



# Preliminary Annual Budget #2

For Fiscal Year 2025

Pikes Peak Library District



ADMINISTRATION OFFICES

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# 2025 Preliminary Budget #2 Pikes Peak Library District Colorado

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## Colorado Library Districts

Colorado library districts are political subdivisions of the State and are governed by Colorado Statutes. The powers and duties of library districts are specified in the “Library Law” CRA 24-90-109. The library’s Board of Trustees appropriates its funding and has full governing and decision-making authority for the library district. The Board sets policies and compensation for all staff members of the library district. Library districts typically lease or own their own buildings, maintaining and insuring them accordingly. Library districts purchase and sustain their own library materials and provide programs to their patrons. Library districts are funded from a set mill levy passed by the voters of the District, making property tax their principal source of funding. Library districts are also entitled to a portion of specific ownership tax collected by the County. The Colorado Court of Appeals found that Colorado library districts are subject to TABOR limitations. The library Board of Trustees adopts and appropriates its own budget in compliance with Colorado revised statutes. Library districts perform financial transactions in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) and each year receive an outside financial audit in compliance with Generally Accepted Auditing Standards (GAAS).

## Overview of Pikes Peak Library District

**Pikes Peak Library District (PPLD/the District)** was created through state statute (CRS 24-90-110). The District’s Board of Trustees consists of seven members from the community. The citizen volunteers are appointed jointly by the Colorado Springs City Council and El Paso County Board of Commissioners for a maximum of two (2) five-year terms. The Trustees convene at regular meetings, as well as at special meetings, when necessary, to conduct the business of the District. Trustees are prohibited by law from receiving compensation, and their duties and responsibilities are defined in law (C.R.S. 24-90-109). Its service area covers all of El Paso County, excluding Widefield School District #3. Security/Widefield and the town of Manitou Springs did not join the Library District when it was formed in 1963. The city of Manitou Springs subsequently voted to join the District effective January 1, 2013.

**PPLD** is a nationally recognized system of public libraries, the second largest library system in Colorado, serving an estimated population of 677,513 within El Paso County. PPLD serves all El Paso County except Widefield School District 3 which has approximately 56,000 residents.

**PPLD responds** to the unique needs of individual neighborhoods and the community at large through their:

- Fourteen facilities
- Three mobile library vehicles serving an area of approximately 2,070 square miles
- Large online hub of resources and services

**PPLD strives** to reach all members of the community, providing free and equitable access to information and an avenue for personal and community enrichment while:

- Operating with an employee base of around 400 full- and part-time staff
- Utilizing roughly 400 volunteers

## History of Pikes Peak Library District

As PPLD continues to change what library service means to match the needs of the evolving community, it is also important to look back on the history of public libraries in the Pikes Peak Region. The first attempt to establish “a free public library pen to all city inhabitants” in Colorado Springs failed when in 1881 City Council ordinance to create a tax funded library was squelched by strong opposition. To fill the void, the Colorado Springs Social Union created what would become known as the Free Library and Reading Room Association, located at the corner of Tejon and Cucharras streets. Other local organizations, such as the YMCA and Grace Church Association, also operated reading rooms around the turn of the century. The situation changed dramatically in 1903 when Andrew Carnegie agreed to gift the city \$60,000 to construct its first public library. After a national competition, Boston architect Calvin Kiessling emerged with the winning design for a new building, and construction at 21 W. Kiowa St. began on April 15, 1904.

The neoclassical structure was made from material such as Pueblo sandstone and Platte Canyon granite and lit entirely by electricity except for a gaslighting system to be used in an emergency. Kiessling designed the building to “lend itself and all the requirements of a modern library building and afford it patrons the unrestricted beauties of the distant mountains and immediate surrounding.” A large crowd cheered the name of Carnegie and Colorado Springs founder General William Palmer at the library’s dedication and grand opening on March 11, 1905. The facility officially opened on March 13 with a collection of about 12,000 books.

The new library was immediately popular. In July 1905, 6,838 books were loaned, and 270 library cards were issued. In the decade to follow, the need to serve rural communities in the area was realized. As a result, the Board of Commissioners gave the library \$500 annually to provide boxes of books for the people living outside of town.

When Colorado Springs annexed Colorado City in 1917, the library board agreed to take over operation of a second Carnegie Library. It would be known as the West End Branch until it was rededicated as the Old Colorado City Branch Library in 1977.

An anonymous grant in 1954 allowed the library to purchase its first book mobile to bring libraries to communities not easily served by its two stationary locations. However, regional library service came from a 1962 vote to allow a tax levy and creation of the Pikes Peak Regional Library District in 1963. The District began operations in 1964, and included libraries in Palmer Lake, Ute Pass, and Black Forest. The addition of two more book mobiles helped serve the towns of Peyton, Calhan, and Ramah.

A demand for library service expanded along with growing population, the need for a larger downtown library was filled by a \$2.2 million grant from the El Pomar Foundation and land donated by H. Chase Stone. Penrose Library, named after Spencer and Julie Penrose, was built



next to the historical Carnegie Library and opened in 1968.



As the years passed, libraries replaced some bookmobile stops to meet the demand driven by population increase. The Library District also widened its technological capabilities to keep up with the times.

One of the most significant tech innovations came in 1981 with “Maggie’s Place” named after retired librarian Margaret O’Rourke, who joked she was being “replaced by a computer”. And indeed, the cutting-edge computer occupied O’Rourke’s former office. It was the first library catalog in the world accessible to home computers with modems.



**Head Librarian Margaret Reed, namesake of Maggie's Place, 1965**

In 1987, East Library and Information Center opened. The District’s second major facility was constructed with funds from a \$100 million bond issue approved by the voters in 1983. The State-of-the-art facility included a computer learning center and video studio, which would go on

to broadcast throughout the region and win many regional, national, and international awards for its productions.

The emerging importance led the District to provide access to some databases via the web in 1994, followed soon by full internet access at all libraries. Over the years, Library bandwidth has increased to keep up with this ever-expanding information portal.

PPLD was able to leverage a partnership with the City of Fountain and the Fountain-Fort Carson School District to open a much-needed, larger Fountain Library in 2004 to serve one of the fastest growing communities in the region. High Prairie Library opened in 2010 and incorporated many green features such as geothermal energy and repurposed beetle kill pine. Library 21c opened in 2014 within a renovated call center in Northern Colorado Springs. The facility was the first of its kind in the country, with makerspaces, a video and recording studio, business and entrepreneurial center, café, and performance venue in addition to traditional library materials such as books and movies.

PPLD continues to be innovative both in use of technology and its spaces. Sand Creek Library recently added a recording studio and makerspace. East Library is now home to makerspace and the Educational Resource Center, which provides hands-on materials for families desiring to enrich their children's education and improve their skills.

As the needs of its patrons change, PPLD will adapt to provide the resources that best serve the residents of the Pikes Peak region.

## Vision, Mission, and Values

### VISION

**Access to resources and opportunities leads to thriving people and connected communities.**

### MISSION

**Cultivate spaces for belonging, personal growth, and strong communities.**

### VALUES

- **Access:** We ensure all people feel safe to connect with services, resources, and experiences.
- **Service:** We remove barriers to provide access for all to pursue their interests, needs, and goals.
- **Freedom:** We ensure the right of community members to interact with and experience library services as they choose.
- **Accountability:** We responsibly steward resources with integrity and transparent practices.
- **Creativity:** We foster imagination and resolve problems in new ways.
- **Community:** We bring people together.



