 | 2 | 2 | 0 | 4 | 6 | 6 | 0 | 0 | 0 | 0 | 0 | 23 |
| OneClick Audio | 427 | 406 | 388 | 436 | 483 | 442 | 414 | 0 | 0 | 0 | 0 | 0 | 2996 |
| Hot Spots | 40 | 31 | 15 | 0 | 8 | 10 | 19 | 0 | 0 | 0 | 0 | 0 | 123 |
| Cameras & Equipment | 98 | 69 | 40 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 207 |
| | | | | | | | | | | | | | 0 |
| TOTAL STATE Circ | 703288 | 653851 | 440931 | 229841 | 301866 | 334184 | 554885 | 0 | 0 | 0 | 0 | 0 | 3218846 |
| One Play | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Freegal Music | 6130 | 5868 | 6492 | 6574 | 6735 | 6752 | 6243 | 0 | 0 | 0 | 0 | 0 | 44794 |
| Freeding | 109 | 83 | 285 | 418 | 202 | 144 | 125 | 0 | 0 | 0 | 0 | 0 | 1366 |
| DVD Player | 124 | 105 | 42 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 272 |
| Hoopla | 1959 | 1949 | 3401 | 4721 | 4116 | 3405 | 3396 | 0 | 0 | 0 | 0 | 0 | 22947 |
| Comics | 384 | 442 | 648 | 679 | 640 | 552 | 529 | 0 | 0 | 0 | 0 | 0 | 3874 |
| Kanopy | 1664 | 1549 | 2048 | 3244 | 2836 | 2388 | 2323 | 0 | 0 | 0 | 0 | 0 | 16052 |
| | | | | | | | | | | | | | 0 |
| CLC | 11453 | 10747 | 5503 | 12 | 1454 | 2378 | 6874 | 0 | 0 | 0 | 0 | 0 | 38421 |
| Laptop Use | 1024 | 892 | 492 | 0 | 5 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2414 |
| Active Users | 278568 | 278423 | 279677 | 275496 | 272664 | 270060 | 268202 | 0 | 0 | 0 | 0 | 0 | |

| Monthly Circ by Format | | | |
|-----------------------------|---------------|---------------|----------------|
| | 2020 | 2019 | Change |
| Print | 228686 | 367785 | -38% |
| DVD | 75214 | 167963 | -55% |
| CD Music | 7528 | 14631 | -49% |
| CD Book | 10030 | 18285 | -45% |
| Playaway | 4436 | 9015 | -51% |
| Kit | 1111 | 2309 | -52% |
| Game | 2149 | 4850 | -56% |
| | | | |
| TOTAL Physical Items | 329154 | 584838 | -43.72% |
| | | | |
| ILL | 914 | 2336 | -61% |
| CyberShelf-OverDrive | 217983 | 173056 | 26% |
| RB Digital Magazines | 6395 | 5715 | 12% |
| eReader | 6 | 13 | -54% |
| OneClick Audio | 414 | 454 | -9% |
| Hot Spots | 19 | 53 | -64% |
| Cameras & Equipment | 0 | 79 | -100% |
| Total e-materials | 224817 | 179291 | 25% |
| | | | |
| | | | |
| Freegal Music | 6243 | 6798 | -8% |
| Freeding | 125 | 112 | 12% |
| DVD Player | 1 | 147 | -99% |
| Hoopla | 3396 | 1858 | 83% |
| Comics | 529 | 394 | 34% |
| Kanopy | 2323 | 1601 | 45% |
| | | | |
| CLC | 6874 | 12479 | -45% |
| Laptop Use | 1 | 1187 | -100% |
| Active Users | 268202 | 254279 | 5% |

| MTD Total | 2020 | 2019 | Change |
|-----------|--------|--------|--------|
| January | 703288 | 627141 | 12% |
| February | 653851 | 631741 | 3% |
| March | 440931 | 734892 | -40% |
| April | 229841 | 691244 | -67% |
| May | 301866 | 706917 | -57% |
| June | 334184 | 741336 | -55% |
| July | 554885 | 766544 | -28% |
| August | | 712757 | -100% |
| September | | 676367 | -100% |
| October | | 687147 | -100% |
| November | | 655982 | -100% |
| December | | 642605 | -100% |

| YTD Total | 2020 | 2019 | Change |
|-----------|---------|---------|--------|
| January | 703288 | 627141 | 12% |
| February | 1357139 | 1258882 | 8% |
| March | 1798070 | 1993774 | -10% |
| April | 2027911 | 2685018 | -24% |
| May | 2329777 | 3391935 | -31% |
| June | 2663961 | 4133271 | -36% |
| July | 3218846 | 4899815 | -34% |
| August | | 5612572 | -100% |
| September | | 6288939 | -100% |
| October | | 6976086 | -100% |
| November | | 7632068 | -100% |
| December | | 8274673 | -100% |