## 2023 - 2025 Strategic Plan: Areas of Focus

- 1 Access**

PPLD is an access point for everyone to engage with resources, services, and spaces as they choose.
- 2 Accountability**

PPLD is accountable to all stakeholders through fiscal responsibility, continuous evaluation, and by sharing findings with the public.
- 3 Communications**

PPLD invests in and elevates community awareness of its resources, services, and spaces.
- 4 Community Connections**

PPLD builds community through relationships and partnerships to connect people to relevant resources, services, and spaces.
- 5 Physical and Virtual Spaces**

PPLD provides equitable access to physical and virtual spaces in safe and inclusive environments.
- 6 Staff**

PPLD values, trusts, and invests in staff.

## **2025 Preliminary Budget #2**

This is the Fiscal Year 2025 Preliminary Budget #2, which covers January 1 - December 31, 2025, for Pikes Peak Library District. The 2025 Budget is important for both the budgetary figures as well as its description of the future direction and services of the District for residents within its service area of El Paso County, Colorado, and beyond.

The initial 2025 Preliminary Balanced Budget was presented to the Board of Trustees on September 27, 2024.

The District's Leadership Team believes that the 2025 Budget incorporates the most significant goals and objectives of the District. The Leadership Team incorporated direction provided by the Board of Trustees throughout the year. Some time frames and goals were modified because of limited resources to meet all current objectives and goals.

## **Legal Requirements**

By October 15, 2024, the Chief Librarian & CEO and the Chief Financial Officer submitted the 2025 Preliminary Balanced Budget to the Board of Trustees, as required by Colorado Statute 29-1-107 and 108. Subsequently, a "notice of budget" was issued to inform the citizens of the District of the availability of the proposed budget for inspection and comments.

On November 20, 2024, the Board of Trustees held a public budget hearing to discuss the 2025 Budget and as required by statute, to give citizens the opportunity to express their comments. This meeting notice was posted following the District's public notification procedures for all Board meetings.

On December 4, 2024, the Board of Trustees will vote adopting the 2025 Budget, appropriated monies to all funds and accounts, and certified the District's Mill Levy. Each individual fund, as required by state statute, is balanced with new and existing carryover revenues equal to all planned and anticipated expenditures.

## **Budget Representation**

This budget represents the operational objectives, policy decisions and priorities of the Board and Management in alignment with the Areas of Focus of the Strategic Plan. The Budget determines the property tax assessed to be used for the operations and capital of the District. The budget also considers an estimated portion of Specific Ownership Tax and other minor revenue sources such as grant awards.

This budget appropriates an estimate for personnel, operating, and capital costs needed to provide services and programs as outlined for the citizens. This budget is designed to provide the citizens with an understanding of how revenue comes into the District, how it is expended by major operational category as well as by program, department, and location.

The District owns nine facilities: Calhan Library, East Library, Fountain Library, High Prairie Library, Library 21c, Old Colorado City Library, Penrose Campus (including Penrose Library and The Hall at PPLD), and Sand Creek Library. The District leases the other six facilities: Cheyenne Mountain Library, Manitou Springs Library, Monument Library, Palmer Lake Library,

Ruth Holley Library, and Ute Pass Library. Additionally, the mobile fleet delivers Library services to remote sites and non-mobile populations.

## **Basis of Accounting and Budgeting**

The District uses the modified accrual basis of accounting for all governmental funds. This means revenues are recognized in the accounting period in which they become available and measurable. Property tax is reported as a receivable and deferred revenue when the levy is certified, and as revenue when due for collection in the subsequent year. Expenditures are recognized when the obligation is incurred. Encumbrances are not reported in the 2025 Budget.

The budget is prepared using Generally Accepted Accounting Principles (GAAP) for all funds. Depreciation of Property and equipment are excluded from the budget. For the 2025 Budget, property tax will be allocated to the Capital Fund and Self-Insurance Fund as expenses require, instead of transferring funds as intergovernmental transfers. It is the belief of management that allocating mill levy and its associated property tax instead of transferring funds eliminates budget duplications and provides a more transparent financial accounting of the District's operations.

## **Financial Policies**

The 2025 budget has been prepared following the District's Financial Guidelines. For the 2025 Budget, PPLD still falls within the compliance requirement of the Taxpayer's Bill of Rights (TABOR) Amendment and for calculation purposes uses the Consumer Price Index (CPI for Denver/Aurora/Lakewood). TABOR limitations are based on the CPI through June 30, 2024. The final 2024 CPI will not be known until February 2025, well after the 2025 Budget is approved.

Accordingly, the 2024 CPI used for these limit calculations is an estimate based on currently available information. It is very likely that the final 2025 CPI will vary from the estimate that is used in our 2025 TABOR limit calculations, and the District may make changes to the 2025 Budget, through a Board approved budget amendment (if necessary), once those figures are known.

The 2025 Budget complies with TABOR that requires a fund balance restriction of 3%. The remaining Reserves of the District allow for an estimated fund balance in compliance with the current reserve policy. An analysis of cashflow requirements by fund was completed to ensure an adequate level of fund balance will be available at the end of each accounting period.

## 2025 Budget Calendar

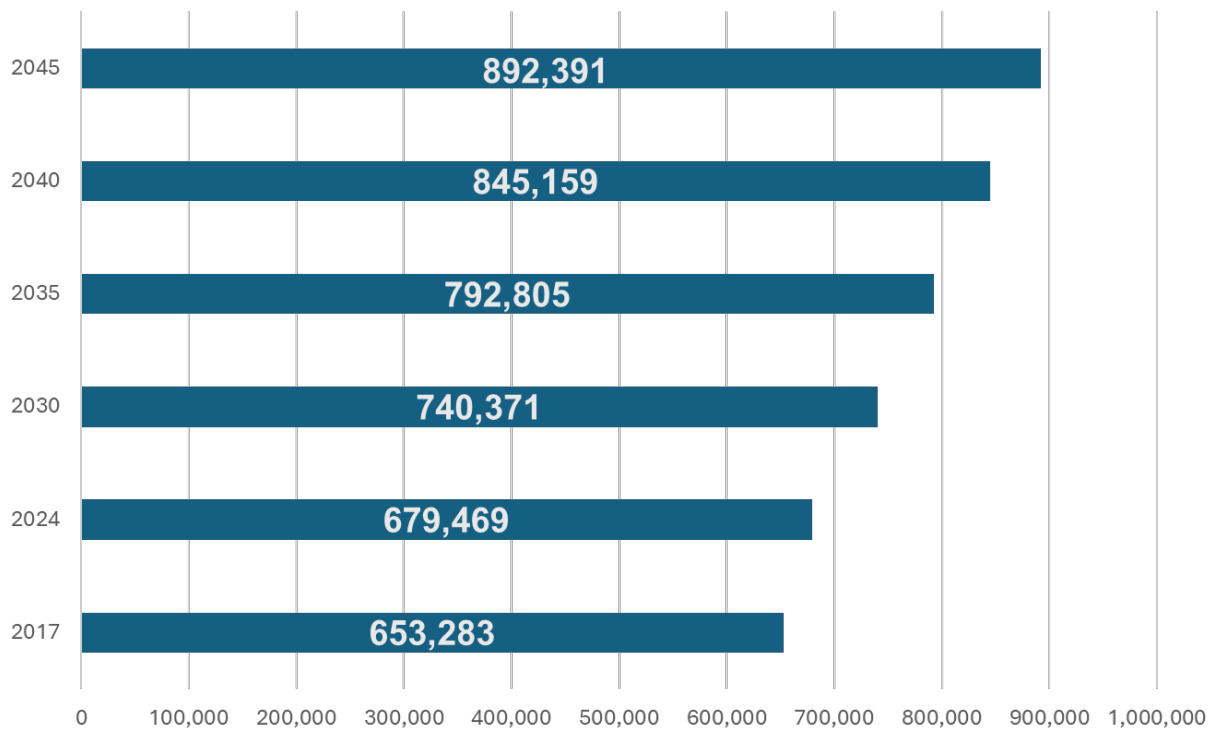
The following calendar is a chronology of events for the annual budget process and certification of the mill levy. Some of the events listed below are not statutory but represent good budgeting practices. This calendar does include the District's internal organizational deadlines such as internal meetings, information provided by departments, and budget information deadlines for the financial reporting system.