Circulation Report
By Item Type
July 2020

| 2020 Circulation by Facility | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD TOTAL |
|---------------------------------|---------------|---------------|---------------|------------|--------------|---------------|---------------|----------|----------|----------|----------|----------|----------------|
| Penrose | 46017 | 41928 | 21547 | 69 | 4811 | 7347 | 26607 | 0 | 0 | 0 | 0 | 0 | 148326 |
| Mobile Libraries Total | 12345 | 11546 | 7907 | 3 | 3710 | 5588 | 8420 | 0 | 0 | 0 | 0 | 0 | 49519 |
| Calhan | 1968 | 2134 | 1102 | 0 | 182 | 316 | 1276 | 0 | 0 | 0 | 0 | 0 | 6978 |
| Cheyenne | 34646 | 31373 | 16483 | 50 | 4634 | 7335 | 22879 | 0 | 0 | 0 | 0 | 0 | 117400 |
| Fountain | 16500 | 15334 | 7414 | 22 | 2627 | 3968 | 10686 | 0 | 0 | 0 | 0 | 0 | 56551 |
| High Prairie | 26621 | 24552 | 13851 | 35 | 4188 | 6078 | 17309 | 0 | 0 | 0 | 0 | 0 | 92634 |
| Holley | 27844 | 26229 | 13812 | 21 | 3419 | 5787 | 18008 | 0 | 0 | 0 | 0 | 0 | 95120 |
| Manitou | 3821 | 3615 | 1979 | 0 | 443 | 728 | 1570 | 0 | 0 | 0 | 0 | 0 | 12156 |
| Monument | 33995 | 32315 | 17901 | 34 | 6282 | 9493 | 24871 | 0 | 0 | 0 | 0 | 0 | 124891 |
| Old Colorado City | 18133 | 16710 | 8368 | 22 | 2689 | 4198 | 11861 | 0 | 0 | 0 | 0 | 0 | 61981 |
| Palmer Lake | 4035 | 3858 | 2215 | 8 | 675 | 895 | 1967 | 0 | 0 | 0 | 0 | 0 | 13653 |
| Rockrimmon | 33473 | 30728 | 15936 | 39 | 6123 | 9668 | 25294 | 0 | 0 | 0 | 0 | 0 | 121261 |
| Sand Creek | 28479 | 25538 | 13121 | 47 | 3076 | 5352 | 15436 | 0 | 0 | 0 | 0 | 0 | 91049 |
| Ute Pass | 2331 | 1978 | 1084 | 1 | 547 | 923 | 2015 | 0 | 0 | 0 | 0 | 0 | 8879 |
| Senior Van | 1638 | 1525 | 730 | 0 | 616 | 1042 | 1080 | 0 | 0 | 0 | 0 | 0 | 6631 |
| Bookmobiles | 10707 | 10021 | 7177 | 3 | 3094 | 4546 | 7340 | 0 | 0 | 0 | 0 | 0 | 42888 |
| East | 130730 | 120808 | 63343 | 259 | 12422 | 25504 | 84699 | 0 | 0 | 0 | 0 | 0 | 437765 |
| Library 21c | 85159 | 80437 | 43074 | 125 | 11357 | 18191 | 56191 | 0 | 0 | 0 | 0 | 0 | 294534 |
| Parenting | 101 | 150 | 54 | 0 | 27 | 52 | 65 | 0 | 0 | 0 | 0 | 0 | 449 |
| Total Physical Materials | 506198 | 469233 | 249191 | 735 | 67212 | 111423 | 329154 | 0 | 0 | 0 | 0 | 0 | 1733146 |

| YTD CIRC Comparison | 2020 | 2019 | % Change |
|---------------------------------|----------------|----------------|----------------|
| Penrose | 148326 | 349216 | -57.5% |
| Mobile Libraries Total | 49519 | 89275 | -44.5% |
| Calhan | 6978 | | |
| Cheyenne | 117400 | 251741 | -53.4% |
| Fountain | 56551 | 117607 | -51.9% |
| High Prairie | 92634 | 194800 | -52.4% |
| Holley | 95120 | 215099 | -55.8% |
| Manitou | 12156 | 31784 | -61.8% |
| Monument | 124891 | 254256 | -50.9% |
| Old Colorado City | 61981 | 132220 | -53.1% |
| Palmer Lake | 13653 | 27413 | -50.2% |
| Rockrimmon | 121261 | 237406 | -48.9% |
| Sand Creek | 91049 | 218954 | -58.4% |
| Ute Pass | 8879 | 16426 | -45.9% |
| Senior Van | 6631 | 13466 | -50.8% |
| Bookmobiles | 42888 | 75809 | -43.4% |
| East | 437765 | 936843 | -53.3% |
| Library 21c | 294534 | 623713 | -52.8% |
| Parenting | 449 | 929 | -51.7% |
| Total Physical Materials | 1733146 | 3697682 | -53.13% |

| Current Month Comparison CIRCULATION | 2020 | 2019 | % Change |
|--------------------------------------|---------------|---------------|----------------|
| Penrose | 26607 | 50882 | -47.7% |
| Mobile Libraries Total | 8420 | 12060 | -30.2% |
| Calhan | 1276 | | |
| Cheyenne | 22879 | 38553 | -40.7% |
| Fountain | 10686 | 21001 | -49.1% |
| High Prairie | 17309 | 30225 | -42.7% |
| Holley | 18008 | 33669 | -46.5% |
| Manitou | 1570 | 5027 | -68.8% |
| Monument | 24871 | 41589 | -40.2% |
| Old Colorado City | 11861 | 19284 | -38.5% |
| Palmer Lake | 1967 | 5040 | -61.0% |
| Rockrimmon | 25294 | 36897 | -31.4% |
| Sand Creek | 15436 | 32402 | -52.4% |
| Ute Pass | 2015 | 2295 | -12.2% |
| Senior Van | 1080 | 1882 | -42.6% |
| Bookmobiles | 7340 | 10178 | -27.9% |
| East | 84699 | 151444 | -44.1% |
| Library 21c | 56191 | 104348 | -46.2% |
| Parenting | 65 | 122 | -46.7% |
| Total Physical Materials | 329154 | 584838 | -43.72% |