January 1, 2024	Start of 2024 Fiscal Year
January 9, 2024	Resolution to Adopted 2024 Budget
January 10, 2024	2024 Mill Levy submitted to El Paso County
January 31, 2024	Certified copy of 2024 Original Adopted Budget filed with DOLA <i>[CRS 29-1-113 (1)]</i>
August 25, 2024	Preliminary assessed valuation due from County <i>[CRS 39-5-121]</i>
August 31, 2024	Present to Board of Trustees; Submit to State 2023 Audit/ACFR <i>[CRS 29-1-606(a)(1)]</i>
Sept. 13 - 18, 2024	Department Budget meetings with CEO, Leadership, and Controller.
Sept 24, 2024	Notice of Public Budget Hearing #1 published in The Gazette <i>[CRS 29-1-106(1)]</i>
September 27, 2024	BUDGET HEARING #1 - Preliminary Balanced Budget presented to Board of Trustees [CRS 29-1-105] Statutory Deadline October 15, 2024, Expenditures cannot exceed Revenues and available Fund Balances
November 20, 2024	Budget Hearing #2- Preliminary Balanced Budget presented to Board of Trustees
November 27 2024	Final Assessed Valuation due from County <i>[CRS 39-1-111]</i>
December 4, 2024	Final 2025 Budget Presented to the Board of Trustees.
December 15, 2024	2024 Mill Levy submitted to El Paso County
January 1, 2025	Start of 2025 Fiscal Year
January 31, 2025	Certified copy of 2025 Original Adopted Budget filed with DOLA <i>[CRS 29-1-113 (1)]</i>

## Population Estimates of Citizens Served

Pikes Peak Area Council of Governments Small Forecasts estimates population growth based on overall El Paso County control total provided by the Colorado State Demographer. These estimates assume a high proportion of regional growth outside of the city limits of Colorado Springs. PPLD took the most recent population estimates for El Paso County and backed out the Widefield School District estimated population which represents approximate 7% of the total County population. This results in the projected population of citizens the District serves. Based on this, the District can anticipate an increase of approximately 30% or 200,000 citizens served over the next twenty years.

### Projected Population Served



## Budget Summary

The District's total 2025 Preliminary Budget #2 is shown below by fund and lined by major revenue and expenditure category. The budget details that follow this summary will outline each fund; General Fund, Capital Fund, and Self-Insurance Fund and will provide additional information on the revenue sources and expenditures by major category, as well as by function.

### **PPLD's Funds and Their Classifications:**

- **General Fund** is the primary fund used by a government entity. This fund is used to record all resource inflows and outflows not associated with special-purpose funds. Ordinary operations of the district are accounted for in this fund.
- **Capital Fund** is used to account for financial resources used in the acquisition or construction of capital projects such as facilities and information technology.
- **Self-Insurance Fund** accounts for the accumulation and allocation of costs associated with insurance claims and administration costs, as an Internal Service Fund, that provides services to other departments of the district on a cost-reimbursement basis.

2025 BUDGET SUMMARY				
	General Fund	Capital Fund	Self-Insurance Fund	TOTAL BUDGET
<b>REVENUES</b>				
Property Taxes	33,906,886	0	2,874,410	36,781,297
Specific ownership taxes	3,300,000	0	0	3,300,000
Interest on taxes	42,025	0	3,534	45,559
Payment in lieu of taxes	11,261	0	0	11,261
<b>Total taxes</b>	<b>37,260,172</b>	<b>0</b>	<b>2,877,944</b>	<b>40,138,116</b>
Intergovernmental	360,784	0	0	360,784
Fines and fees	90,000	0	0	90,000
Interest income	500,000	0	0	500,000
Donations/fundraising	605,000	0	0	605,000
Miscellaneous - Copy sales	34,000	0	0	34,000
Miscellaneous - Parking lot collections	8,000	0	0	8,000
Miscellaneous - Other	32,962	0	0	32,962
<b>Total Operating Revenue</b>	<b>1,630,746</b>	<b>0</b>	<b>0</b>	<b>1,630,746</b>
Employee contributions	0	0	393,533	393,533
<b>Total Other Revenue</b>	<b>0</b>	<b>0</b>	<b>393,533</b>	<b>393,533</b>
<b>Total Revenue</b>	<b>38,890,919</b>	<b>0</b>	<b>3,271,477</b>	<b>42,162,395</b>
<b>EXPENDITURES</b>				
Personnel Expense	23,044,561	0	2,395,906	25,440,467
Operating Expense	13,844,197	0	1,212,953	15,057,150
Capital Outlay	0	3,322,159	0	3,322,159
<b>Total Expenditures</b>	<b>36,888,759</b>	<b>3,322,159</b>	<b>3,608,858</b>	<b>43,819,776</b>
<b>Net change in fund balance</b>	<b>2,002,160</b>	<b>(3,322,159)</b>	<b>(337,382)</b>	<b>(1,657,381)</b>
Fund balance, beginning of year	18,494,172	864,684	1,744,780	21,103,636
<b>Fund balance, end of year</b>	<b>20,496,332</b>	<b>(2,457,475)</b>	<b>1,407,398</b>	<b>19,446,255</b>



## Budget Changes

Below is PPLD's 2025 Preliminary Budget #2 as compared to 2023 and 2024 projected activity.

2025 BUDGET CHANGES					
	2023 ACT	2024 EST	2025 OAB	Changes	% Change
<b>REVENUES</b>					
Property Taxes	33,648,223	37,520,662	36,781,297	(739,366)	-2%
Specific ownership taxes	3,585,330	3,353,424	3,300,000	(53,424)	-2%
Interest on taxes	49,649	50,316	45,559	(4,757)	-9%
Payment in lieu of taxes	11,493	21,912	11,261	(10,651)	-49%
<b>Total Taxes</b>	<b>37,294,695</b>	<b>40,946,314</b>	<b>40,138,116</b>	<b>(808,198)</b>	<b>-2%</b>
Intergovernmental	539,718	0	360,784	360,784	100%
Donations/fundraising	676,707	105,271	605,000	499,729	475%
Other Operating Revenue	1,527,438	1,237,222	664,962	(572,259)	-46%
<b>Total Operating Revenue</b>	<b>2,743,863</b>	<b>1,342,492</b>	<b>1,630,746</b>	<b>288,254</b>	<b>21%</b>
<b>Total Taxes and Operating Revenue</b>	<b>40,038,558</b>	<b>42,288,807</b>	<b>41,768,863</b>	<b>(519,944)</b>	<b>-1%</b>
Employee contributions	478,374	451,680	393,533	(58,147)	-13%
<b>Total Other Revenue</b>	<b>478,374</b>	<b>451,680</b>	<b>393,533</b>	<b>(58,147)</b>	<b>-13%</b>
<b>Total Revenue</b>	<b>40,516,932</b>	<b>42,740,487</b>	<b>42,162,395</b>	<b>(578,091)</b>	<b>-1%</b>
<b>EXPENDITURES</b>					
Personnel Expense	21,009,501	24,209,599	25,440,467	1,230,868	5%
Operating Expense	13,697,043	16,774,269	15,057,150	(1,717,119)	-10%
Capital Outlay	2,154,792	1,525,400	3,322,159	1,796,759	118%
<b>Total Expenditures</b>	<b>36,861,336</b>	<b>42,509,268</b>	<b>43,819,776</b>	<b>1,310,508</b>	<b>3%</b>
<b>Excess (deficiency) of Revenue over Expenditures</b>	<b>3,655,596</b>	<b>231,219</b>	<b>(1,657,381)</b>	<b>(1,888,600)</b>	<b>-817%</b>
<b>OTHER FINANCING SOURCES (uses)</b>					
Insurance proceeds	30,249	0	0	0	0%
Transfers In/Out	0	0	0	0	0%
<b>Total Other Financing Sources (uses)</b>	<b>30,249</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Net Impact to Fund Balance</b>	<b>3,685,846</b>	<b>231,219</b>	<b>(1,657,381)</b>	<b>(1,888,600)</b>	<b>-817%</b>

## Fund Balance Summary

Below are projected fund balances starting with the 2023 audited fund balances, the projected (unaudited) 2024 activity, and then the 2025 budget.

	FUND BALANCES PROJECTION				
	12/31/2023		12/31/2024		12/31/2025
	Audited Fund Balances	2024 Projected Impacts	Projected Fund Balance	2025 Budget Impacts	Projected Fund Balance
Nonspendable	698,579	65,000	763,579	71,048	834,627
Restricted Fund Balance	1,456,034	51,255	1,507,289	54,464	1,561,753
<b>Restricted General Fund</b>	<b>2,154,613</b>	<b>116,255</b>	<b>2,270,868</b>	<b>125,512</b>	<b>2,396,380</b>
Assigned	481,080	(10,000)	471,080	(12,000)	459,080
Committed	1,500,000	(60,000)	1,440,000	(60,000)	1,380,000
Unassigned	14,127,260	184,964	14,312,224	1,948,648	16,260,872
<b>Unrestricted General Fund</b>	<b>16,108,340</b>	<b>114,964</b>	<b>16,223,304</b>	<b>1,876,648</b>	<b>18,099,952</b>
<b>General Fund</b>	<b>18,262,953</b>	<b>231,219</b>	<b>18,494,172</b>	<b>2,002,160</b>	<b>20,496,332</b>
<b>Special Revenue Fund</b> <i>(Designated Purpose Fund)</i>	<b>63,791</b>	<b>0</b>	<b>63,791</b>	<b>0</b>	<b>63,791</b>
Capital Reserve- Facilities	1,998,245	(867,566)	1,130,679	(2,455,206)	(1,324,527)
Capital Reserve-Communications	91,929	(13,375)	78,554	0	78,554
Capital Reserve- Security	89,382	(395,886)	(306,504)	0	(306,504)
Capital Reserve- Information Tech	68,179	(237,980)	(169,802)	(866,953)	(1,036,755)
Capital Reserve- Video Studio	50,407	0	50,407	0	50,407
Capital Reserve- Strategy & Innovat	28,152	(10,593)	17,558	0	17,558
Capital Reserve- CFO Contingency	-	0	-	0	-
<b>Capital</b>	<b>2,326,293</b>	<b>(1,525,400)</b>	<b>800,893</b>	<b>(3,322,159)</b>	<b>(2,521,266)</b>
<b>Self- Insurance</b>	<b>1,394,780</b>	<b>350,000</b>	<b>1,744,780</b>	<b>(337,382)</b>	<b>1,407,398</b>
<b>TOTAL FUND BALANCE</b>	<b>22,047,817</b>	<b>231,219</b>	<b>21,103,636</b>	<b>(1,657,381)</b>	<b>19,446,255</b>
Less: Restricted & Special Revenue	(2,218,404)	(116,255)	(2,334,659)	(125,512)	(2,460,171)
Less: Cash Flow	(4,000,000)	0	(5,500,000)	0	(5,500,000)
<b>AVAILABLE FUND BALANCE</b>	<b>15,829,413</b>	<b>114,964</b>	<b>13,268,977</b>	<b>(1,782,893)</b>	<b>11,486,084</b>

## Property Tax Revenue

Property tax revenue is the primary revenue source for PPLD. The provisions of the Taxpayer's Bill of Rights are explained below.

### State of Colorado Property Tax Revenue Limitations:

#### Constitutional - TABOR:

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 most of 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.
- 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, going back 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 years direct or indirect district debt or other financial obligation, without certain cash reserve amounts.

#### Legislative – 5.5% Property Tax Revenue Limit:

This is a limitation on the property tax line item in each local government budget in Colorado. It is called the "Annual Levy Law" [29-1-301, C.R.S.], and requires that levies be lowered to prevent levying more revenue than a:

- 5.5% increase from the prior year, and
- An additional amount for new construction, annexation/inclusions, and other new property.

This limitation on levy and revenue reflects the pre-TABOR property tax system, in which levies could be raised in any year to assure property tax as a regular source of revenue.

Circumstances can occur in which the 5.5% revenue limit can force a reduction in the mill levy over the previous year to avoid collecting excess revenue. Under the structure of TABOR, this excess revenue could be collected but would have to be refunded to the extent that actual receipts exceeded the limit. This statute is more restrictive and does not allow for the collection of this revenue.

Under most other circumstances, the Constitutional limits imposed by TABOR restrict the ability of all taxing districts to raise taxes without a vote of the people.

PPLD Mill Levy Limit:

In 1986, citizens of the Library Service Area (LSA) authorized the District to set a mill levy for operating purposes up to 4.000 mills.

The District must adhere to the more restrictive of the TABOR amendment or the 5.5% Property Tax Revenue Limit when calculating its property tax revenue to be received in any given budget year without exceeding the PPLD citizen imposed restriction of 4.000 mills.

## **Total Expenditures**

The expenditure budget for 2025 for all funds totals \$43,819,776. This represents an increase of \$1,310,508 from 2024. Expenditures that account for a sizable portion of this change is the increase in personnel costs, which includes a 3% cost of living pay increase for all staff, related taxes, increased benefits costs, and higher capital project outlay.

### **Personnel**

This expenditure category includes salaries and benefits for all PPLD employees. As a service organization, the District's largest expenditure is personnel.

### **Operations**

This expenditure category includes the day-to-day operational costs. Items included in this category are utility expenses (gas, electricity, and water), telephone (phone, fax, and internet), operating and office supplies, computers and software/licensing, professional services, employee training, conferences (meetings, lodging, and meals), and equipment purchases. The largest item in the category is Library Materials which represents \$5.767M of the 2025 budget. The second largest operational expenditure category is the District's Facilities cost.

### **Capital**

This expenditure category represents the acquisition of, or addition to, the District's fixed assets, including major capital construction projects. Capital projects tend to have significant costs and have useful lives of many years. Items included in this category are recurring expenditures for land and land improvements, buildings and building improvements, machinery & equipment replacements, communication and computer equipment, and vehicles.