**Circulation Report
By Facility
July 2020**

| Current Month Comparison VISITORS | 2020 | 2019 | % Change |
|-----------------------------------|--------------|---------------|---------------|
| Penrose | 7390 | 46080 | -84.0% |
| Mobile Libraries Total | 1771 | 3257 | -45.6% |
| Calhan | 264 | | |
| Cheyenne | 6000 | 17533 | -65.8% |
| Fountain | 3803 | 10394 | -63.4% |
| High Prairie | 2476 | 10467 | -76.3% |
| Holley | 5016 | 16148 | -68.9% |
| Manitou | 0 | 4585 | -100.0% |
| Monument | 0 | 17985 | -100.0% |
| Old Colorado City | 1910 | 12562 | -84.8% |
| Palmer Lake | 248 | 1688 | -85.3% |
| Rockrimmon | 9609 | 17497 | -45.1% |
| Sand Creek | 3992 | 22852 | -82.5% |
| Ute Pass | 1088 | 1642 | -33.7% |
| Knights of Columbus Hall | 0 | 0 | #DIV/0! |
| East | 30997 | 55657 | -45.1% |
| Library 21c | 14101 | 48488 | -82.5% |
| TOTAL | 88665 | 286835 | -69.1% |
| Special Collections | 0 | 1790 | -100.0% |

| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |
|-------------------|----------------|----------------|----------------|-----------|---------------|----------------|----------------|----------|----------|----------|----------|----------|------------------|
| Penrose | 27,043 | 23,908 | 11,830 | 5 | 4,085 | 6,441 | 12,913 | | | | | | 86,225 |
| Mobile Libraries | 7,962 | 7,523 | 3,963 | | 2,894 | 4,413 | 4,964 | | | | | | 31,719 |
| Calhan | 1,282 | 1,374 | 656 | | 174 | 288 | 808 | | | | | | 4,582 |
| Cheyenne | 22,045 | 20,136 | 9,923 | | 4,204 | 6,865 | 13,040 | | | | | | 76,213 |
| Fountain | 10,276 | 9,032 | 4,219 | | 2,359 | 3,738 | 5,921 | | | | | | 35,545 |
| High Prairie | 16,419 | 14,944 | 7,943 | | 3,789 | 5,800 | 9,992 | | | | | | 58,887 |
| Ruth Holley | 17,255 | 15,761 | 7,814 | 6 | 2,988 | 5,447 | 9,108 | | | | | | 58,379 |
| Manitou Springs | 2,403 | 2,147 | 1,130 | | 392 | 636 | 668 | | | | | | 7,376 |
| Monument | 21,604 | 19,810 | 11,144 | | 5,676 | 9,078 | 14,410 | | | | | | 81,722 |
| Old Colorado City | 11,218 | 10,480 | 4,876 | | 2,419 | 4,016 | 6,652 | | | | | | 39,661 |
| Palmer Lake | 2,357 | 2,437 | 1,239 | | 621 | 866 | 756 | | | | | | 8,276 |
| Rockrimmon | 21,133 | 18,997 | 9,832 | | 5,446 | 8,796 | 14,122 | | | | | | 78,326 |
| Sand Creek | 16,345 | 14,732 | 7,142 | | 2,686 | 4,952 | 7,243 | | | | | | 53,100 |
| Ute Pass | 1,575 | 1,294 | 645 | | 475 | 861 | 1,161 | | | | | | 6,011 |
| Senior Van | 1,259 | 1,253 | 556 | | 570 | 937 | 688 | | | | | | 5,263 |
| East | 78,498 | 69,508 | 35,962 | 1 | 11,132 | 24,309 | 45,157 | | | | | | 264,567 |
| Library 21c | 51,876 | 47,318 | 25,020 | 1 | 10,189 | 17,270 | 29,521 | | | | | | 181,195 |
| Total | 310,550 | 280,654 | 143,894 | 13 | 60,099 | 104,713 | 177,124 | 0 | 0 | 0 | 0 | 0 | 1,077,047 |

| YTD CIRC Comparison | 2020 | 2019 | % Change |
|---------------------------------|------------------|----------------|---------------|
| Penrose | 86,225 | 207074 | -58.4% |
| Mobile Libraries | 31,719 | 55710 | -43.1% |
| Calhan | 4,582 | | #DIV/0! |
| Cheyenne | 76,213 | 176392 | -56.8% |
| Fountain | 35,545 | 86163 | -58.7% |
| High Prairie | 58,887 | 129110 | -54.4% |
| Ruth Holley | 58,379 | 155794 | -62.5% |
| Manitou Springs | 7,376 | 19801 | -62.7% |
| Monument | 81,722 | 173445 | -52.9% |
| Old Colorado City | 39,661 | 91426 | -56.6% |
| Palmer Lake | 8,276 | 17016 | -51.4% |
| Rockrimmon | 78,326 | 158871 | -50.7% |
| Sand Creek | 53,100 | 158751 | -66.6% |
| Ute Pass | 6,011 | 13121 | -54.2% |
| Senior Van | 5,263 | 12849 | -59.0% |
| East | 264,567 | 571419 | -53.7% |
| Library 21c | 181,195 | 434617 | -58.3% |
| Total Physical Materials | 1,077,047 | 2511996 | -57.1% |

| Current Month CIRCULATION Comparison by Facility | 2020 | 2019 | % Change |
|--|---------------|---------------|---------------|
| Penrose | 12913 | 29333 | -56.0% |
| Mobile Libraries | 4964 | 7311 | -32.1% |
| Calhan | 808 | | -96.6% |
| Cheyenne | 13040 | 23712 | 4.7% |
| Fountain | 5921 | 12456 | -66.5% |
| High Prairie | 9992 | 17677 | -50.1% |
| Ruth Holley | 9108 | 20024 | 180.1% |
| Manitou Springs | 668 | 3252 | -97.3% |
| Monument | 14410 | 25059 | 20.2% |
| Old Colorado City | 6652 | 11986 | 110.7% |
| Palmer Lake | 756 | 3157 | -96.7% |
| Rockrimmon | 14122 | 22900 | -26.1% |
| Sand Creek | 7243 | 19119 | 392.1% |
| Ute Pass | 1161 | 1472 | -18.0% |
| Senior Van | 688 | 1415 | -99.2% |
| East | 45157 | 88352 | -27.2% |
| Library 21c | 29521 | 62031 | -91.5% |
| Total Physical Materials | 177124 | 349256 | -49.3% |

| Current Month e-materials & Summary | 2020 | 2019 | % Change |
|-------------------------------------|---------------|---------------|---------------|
| Overdrive | 217983 | 173056 | 26.0% |
| RB Digital Mags | 6395 | 5715 | 11.9% |
| eReaders | 6 | 13 | -53.8% |
| 1-Click Audio | 414 | 454 | -8.8% |
| Hot Spots | 19 | 53 | -64.2% |
| Total e-materials | 224817 | 179291 | 25.4% |
| ILL | 914 | 2336 | -60.9% |
| Cameras/Equip | 0 | 79 | -100.0% |
| Physical Materials | 177124 | 349256 | -49.3% |
| Total Monthly Circ | 402855 | 530962 | -24.1% |