## Total Full-Time Equivalents

The Personnel budget for 2025 includes 438 authorized positions, which embodies full-time equivalents of 366.

Authorized Positions & FTE Counts						
Department	Total Authorized Positions			Total Full Time Equivalents (FTEs)		
	2023 Actual	2024 Projection	2025 Budget	2023 Actual	2024 Projection	2025 Budget
<b>Public Services</b>	<b>339</b>	<b>334</b>	<b>334</b>	<b>268.98</b>	<b>264.83</b>	<b>264.83</b>
Public Services Administration	49	50	50	46.50	47.50	47.50
Public Services Administration	1	2	2	1.00	2.00	2.00
Collection Management	24	24	24	23.50	23.50	23.50
Regional History and Genealogy	12	13	13	10.00	11.00	11.00
Adult Education	12	11	11	12.00	11.00	11.00
<b>Programming</b>	<b>23</b>	<b>22</b>	<b>22</b>	<b>22.50</b>	<b>21.50</b>	<b>21.50</b>
<b>Branches</b>	<b>267</b>	<b>262</b>	<b>262</b>	<b>199.98</b>	<b>195.83</b>	<b>195.83</b>
Branch Administration	12	11	11	12.00	10.50	10.50
Penrose Library	38	42	42	28.13	32.13	32.13
East Library	49	47	47	35.20	34.20	34.20
Library 21c	38	45	45	29.08	33.93	33.93
Cheyenne Mountain Library	13	13	13	9.98	9.88	9.88
Fountain Library	11	11	11	7.50	7.50	7.50
High Prairie Library	11	11	11	7.75	7.75	7.75
Manitou Springs Library	10	13	13	6.80	9.30	9.30
Monument Library	16	16	16	11.95	11.85	11.85
Old Colorado City Library	10	10	10	8.30	8.00	8.00
Palmer Lake Library	0	0	0	0.00	0.00	0.00
Rockrimmon Library	14	0	0	10.70	0.00	0.00
Ruth Holley Library	12	13	13	9.00	9.50	9.50
Sand Creek Library	15	13	13	11.40	10.00	10.00
Ute Pass Library	0	0	0	0.00	0.00	0.00
Calhan Library	4	4	4	2.20	2.30	2.30
Mobile Library Services	13	13	13	9.00	9.00	9.00
The Hall @ PPLD	1	0	0	1.00	0.00	0.00
<b>Administration</b>	<b>99</b>	<b>104</b>	<b>104</b>	<b>97.10</b>	<b>101.60</b>	<b>101.60</b>
Chief Librarian and CEO Office	3	4	4	3.00	4.00	4.00
Support Services	40	42	42	39.75	41.25	41.25
Support Services Administration	1	1	1	1.00	1.00	1.00
Human Relations Office	7	8	8	6.75	7.75	7.75
Facilities	14	14	14	14.00	14.00	14.00
Facilities - Penrose Library	5	5	5	5.00	5.00	5.00
Facilities - East Library	3	3	3	3.00	3.00	3.00
Facilities - Library 21c	6	6	6	6.00	6.00	6.00
Information Technology	12	12	12	12.00	11.50	11.50
Strategy and Innovation	6	7	7	6.00	7.00	7.00
Security	30	30	30	29.50	29.50	29.50
Finance Office	9	11	11	9.00	11.00	11.00
Communications Office	15	15	15	13.85	13.85	13.85
Communications	10	10	10	9.25	9.25	9.25
Patron Experience	4	4	4	3.60	3.60	3.60
Multi-Cultural	1	1	1	1.00	1.00	1.00
Development Office	2	2	2	2.00	2.00	2.00
<b>Grand Total</b>	<b>438</b>	<b>438</b>	<b>438</b>	<b>366.08</b>	<b>366.43</b>	<b>366.43</b>

# Three-year Comparative Expenditure Statements

## Changes to Total Expenditure Budget

2025 Changes to TOTAL EXPENDITURE BUDGET					
	2023 ACT	2024 EST	2025 OAB	Changes	% Change
<b>General Fund</b>					
Adult Education	404,133	853,738	854,824	(1,085)	0%
<b>Programming Administration</b>	<b>1,768,593</b>	<b>1,654,021</b>	<b>1,715,736</b>	<b>(61,716)</b>	<b>-4%</b>
<b>Branch Administration</b>	<b>9,102,373</b>	<b>9,980,236</b>	<b>10,312,514</b>	<b>(332,277)</b>	<b>-3%</b>
Branch Administration	637,592	659,080	681,590	(22,510)	-3%
Penrose Library	1,289,648	1,447,232	1,587,954	(140,722)	-10%
East Library	1,490,991	1,700,814	1,757,213	(56,399)	-3%
Library 21c	1,332,542	1,557,686	1,828,445	(270,759)	-17%
Cheyenne Mountain Library	478,650	508,118	525,062	(16,944)	-3%
Fountain Library	355,716	407,537	420,890	(13,353)	-3%
High Prairie Library	241,015	386,366	399,158	(12,792)	-3%
Manitou Springs Library	316,206	401,312	494,153	(92,841)	-23%
Monument Library	558,709	559,116	577,685	(18,569)	-3%
Old Colorado City Library	438,262	437,549	452,193	(14,644)	-3%
Palmer Lake Library	(12)	-	-	0	0%
Rockrimmon Library	505,631	403,667	-	403,667	100%
Ruth Holley Library	397,454	438,671	453,309	(14,638)	-3%
Sand Creek Library	479,332	545,509	563,776	(18,267)	-3%
Ute Pass Library	427	0	-	0	100%
Calhan Library	66,979	76,741	100,575	(23,833)	-31%
Mobile Library Services	439,692	449,838	470,512	(20,674)	-5%
The Hall @ PPLD	73,539	1,000	-	1,000	100%
<b>Administration</b>	<b>12,251,251</b>	<b>15,448,642</b>	<b>14,670,414</b>	<b>778,229</b>	<b>5%</b>
Chief Librarian and CEO Office	294,424	429,588	454,674	(25,086)	-6%
Support Services	<b>6,998,098</b>	<b>8,048,969</b>	<b>7,916,236</b>	<b>132,733</b>	<b>2%</b>
Support Services Administration	32,072	180,525	145,789	34,735	19%
Human Relations Office	699,466	854,138	910,114	(55,976)	-7%
Facilities	<b>3,816,972</b>	<b>4,070,474</b>	<b>3,872,174</b>	<b>198,300</b>	<b>5%</b>
Facilities - District-wide	1,094,037	1,133,100	1,164,500	(31,400)	-3%
Facilities - Penrose Library	359,383	370,728	386,012	(15,284)	-4%
Facilities - East Library	228,606	245,429	261,958	(16,529)	-7%
Facilities - Library 21c	533,314	516,523	543,569	(27,046)	-5%
Facilities - Utilities / Rents	1,601,632	1,804,694	1,516,135	288,559	16%
Information Technology	2,065,080	2,425,683	2,451,379	(25,697)	-1%
Strategy and Innovation	384,508	518,149	536,780	(18,631)	-4%
Security	1,223,457	1,769,998	1,833,853	(63,856)	-4%
Finance Office	1,361,134	1,649,550	1,686,008	(36,457)	-2%
Communications Office	<b>1,323,019</b>	<b>1,526,934</b>	<b>1,537,226</b>	<b>(10,292)</b>	<b>-1%</b>
Communications	985,428	1,020,326	1,105,283	(84,957)	-8%
Patron Experience	90,894	311,464	322,166	(10,701)	-3%
Multi-Cultural	246,698	195,144	109,777	85,366	44%
Development Office	368,011	367,638	189,018	178,620	49%

2025 Changes to TOTAL EXPENDITURE BUDGET					
	2023 ACT	2024 EST	2025 OAB	Changes	% Change
Interdepartmental	683,109	1,655,965	1,053,399	602,566	36%
Interdepartmental - Other	683,109	1,655,965	1,053,399	602,566	36%
<b>ATTRITION SAVINGS</b>	-	-	-	-	0%
<b>UNDESIGNATED</b>	<b>30,847,350</b>	<b>36,098,446</b>	<b>36,029,918</b>	<b>68,528</b>	<b>0%</b>
Designated Funds (less Capital Outlay)	918,341	1,518,905	858,841	660,064	43%
<b>DESIGNATED (less Capital Outlay)</b>	<b>918,341</b>	<b>1,518,905</b>	<b>858,841</b>	<b>660,064</b>	<b>43%</b>
<b>TOTAL GENERAL FUND</b>	<b>31,765,691</b>	<b>37,617,350</b>	<b>36,888,759</b>	<b>728,592</b>	<b>2%</b>
<b>General Fund Designated Funds - Capital Outlay</b>					
Designated Fund Equipment	11,139	-	-	0	0%
<b>GENERAL FUND DESIGNATED FUNDS-CAPITAL OUTLAY</b>	<b>11,139</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Special Revenue Fund</b>					
Designated Purpose Fund - High Prairie	-	-	-	0	0%
<b>SPECIAL REVENUE FUND-CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Capital Fund</b>					
Capital Reserve- Facilities	1,108,723	867,566	2,455,206	(1,587,640)	-183%
Capital Reserve-Communications	8,193	13,375	-	13,375	100%
Capital Reserve- Security	330,366	395,886	-	395,886	100%
Capital Reserve- Information Tech (IT)	696,372	237,980	866,953	(628,973)	-264%
Capital Reserve- Video Studio	-	-	-	0	0%
Capital Reserve- Strategy & Innovation	-	10,593	-	10,593	100%
<b>DELAY OF CAPITAL PROJECTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>CAPITAL FUND-CAPITAL OUTLAY</b>	<b>2,143,653</b>	<b>1,525,400</b>	<b>3,322,159</b>	<b>(1,796,759)</b>	<b>-118%</b>
<b>Self-Insurance Fund</b>					
Self-Insured Medical	2,940,853	3,366,517	3,608,858	(242,341)	-7%
<b>SELF INSURANCE FUND</b>	<b>2,940,853</b>	<b>3,366,517</b>	<b>3,608,858</b>	<b>(242,341)</b>	<b>-7%</b>
<b>2025 BUDGET</b>	<b>36,861,336</b>	<b>42,509,268</b>	<b>43,819,776</b>	<b>(1,310,508)</b>	<b>-3%</b>



## Changes to Operating Budget

2025 Changes to OPERATING BUDGET					
	2023 ACT	2024 EST	2025 OAB	Changes	% Change
<b>General Fund</b>					
<b>Public Services</b>	<b>6,029,580</b>	<b>6,099,795</b>	<b>6,310,173</b>	<b>(210,378)</b>	<b>-3%</b>
<b>Public Services Administrative</b>	<b>5,668,128</b>	<b>5,750,977</b>	<b>5,952,478</b>	<b>(201,501)</b>	<b>-4%</b>
Public Services Administration	1,121	63,352	59,400	3,952	6%
Collection Management	-	-	-	0	0%
Collection Management - Library Materials	5,626,086	5,457,328	5,767,278	(309,950)	-6%
Regional History and Genealogy	27,164	144,070	65,500	78,570	55%
Adult Education	13,756	86,228	60,300	25,928	30%
<b>Programming Administration</b>	<b>247,070</b>	<b>234,091</b>	<b>243,433</b>	<b>(9,341)</b>	<b>-4%</b>
<b>Branch Administration</b>	<b>114,382</b>	<b>114,726</b>	<b>114,262</b>	<b>464</b>	<b>0%</b>
Branch Administration	25,237	16,000	16,000	0	0%
Penrose Library	11,471	10,500	10,500	0	0%
East Library	5,783	20,000	20,000	0	0%
Library 21c	9,746	20,031	18,500	1,531	8%
Cheyenne Mountain Library	11,970	5,500	5,500	0	0%
Fountain Library	4,954	4,500	4,500	0	0%
High Prairie Library	1,362	1,362	1,362	0	0%
Manitou Springs Library	3,129	6,850	6,850	0	0%
Monument Library	5,047	4,850	4,850	0	0%
Old Colorado City Library	3,879	4,425	4,200	225	5%
Palmer Lake Library	(12)	-	-	0	0%
Rockrimmon Library	3,978	3,500	-	3,500	100%
Ruth Holley Library	6,618	3,500	3,500	0	0%
Sand Creek Library	8,283	6,574	6,500	74	1%
Ute Pass Library	427	0	-	0	100%
Calhan Library	722	68	-	68	100%
Mobile Library Services	11,637	6,065	12,000	(5,935)	-98%
The Hall at PPLD	150	1,000	-	1,000	100%
<b>Administration</b>	<b>5,915,753</b>	<b>8,150,195</b>	<b>6,851,640</b>	<b>1,298,555</b>	<b>16%</b>
Chief Librarian and CEO Office	11,958	32,870	44,010	(11,140)	-34%
Support Services	<b>4,192,247</b>	<b>4,911,187</b>	<b>4,618,674</b>	<b>292,513</b>	<b>6%</b>
Support Services Administration	-	45,000	5,500	39,500	88%
Human Relations Office	111,744	213,791	197,487	16,304	8%
Facilities	<b>2,922,082</b>	<b>3,206,341</b>	<b>2,977,835</b>	<b>228,505</b>	<b>7%</b>
Facilities - District-wide	1,094,037	1,133,100	1,164,500	(31,400)	-3%
Facilities - Penrose Library	75,255	87,000	92,500	(5,500)	-6%
Facilities - East Library	60,463	71,300	81,700	(10,400)	-15%
Facilities - Library 21c	90,695	110,246	123,000	(12,754)	-12%
Facilities - Utilities / Rents	1,601,632	1,804,694	1,516,135	288,559	16%
Information Technology	1,138,045	1,411,763	1,401,951	9,812	1%
Strategy and Innovation	20,377	34,292	35,900	(1,608)	-5%
Security	57,437	94,048	99,000	(4,952)	-5%