Circulation without Renewals July 2020

| Current Month Comparison VISITORS | 2020 | 2019 | % Change |
|-----------------------------------|--------------|---------------|---------------|
| Penrose | 7390 | 46080 | -84.0% |
| Mobile Libraries | 1771 | 3257 | -45.6% |
| Calhan | 264 | | #DIV/0! |
| Cheyenne | 6000 | 17533 | -65.8% |
| Fountain | 3803 | 10394 | -63.4% |
| High Prairie | 2476 | 10467 | -76.3% |
| Ruth Holley | 5016 | 16148 | -68.9% |
| Manitou | 0 | 4585 | -100.0% |
| Monument | 0 | 17985 | -100.0% |
| Old Colorado City | 1910 | 12562 | -84.8% |
| Palmer Lake | 248 | 1688 | -85.3% |
| Rockrimmon | 9609 | 17497 | -45.1% |
| Sand Creek | 3992 | 22852 | -82.5% |
| Ute Pass | 1088 | 1642 | -33.7% |
| East | 30997 | 55657 | -44.3% |
| 21c | 14101 | 48488 | -70.9% |
| KCH | 0 | 0 | #DIV/0! |
| TOTAL Visitors | 88665 | 286835 | -69.1% |
| Special Collections | 0 | 1790 | -100.0% |

| SERVICES | DISTRICT WIDE | | SERVICE TOTAL INCLUDES LIBRARIES | |
|--|---------------|-------------|-------------------------------------|-------------|
| | Programs | People | PROGRAMS | PEOPLE |
| ADULT EDUCATION | | | | |
| Virtual - attended | 0 | 0 | 0 | 0 |
| Virtual - recorded | 5 | 16 | 5 | 16 |
| Northstar (H.R.-Staff) (HR tracking internal usage; external usage tracking pending) | 0 | 0 | 0 | 0 |
| LibGuides | 3 | 912 | 3 | 912 |
| Facebook Engagement | | 275 | | 275 |
| Facebook Reach | | 1284 | | 1284 |
| PROGRAM TOTAL | 5 | 16 | 5 | 16 |
| ENGAGEMENT TOTAL | 3 | 1187 | 3 | 1187 |
| REACH TOTAL | | 1284 | | 1284 |
| ADULT SERVICES | | | | |
| Virtual - attended | 28 | 431 | 36 | 478 |
| Virtual - recorded | | | 0 | 0 |
| LibGuides | 62 | 9125 | 62 | 9125 |
| Take and Make | 3 | 18 | 15 | 114 |
| Facebook Engagement | | 268 | | 268 |
| Facebook Reach | | 572 | | 572 |
| PROGRAM TOTAL | 31 | 449 | 51 | 592 |
| ENGAGEMENT TOTAL | 62 | 9393 | 62 | 9393 |
| FAMILY AND CHILDREN'S SERVICES | | | | |
| Virtual - attended | 1 | 7 | 1 | 7 |
| Virtual - recorded | 37 | 1400 | 37 | 1400 |
| LibGuides | 2 | 2362 | 2 | 2362 |
| Virtual booklist | | | 0 | 0 |
| Tween Challenge | 2 | 29 | 2 | 29 |
| Story Walk | | | 1 | 30 |
| Summer Adventure Enrolled | | 1299 | 0 | 1299 |
| Summer Adventure Completed | | 1739 | 0 | 1739 |
| Take and Make | | | 66 | 2490 |
| Facebook Engagement | | 2711 | | 2711 |
| Facebook Reach | | 8828 | | 8828 |
| PROGRAM TOTAL | 40 | 4474 | 107 | 6994 |
| ENGAGEMENT TOTAL | 2 | 5073 | 2 | 5073 |
| REACH TOTAL | | 8828 | | 9128 |

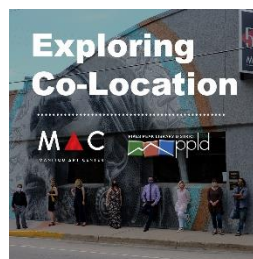
| SERVICES | DISTRICT WIDE | | SERVICE TOTAL INCLUDES LIBRARIES | |
|---|---------------|--------------|-------------------------------------|--------------|
| | Programs | People | PROGRAMS | PEOPLE |
| YOUNG ADULT SERVICES | | | | |
| Virtual - attended | 0 | 0 | 0 | 0 |
| Virtual Outreach | 0 | 0 | 0 | 0 |
| Virtual - recorded | 25 | 1496 | 26 | 1561 |
| Individual/Passive program (e.g. fun at home/scavenger hunt) | | | 1 | 15 |
| LibGuides | 8 | 840 | 8 | 840 |
| Instagram Engagement | 68 | 278 | 68 | 278 |
| Instagram Reach | | 2955 | | 2955 |
| Facebook Engagement | 58 | 700 | 58 | 700 |
| Facebook Reach | | 13497 | | 13497 |
| PROGRAM TOTAL | 25 | 1496 | 38 | 2169 |
| INDIVIDUAL/PASSIVE PROGRAM | 0 | 0 | 1 | 15 |
| ENGAGEMENT TOTAL | 134 | 1818 | 134 | 1818 |
| REACH TOTAL | | 16452 | | 17075 |
| CREATIVE SERVICES | | | | |
| Virtual - attended | 1 | 0 | 1 | 0 |
| Virtual - recorded | 2 | 70 | 2 | 70 |
| LibGuides | 13 | 1432 | 13 | 1432 |
| Email - Contact Us | | 5 | | 5 |
| Take and Make | | 82 | 1 | 102 |
| PROGRAM TOTAL | 3 | 152 | 4 | 172 |
| ENGAGEMENT TOTAL | 13 | 1432 | 13 | 1432 |
| REQUESTS/REFERENCE TOTAL | | 5 | | 5 |
| REGIONAL HISTORY & GENEALOGY | | | | |
| Virtual - attended | | | 0 | 0 |
| Virtual - recorded | | | 0 | 0 |
| PPNF requests fulfilled | | | 0 | 0 |
| Ref. Questions | | | 0 | 0 |
| Toolkit views | | | 0 | 0 |
| Facebook Engagement | | | 0 | 0 |
| PROGRAM TOTAL | 0 | 0 | 0 | 0 |
| ENGAGEMENT TOTAL | 0 | 0 | 0 | 0 |
| REQUESTS/REFERENCE TOTAL | 0 | 0 | | 1687 |
| KNIGHTS OF COLUMBUS HALL (KCH) | | | | |
| Virtual - attended | | | 0 | 0 |
| Virtual - recorded | | | 0 | 0 |
| LibGuides | | | 0 | 0 |
| Take and Make | | | 0 | 0 |
| PROGRAM TOTAL | 0 | 0 | | |
| ENGAGEMENT TOTAL | 0 | 0 | | |