2025 Changes to OPERATING BUDGET					
	2023 ACT	2024 EST	2025 OAB	Changes	% Change
<b>General Fund</b>					
Finance Office	679,109	770,832	776,405	(5,574)	-1%
Communications Office	<b>437,113</b>	<b>500,253</b>	<b>475,000</b>	<b>25,253</b>	<b>5%</b>
Communications	334,025	411,166	475,000	(63,834)	-16%
Patron Experience	-	-	-	0	0%
Multi-Cultural	103,088	89,086	-	89,086	100%
Development Office	153,633	185,040	-	185,040	100%
Interdepartmental	384,256	1,655,965	838,551	817,414	49%
<b>UNDESIGNATED</b>	<b>11,945,333</b>	<b>14,249,989</b>	<b>13,161,812</b>	<b>1,088,177</b>	<b>8%</b>
Designated Funds	716,034	1,331,934	682,385	649,549	49%
<b>DESIGNATED</b>	<b>716,034</b>	<b>1,331,934</b>	<b>682,385</b>	<b>649,549</b>	<b>49%</b>
<b>TOTAL GENERAL FUND</b>	<b>12,661,366</b>	<b>15,581,923</b>	<b>13,844,197</b>	<b>1,737,726</b>	<b>11%</b>
<b>Self-Insurance Fund</b>					
Self-Insured Medical	1,035,676	1,192,346	1,212,953	(20,607)	-2%
<b>SELF INSURANCE FUND</b>	<b>1,035,676</b>	<b>1,192,346</b>	<b>1,212,953</b>	<b>(20,607)</b>	<b>-2%</b>
<b>TOTAL OPERATING BUDGET</b>	<b>13,697,043</b>	<b>16,774,269</b>	<b>15,057,150</b>	<b>1,717,119</b>	<b>10%</b>

## Changes to Personnel Budget

2025 Changes to PERSONNEL BUDGET					
	2023 ACT	2024 EST	2025 OAB	Changes	% Change
<b>General Fund</b>					
<b>Public Services</b>	<b>12,566,519</b>	<b>14,550,008</b>	<b>15,049,331</b>	<b>(499,323)</b>	<b>-3%</b>
<b>Public Services Administration</b>	<b>2,057,006</b>	<b>3,264,569</b>	<b>3,378,776</b>	<b>(114,207)</b>	<b>-3%</b>
Public Services Administration	132,377	187,328	193,921	(6,594)	-4%
Collection Management	1,448,811	1,602,390	1,658,536	(56,146)	-4%
Regional History and Genealogy	85,441	707,341	731,795	(24,454)	-3%
Adult Education	390,377	767,511	794,524	(27,013)	-4%
<b>Programming Administration</b>	<b>1,521,523</b>	<b>1,419,929</b>	<b>1,472,304</b>	<b>(52,374)</b>	<b>-4%</b>
<b>Branch Administration</b>	<b>8,987,991</b>	<b>9,865,510</b>	<b>10,198,252</b>	<b>(332,742)</b>	<b>-3%</b>
Branch Administration	612,355	643,080	665,590	(22,510)	-4%
Penrose Library	1,278,177	1,436,732	1,577,454	(140,722)	-10%
East Library	1,485,208	1,680,814	1,737,213	(56,399)	-3%
Library 21c	1,322,796	1,537,655	1,809,945	(272,290)	-18%
Cheyenne Mountain Library	466,680	502,618	519,562	(16,944)	-3%
Fountain Library	350,762	403,037	416,390	(13,353)	-3%
High Prairie Library	239,653	385,004	397,796	(12,792)	-3%
Manitou Springs Library	313,077	394,462	487,303	(92,841)	-24%
Monument Library	553,663	554,266	572,835	(18,569)	-3%
Old Colorado City Library	434,382	433,124	447,993	(14,869)	-3%
Palmer Lake Library	-	-	-	-	0%
Rockrimmon Library	501,654	400,167	-	400,167	100%
Ruth Holley Library	390,836	435,171	449,809	(14,638)	-3%
Sand Creek Library	471,049	538,934	557,276	(18,341)	-3%
Ute Pass Library	-	-	-	0	0%
Calhan Library	66,257	76,673	100,575	(23,901)	-31%
Mobile Library Services	428,055	443,772	458,512	(14,739)	-3%
The Hall @ PPLD	73,389	-	-	0	0%
<b>Administration</b>	<b>6,335,498</b>	<b>7,298,448</b>	<b>7,818,774</b>	<b>(520,326)</b>	<b>-7%</b>
Chief Librarian and CEO Office	282,466	396,718	410,664	(13,945)	-4%
Support Services	<b>2,805,850</b>	<b>3,137,782</b>	<b>3,297,562</b>	<b>(159,780)</b>	<b>-5%</b>
Support Services Administration	32,072	135,525	140,289	(4,765)	-4%
Human Relations Office	587,722	640,347	712,627	(72,280)	-11%
Facilities	<b>894,890</b>	<b>864,133</b>	<b>894,338</b>	<b>(30,205)</b>	<b>-3%</b>
Facilities - Penrose Library	284,129	283,728	293,512	(9,784)	-3%
Facilities - East Library	168,143	174,129	180,258	(6,129)	-4%
Facilities - Library 21c	442,619	406,277	420,569	(14,292)	-4%
Information Technology	927,035	1,013,920	1,049,428	(35,508)	-4%
Strategy and Innovation	364,131	483,857	500,880	(17,022)	-4%
Security	1,166,019	1,675,949	1,734,853	(58,904)	-4%
Finance Office	682,025	878,719	909,602	(30,884)	-4%
Communications Office	<b>885,906</b>	<b>1,026,682</b>	<b>1,062,226</b>	<b>(35,544)</b>	<b>-3%</b>
Communications	651,403	609,160	630,283	(21,123)	-3%
Patron Experience	90,894	311,464	322,166	(10,701)	-3%
Multi-Cultural	143,610	106,057	109,777	(3,720)	-4%
Development Office	214,378	182,598	189,018	(6,420)	-4%

2025 Changes to PERSONNEL BUDGET					
	2023 ACT	2024 EST	2025 OAB	Changes	% Change
<b>General Fund</b>					
Interdepartmental	298,853	-	214,848	(214,848)	
Interdepartmental - Other	298,853	-	214,848	(214,848)	
<b>ATTRITION SAVINGS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>UNDESIGNATED</b>	<b>18,902,017</b>	<b>21,848,456</b>	<b>22,868,105</b>	<b>(1,019,649)</b>	<b>-5%</b>
Designated Funds	202,307	186,971	176,456	(10,515)	-6%
<b>DESIGNATED</b>	<b>202,307</b>	<b>186,971</b>	<b>176,456</b>	<b>(10,515)</b>	<b>-6%</b>
<b>TOTAL GENERAL FUND</b>	<b>19,104,324</b>	<b>22,035,427</b>	<b>23,044,561</b>	<b>(1,030,164)</b>	<b>-5%</b>
<b>Self-Insurance Fund</b>					
Self-Insured Medical	1,905,177	2,174,171	2,395,906	221,734	10%
<b>SELF INSURANCE FUND</b>	<b>1,905,177</b>	<b>2,174,171</b>	<b>2,395,906</b>	<b>221,734</b>	<b>10%</b>
<b>TOTAL PERSONNEL BUDGET</b>	<b>21,009,501</b>	<b>24,209,599</b>	<b>25,440,467</b>	<b>(808,430)</b>	<b>-3%</b>