| SERVICES | DISTRICT WIDE | | SERVICE TOTAL | |
|--|---------------|--------------|---------------------|---------------|
| | Programs | People | INCLUDES LIBRARIES | PEOPLE |
| Curbside Patrons - Holds | | | 21090 | |
| Curbside Patrons - Printing | | | 372 | |
| Curbside Patrons - Kits | | | 405 | |
| Hours Open | | | 3228 hours | |
| Door Count | | | 88665 | |
| Ref. Questions | | 2594 | 6725 (branch total) | |
| NOTES: | | | | |
| | | | PROGRAMS | PEOPLE |
| | | | GRAND TOTAL | |
| FACILITY PROGRAM TOTAL | 104 | 6587 | 205 | 9943 |
| FACILITY INDIVIDUAL PROGRAM TOTAL | 134 | 1818 | | |
| FACILITY ENGAGEMENT TOTAL | 214 | 18903 | | |
| FACILITY REACH TOTAL | | 25280 | | |
| REQUESTS/REFERENCE TOTAL | | 2599 | | 9324 |

Communications Department: Report for August 2020

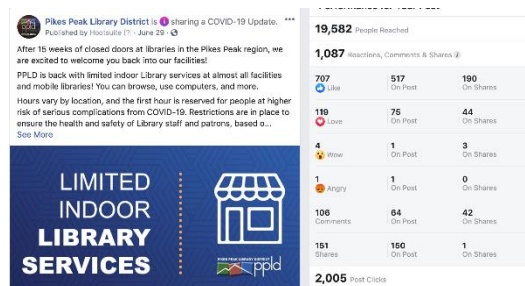
NEWS COVERAGE

- Total features:
 - **July:** 36
 - **Year-to-date:** 457
- Highlighted coverage from past two months: (Access to the [monthly interactive report.](#))
 - The **exploration of a co-location partnership with Manitou Art Center** as a new location for Manitou Springs Library was covered by [KOAA](#), [KRDO](#), [FOX21 News](#), the [Colorado Springs Independent](#), and the [Colorado Springs Business Journal](#).
 - PPLD's **reopening for limited indoor library services** was covered by [Colorado Springs Gazette](#) columnist Dave Ramsey.
 - **Increased use of PPLD's anti-racist titles** was covered by [KKTU](#).
 - This month's **Library Limelight column** focused on how use of library resources has shifted in the pandemic, and how PPLD can help patrons achieve their goals. It ran in the [Cheyenne Edition](#), [Tri-Lakes Tribune](#), and the [Woodmen Edition](#).



DIGITAL MARKETING

- PPLD.org website statistics:
 - **Most popular web pages**, besides the home page: ppld.org/library-locations
 - **August total:** 188,355 sessions; 84,822 users, with 67,836 being new; and 324,108 pageviews
 - **Year-to-date totals:** 1,364,659 sessions; 676,441 users, with 549,365 being new; and 2,460,181 pageviews
- District-wide social media statistics (for July):
 - **Facebook:** 10,398 total likes, plus 20,329 engagement and 443,657 daily reach
 - **Twitter:** 5,200 total followers, plus 976 engagement
 - **Instagram:** 2,170 total followers, plus 1,900 engagement
 - **LinkedIn:** 1,129 total followers, plus 62 impressions
- Digital marketing highlights:
 - We launched our **first official Facebook group, Pikes Peak Readers Club**. It is slowly building momentum, and we plan to use All Pikes Peak Reads and Mountain of Authors to drive some traffic by utilizing it for author takeovers, read-a-likes, and discussions in September.
 - Various Facebook posts performed well, including **resuming limited indoor library services**, promoting **summer meals** at East Library, and our new **Dial-a-Story**.



- **Email marketing for Summer Adventure** reached 95,964 total users with 4,743 link clicks and a 31% unique open rate.
- **We're hosting #PPLDChallenges!** There were four Summer Challenges, and we used our website homepage and social media accounts as **virtual galleries to display featured art** from those challenges as well as submissions to the [Teen Art Contest](#), [Kids at Home Art Show](#), and [Jean Ciavonne Poetry Contest](#).

HAPPENINGS:

Key updates:

- PPLD announced [resuming limited indoor services](#) at most locations in early July.
- [Palmer Lake Library](#) announced their **temporary closure and transition to Mobile Library Services**, effective Aug. 5, due to lack of ADA compliance on the town-owned property.

Partnerships:

- PPLD's Young Adult Services has a short-term partnership agreement with the **Pikes Peak Council Boy Scouts of America** to collaborate on filming a series of videos for teen programming, which connects popcorn recipes with a themed book.

Programs:

- [Stroll-a-Story](#) is now offered outside of all libraries, thanks to PPLD's Family & Children's Services! Walk together and enjoy the benefits of a wonderful children's book and some physical activity.
- **Join us for our last Colorado Experience documentary screening during the [Streaming History Series](#)!** Register to watch "Cheers to Beers!" from RMPBS and chat about our state's unique history with Regional History & Genealogy staff virtually on Fri., Aug. 27, at 6 p.m.
- PPLD hosts [Mountain of Authors](#) next month, with keynote speaker Barbara O'Neil on Sat., Sept. 12, at 1 p.m. Virtual event registration is required. The free annual community program provides an opportunity for the public and local authors to network, listen to notable authors, and learn more about the craft of writing and trends in publishing.
- "[Community Conversation: A Virtual Evening with Patrisse Cullors](#)" takes place on Thurs., Sept. 17, from 7-8 p.m. Join PPLD for a virtually-moderated discussion on police and community relations featuring Patrisse Cullors, an author, activist, educator, and co-founder of the Black Lives Matter Global Network. Registration is required.
- Read PPLD's **compilation of stories written by participants and volunteers of Adult Education programs in the newest [Stone Soup](#)**. The 23rd edition is available online, with stories published as submitted in 2019.
- **Celebrating [Colorado Springs' 150th anniversary \(sesquicentennial\) in 2021!](#)** PPLD recently sought art proposals for a 3D art piece that will incorporate Regional History resources while commemorating the rich and diverse history of our community. The selected piece will be featured outside [Sand Creek Library](#), beginning in December 2020, with theme-related programming offered during the course of its display.



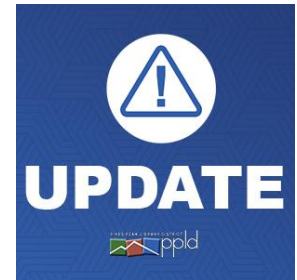
Meeting & Study Rooms:

- Online patron requests: 167 for last month, bringing the YTD total to 15,909
- Phone & email inquiries: 181 for last month, bringing the YTD total to 2,046

COVID-19 PANDEMIC

The Communications team supported key District-wide efforts like **resuming limited indoor Library services** during the month of July in the following ways:

- **Internal communications:**
 - Email communication: The Bookmark, our weekly newsletter
 - Intranet: Dedicated web page and home page spotlight
 - Phone system: Staff phone line updates
 - Handling patron inquiries: Talking points and FAQs
- **Website features and home page sliders (ppld.org):**
 - COVID-19 response, including:
 - Resuming limited indoor services at most facilities and mobile libraries
 - What you can expect and why cloth face coverings are required for entry
 - Phased reopening approach that prioritizes everyone's health and safety
 - Public health resources and tips for the public
 - How to use the Library remotely, such as 24/7 digital resources (Spanish version too)
 - New virtual programs and services for adults, children, families, and young adults
 - How to connect with our librarians by phone, live chat, and email
 - Curbside services, including holds pickup, wireless printing, Summer Adventure game cards and prizes, and 24/7 returns
- **Notifications to Library cardholder subscribers, as needed, via:**
 - Weekly or bi-weekly email blasts (approximately 200,000 subscribers)
 - SMS/text messages (approximately 67,000 subscribers)
 - Holds and due date reminders via emails and text messages
- **Social media (Facebook, Twitter, Instagram, LinkedIn, and YouTube):**
 - Announcements of Library news and updates
 - Promotion of virtual resources, services, and programs, in addition to curbside service
 - Engagement of followers with questions, memes, and photos
 - Boosted Facebook events to promote new virtual programs offered by PPLD
 - Use of YouTube channel and playlists to host videos of virtual services/programs
 - Sharing of community resources like public health resources and meal sites for kids
- **Media relations:**
 - Pitching story ideas to local news outlets and sharing content like photos and data
 - Responding to requests and scheduling interviews
- **Other action by Communications and Public Services:**
 - Signage: Library facilities (exterior and interior), book drops, and curbside services
 - Phone system: Main message, special COVID-19 extension, and recorded greetings by library location
 - Public inquiries: Responding via phone, live chat, email, and social media
 - Online calendar listings: Virtual event listings on Library Market, Peak Radar, Colorado Springs Independent, Macaroni Kids, and the State Library's virtual calendar
 - Email newsletters: NextReads (opt-in book recommendations to subscribed patrons)



Facilities Department Report August 26, 2020

COVID-19 Response

The facilities department continues to provide support to all locations and PPLD staff by maintaining an adequate supply of products for hand and surface sanitizing and any other needs that may arise.

The facilities department also continues to look for ways to improve our response during the COVID19 pandemic. We have met with our mechanical engineer and HVAC contractors to make recommended adjustments to our heating and cooling systems in order to maintain the best indoor air quality we can achieve. We are also in talks with the engineers about evaluations and recommendations of what improvements to our systems can be pursued in order to provide better, long term solutions in combating the possible transmission of the virus.

Projects

The Manitou Springs Library relocation planning is ongoing. We have completed the site condition assessment and have also contracted with Design Edge Architects to begin the tenant improvement space design. We continue to work with a number of other departments in our planning process.

The Calhan Landscape Improvement project has been awarded to Groninger Landscaping. The project has started and it is expected to be completed within two weeks.

Cheyenne Mountain Library service desk replacement - Currently in planning stages and being coordinated with the IT department to coincide with the re-cabling of the library this fall.

21c Culinary lab – The gas line installation has been completed and the team is now coordinating equipment purchases, deep cleaning of the space, and arranging the supply pantry.

Penrose Adult Education office addition – The addition of the office for the adult education has been completed.

Old Colorado City wood floor replacement – This project is still in planning and being coordinated to occur December 2020 or early 2021. Replacement will also include revisions to select built-in millwork and the shifting of teen and children's locations. Millwork throughout the space will be also be refreshed and restored to its post-renovation condition. This project will require the library to be closed for a period of time to be determined.

Facilities is working with the manager of the Knights of Columbus building for interior and exterior painting. Also included in this project is reinstallation of original doorway awnings at the main entrance off of Kiowa Avenue. These awning frames have been in storage for many years.

Due to unexpected mechanical failure, facilities is working with our mechanical engineer and HVAC contractor in the planning for boiler replacement at Library 21c. This project is expected to be completed in early October. Repairs to the existing unit were initially considered, but due to age of the unit, it was agreed that replacement would be the best option to pursue.

Monthly Statistics

Monthly statistic tracking has been reinstated in July and this data will be included in next month's report.

**Human Resources Report
Aug 2020
Heather Laslie, Chief of HR**

Human Resources:

Major projects included the following:

- Organizational Development (Cody Logsdon)
 - Second annual job description review is complete. All updated job descriptions for 2020 are on the Intranet along with the updated salary structure table.
 - Co-facilitated Public Service Director's retreat.
 - Working with staff to assemble Recruitment & Training - 2021/2022 budgets
 - Organizational Excellence Team met to finalize Chief Librarian nomination form and selection process. Also finalized Service Awards.
 - Assembling HR-related data for PPLD's DEI audit
 - Continuing to answer questions on Feedback Sessions.
 - Continuing to work on Employee Relations issues.
- HRIS/Benefits/Compliance (Cristina Jaramillo)
 - Completed transition of benefits (vision, dental and medical) to Allegiance COBRA administrator with no additional cost while also streamlining Finance process.
 - Handled Employee Relations Issues.
 - Processed large amount of terminating employees.
 - Continued to manage FFCRA program as well as increased demands for FMLA.
 - Continued to document as well as improve Benefits Processes for continuity plan.
 - Began to work on improving FMLA program.
 - Researched and added new options to FSA/DCA program for employees.
- Wellness program and Records Retention (Laurie Jackson)
 - Members of the Wellness Team submitted an application on behalf of PPLD for the 2020 Cigna Wellness Award.
 - 12 Preventative Wellness Exam gift cards were sent to employees who completed their exams in the 1st and 2nd quarters of 2020.
 - Progress was made on the records retention project for HR compliance.
- Volunteer program (Karen Goates)
 - Completed training toward, and received, ergonomics certification.
 - Continued work with Phased Opening Team to plan volunteer reengagement.
 - Attended several virtual meetings with other volunteer program supervisors to address diversity in volunteerism.
- Recruitment (Soumya Gollapalli)

| Recruitment / Selection Activity | July 2020 |
|---|------------------|
| Jobs Posted | 5 |
| Newly Hired Employees | 4 |
| Promoted Employees | 0 |
| Transferred Employees | 1 |
| Separated Employees | 9 |

- On-going Manager Recruitment survey: Working with managers to improve the recruitment process internally.
- On-going new hire recruitment survey conducted for feedback on recruitment process.
- Researching new avenues to post jobs to attract diverse applicants.
- Online Quickstart orientation to new hires.

- Training (Sarah Marshall)
 - Co-facilitated Public Service Director's retreat.
 - Finished discussions with Leadership Team & Directors regarding staff training needs. Developed survey to gain staff feedback on training needs.
 - Staff engaging in virtual training and development:
 - Northstar Digital Literacy – modules to build digital literacy skills
 - 72 active staff members
 - Top passed assessments: Email, Internet, MS Word, Basic Computer Skills
 - Zywave Learning – courses pertaining to HR-related topics
 - 181 active staff members
 - Top courses completed: Communication Skills, Anti-Bullying, and Diversity & Inclusion Training
 - Continued updating Staff Development LibGuide.
 - Link: <https://research.ppld.org/ppldprofessionaldevelopment>
 - Additions: Bookcase and IT Resources
- Other Projects (Heather Laslie)
 - Continued with ongoing Employee Relations and Disciplinary Issues.
 - Began working on an Equal Pay for Equal Work Act internal assessment.
 - Began working on budgeting requests for the 2021 budget.
 - Continued supporting the amazing team that I'm honored to guide!

Information Technology (IT) Department Report

August 26, 2020

Multifunction Device (MFD). Working details with vendor for implementation (i.e., contract execution, installation schedule, etc.).

E-Rate Consultant. Completed source selection for consultant to help in RFP (Request for Proposal) development for 2020-2021 cycle that will include Category 1 Internet Access and Category 2 network switches, wiring, network transport, and managed network services.

Networking.

- Re-architecting network to simplify infrastructure for efficiency.
- Re-cabled Ruth Holley and installed interim surveillance camera system.
- Planning for re-cabling of East and Penrose libraries in early 2021.
- Planning for cabling at Cheyenne library in 4th Quarter FY20.
- Standardizing requirements for IT closet spaces throughout District.

Servers and Applications.

- Migrating staff to Office 365 for file sharing and Teams.
- Upgrading the Heating, Ventilation and Air Conditioning Control (HVAC) control system software.
- Upgraded the Barracuda email filtering system.
- Server team ordered replacement storage hardware for installation at off- site data center.
- Working with Finance on new RFP software.

Telephones.

- Updated call routing for the mobile library service for easier patron access.
- Routed Palmer Lake phone calls to allow Monument Library staff to answer.
- Planning for further roll out of remote desktop phone options to staff.

Manitou Relocation. The IT staff taking part in Manitou Springs Library relocation.

End User Services Team (July Statistics).

- Worked on 379 tickets and closed 416 tickets.
- AWE Early Literacy Station use was 0.
- Computer Usage was 9,354 sessions.
- Hotspot Circulation to Library Patrons was 19.
- Laptop Circulation was 1.
- Printed Pages 61,503.

Safety, Social Services & Security, 2020 July Board Report:

Safety:

- Safety has been actively engaging in the MAC discussions to identify issues related to staff and patron safety and develop cost effective solutions.
- Safety has continued to deploy and provide gloves to all PPLD staff at designated service points
- Safety has continued to provide masks to patrons in need at all branch public entrances
- Safety has continued to work on updating the Emergency operations procedures for the district. Currently the elevator entrapment and power outage guides are under review and training resources being developed to implement across district.

Social Services:

- Weekly Coordinated Entry Meetings
- Monthly CHAP meeting
- Biweekly Security appeal meetings
- Monthly Community CARE plan meetings
- On July 21, Began biweekly staff virtual training/discussion meetings
- Networking/collaboration meetings with the Homeless Outreach Program through the Fire Department; Catholic Charities
- 63 patron contacts
- Provided eight bus passes for work and medical appointments
- Enrolled two applicants in the Address Confidentiality Program
- Connected a patron to two volunteer opportunities
- Assistance with completing applications for Colorado Springs Housing Authority waitlists, application for rental assistance, locating legal resources
- Successful referral to Springs Recover Connection (person followed through and was connected to a navigator)
- Two successful referrals to housing programs through coordinated entry (both in process to receive housing).
- Interviewed and accepted 2 college interns for the fall semester (beginning in August)

Security:

- Security has hired 6 officers to fill holes vacated by departing officers.
- Security continued all the way through July to provide a security officer at every single district branch for over 80% of open hours. These officers staffed the greeter table, worked with branch staff to train on interacting with patrons over mask issues and patrolled facilities for violations and enforcement of new standards.
- Security Renewed the Crisis Prevention Institute training program of “Non Violent Crisis intervention” to District staff. Attention is paid to interacting with patrons over possible discussions and how to diffuse confrontational situations as well as how to identify and remove oneself and team from possible dangerous situations.
- Security has seen an uptick in reports and incidents across district. As this is the first month with measurable reports, after closure, next month will provide statistics comparing to previous periods.
- Security has resumed the Appeal process for patrons who are suspended and have worked return solutions for 14 of the 16 seen patrons in the month of July.
- Since the postponement of the Security System update. Security and IT have worked closely to develop short-term cost effective Band-Aids to our surveillance system based on previously set aside funds. RU system has been architected and placed out for bid. Installation should occur in August.

Pikes Peak Library District Board of Trustees Volunteer Agreement

Pikes Peak Library District (the District) is thankful for the talents and time that our volunteers provide. As a member of the Pikes Peak Library District Board of Trustees (Board member), you fill an important role in elevating the communities served by the District by inspiring a love of reading, discovery and connection.

Role of the Board

- The role of the Board is to provide for the orderly and efficient management and control of the District by employing the Chief Librarian and CEO (Chief Librarian) who is the executive and administrative officer of the District and who manages the District in accordance with District policy and Colorado state law.
- The Pikes Peak Library District Board of Trustees is a governing board whose authority lies in actions taken by a quorum of the Board. In the case of the Pikes Peak Library District Board of Trustees, a quorum is four (4) members.
- Individual trustees have no authority to act on behalf of the Board unless delegated such authority by Board action.
- Federal, state, and local laws, the Pikes Peak Library District Board of Trustees Bylaws, including District ethics, and other adopted guiding documents, apply to the Board. The full Board - and each individual member of the Board – is responsible to abide by such laws, rules and policies.

Conduct of the Board

- Board members shall conduct themselves in accordance with Colorado law, including, without limitation, the Colorado Open Meetings Law, Sections 24-6-401, *et seq.*, C.R.S. and the Code of Ethics for public officials, Sections 24-18-101, *et seq.*, C.R.S., and all other applicable laws, rules, and policies, including without limitation, Board Bylaws and District policies.
- Board members occupy a position of public trust and must avoid conflicts of interest and situations that would tend to improperly influence a reasonable person in a Board member's position to depart from the faithful and impartial discharge of their duties.
- Board members shall respect the confidential nature of District business while adhering to the Colorado Open Records Act, sections 24-72-200.1 *et seq.*, C.R.S., and all other applicable laws governing freedom of information.
- Board members shall respect and support the legitimacy and authority of all Board decisions, regardless of personal position on the matter. When presenting personal opinions or positions on matters pertaining to the District or District business, Board members shall explicitly state that they are not representing the District or the Pikes Peak Library District Board of Trustees.
- Board members shall not interfere with the duties of the Chief Librarian nor undermine the authority of the Chief Librarian, but they can ask legitimate questions while staying within the Board's, the Chief Librarian's and the staff's respective roles.
- Board members will exemplify the District's core values of being welcoming, respectful, innovative, trustworthy and resilient while acting in a professional manner.

- Board members represent the whole community and not a particular interest, area, or group.

Expectations

- Board members must honor the District will full commitment to governing with integrity, to being engaged within the community, to promote the District, and to learning about the important roles that the District plays in the communities it serves.
- Since Board members must stand behind District policies, each Board member should understand clearly the purpose for each policy; understand how it is implemented, and read carefully any new, proposed, or updated policies.
- Board members should be well informed of local, state, and national developments that are relevant or of importance to the District or to libraries in general.
- Board members must follow through with assigned duties to the best of their abilities.
- Board members are expected to participate in meetings, having reviewed the materials, and be ready to engage with action items.
- Board members should attend all required meetings unless there is good cause or unforeseen conflict.

Compliance

- If a Board member is, or appears to be, in conflict with this Board of Trustees Volunteer Service Agreement, they will be asked to speak with the President of the Board.
- The President and Vice President of the Board of Trustees will make a recommendation to the full Board based on their findings.

I understand that as a member of the Pikes Peak Library District Board of Trustees, I can be removed by majority votes of the El Paso County Board of Commissioners and the Colorado Springs City Council upon a showing of good cause, as stated in the Bylaws.

I hereby attest that I will abide by this agreement in my role as a Pikes Peak Library District Board of Trustees volunteer Board member.

Signature

Date

Printed Name