## Changes to Capital Outlay Budget

2025 Changes to CAPITAL OUTLAY BUDGET					
	2023 ACT	2024 EST	2025 OAB	Changes	% Change
<b>General Fund Designated Funds - Capital Outlay</b>					
Video Production Equipment	2,497	-	-	-	0%
IMLS Grant-IT Equipment	8,642	-	-	-	0%
<b>GENERAL FUND DESIGNATED FUNDS - CAPITAL OUTLAY</b>	<b>11,139</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Special Revenue Fund - Capital Outlay</b>					
Designated Purpose Fund - High Prairie	-	-	-	-	0%
<b>SPECIAL REVENUE FUND -CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Capital Fund - Capital Outlay</b>					
Capital Reserve- Facilities	1,108,723	867,566	2,455,206	1,587,640	183%
Capital Reserve-Communications	8,193	13,375	-	(13,375)	-100%
Capital Reserve- Security	330,366	395,886	-	(395,886)	-100%
Capital Reserve- Information Tech (IT)	696,372	237,980	866,953	628,973	264%
Capital Reserve- Video Studio	-	-	-	0	0%
Capital Reserve- Strategy & Innovation	-	10,593	-	(10,593)	-100%
Capital Reserve- CFO Contingency	-	-	-	0	0%
<b>CAPITAL FUND - CAPITAL OUTLAY</b>	<b>2,143,653</b>	<b>1,525,400</b>	<b>3,322,159</b>	<b>1,796,759</b>	<b>118%</b>
		*			
<b>TOTAL CAPITAL OUTLAY BUDGET</b>	<b>2,154,792</b>	<b>1,525,400</b>	<b>3,322,159</b>	<b>1,796,759</b>	<b>118%</b>

## Changes to Capital Outlay Detail

2025 CAPITAL OUTLAY DETAIL						
	2023 ACT	2024 EST	2025 OAB		\$ Variance	% Variance
<b>General Fund Designated Funds - Capital Outlay</b>						
Bookmobile - Lift Gate						
Bookmobile - Install Electric Desk						
Video Production Equipment	2,497					
Food Industry Training Equipment						
IMLS Grant-IT Equipment	8,642					
<b>TOTAL GENERAL FUND DESIGNATED FUNDS - CAPITAL OUTLAY</b>	<b>\$11,139</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>0%</b>
<b>Special Revenue Fund - Capital Outlay</b>						
<b>Designated Purpose Fund - High Prairie</b>						
Build Outdoor Pavilion						
Build Outdoor Play Space						
<b>TOTAL SPECIAL REVENUE FUND - CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>0%</b>

2025 CAPITAL OUTLAY DETAIL						
	2023 ACT	2024 EST	2025 OAB		\$ Variance	% Variance
<b>Capital Project Fund - Capital Outlay</b>						
<b>Capital Reserve- Facilities</b>						
<b>Bookmobile</b>						
Bookmobile Build	256,367					
	\$256,367	\$0	\$0		\$0	0%
<b>Calhan</b>						
	\$0	\$0	\$0		\$0	0%
<b>Cheyenne Mountain</b>						
CH Rusted Stub Out			5,100	FMP		
	\$0	\$0	\$5,100		\$5,100	
<b>District-wide</b>						
DW Concrete Replacement	6,380					
MO Auto Door Openers	7,500					
MO Older 2 Doors Front	3,764					
PA Auto Door Openers	3,731					
UT Install Solid Door	699					
DW Annual Roof Maintenance	15,255					
DW Annual Asphalt Maintenance	39,237					
Paint Facilities Van	4,200					
Vehicle Replacement	1,193					
Vehicles Replacement	43,360					
Contingency	117,015					
Furniture Contingency	1,448					
DW Concrete Replacement		8,060				
Window Screens		5,000				
Front Door Opener		-				
Contingency		5,159				
Concrete Replacement		3,436				
Roof Inspections		4,123				
Furniture-Contingency		5,545				



2025 CAPITAL OUTLAY DETAIL						
	2023 ACT	2024 EST	2025 OAB		\$ Variance	% Variance
DW HVAC Controller Replacement			200,000 *			
CA Deferred Maintenance Repair And Repaint Damaged Ceiling			5,916	FMP		
HI Chrome Ceiling Fan Blades (H)			606 *	FMP		
Replace All Staff Chairs on Public Desks and Staff Workstations			30,000 *			
RH&G Stand Desk for Digitization Lab						
DW Contingency			25,000 *			
	<b>\$243,782</b>	<b>\$31,322</b>	<b>\$261,522</b>		<b>\$230,200</b>	<b>735%</b>
<b>East</b>						
Parking Lot Consultant	2,304	576				
Security Operations Center	24,440					
Improvements Other Than Bldgs	14,920					
Contingency	1,570					
Contingency 2022	2,605					
EA Contingency		1,998				
Contingency		73,655				
Elevator Modernization		104,738				
Concrete Replacement			15,000 *			
Upgrade AMH to Include Sorting Capabilities						
EA Electrical Maintenance Main Switchboard			394,994	FMP		
Contingency			25,000 *			
	<b>\$45,840</b>	<b>\$180,967</b>	<b>\$434,994</b>		<b>\$254,027</b>	<b>140%</b>
<b>Fountain</b>						
FO (5) RTU's Replacement	17,243					
FO Remodel Staff Room	13,440					
FO Desk Replace - Adj Height	4,944					
FO (5) RTU Replacements		17,672				
FO Perform Disconnect Maintenance			36,261	FMP		
FO Sidwalk Crack Sealant						
	<b>\$35,627</b>	<b>\$17,672</b>	<b>\$36,261</b>		<b>\$18,589</b>	<b>105%</b>
<b>Library 21C</b>						
Seal Coat And Restripe	2,000					
Initial Irrigation Repairs/UPG	25,000					
Covert Tuff To Native Grass	75,396					
CM Meeting Room	9,675					
LI Auto Doors Venue	7,585					
LI ADA Ramp Venue	7,500					

2025 CAPITAL OUTLAY DETAIL						
	2023 ACT	2024 EST	2025 OAB		\$ Variance	% Variance
Improvements Other Than Bldgs	23,000					
Replace Desk-Children's Service	4,982					
2022 Contingency	60,255					
LI Fin/Fac Office Buildouts		5,305				
LI Contingency		525				
Water Main Reroute		143,000				
Circ Office Leak			20,000	*		
Landscaping Jamboree Southside Burn						
Mudjack Hillside by Chiller Yard			12,000	*		
Spare Circuit Breaker Turn-off			140,352	FMP		
Contingency			25,000	*		
	\$215,393	\$148,830	\$197,352		\$48,522	33%
<b>Manitou Springs - Carnegie</b>						
MA Furniture		20,795				
	\$0	\$20,795	\$0		(\$20,795)	-100%
<b>Monument</b>						
	\$0	\$0	\$0		\$0	0%
<b>Old Colorado City</b>						
OL Replace Carpet	3,100					
OL Tables&Chairs Repl Mt Rm	794					
OL Tables Chrg&Comp	10,132					
OL Staff Wall Correction		3,887				
OL Hvac Replacement/Upgrade		15,255				
Ol Tuck Pointing						
OL Caulk Seals on Elevator Glass			2,550	FMP		
Ol Lightpost Repair						
	\$14,026	\$19,142	\$2,550		(\$16,592)	-87%
<b>Palmer Lake</b>						
AC Unit						
PA Unisex Restroom ADA Compliance			15,300	FMP		
	\$0	\$0	\$15,300		\$15,300	
<b>Penrose</b>						
Add A/C To Network Closet	15,000					
Buildings	2,967					

2025 CAPITAL OUTLAY DETAIL						
	2023 ACT	2024 EST	2025 OAB		\$ Variance	% Variance
Buildings	19,278					
Replace Existing Park Mtr	27,518					
Chiller Replacement	55,000					
Adult Area Tables	5,000					
Tables & Chairs - Adults	11,007					
Service Point Chairs	2,636					
Contingency	157,089					
Land Improvement		84				
PE Shelving Security Updates		18,386				
PE Security Improvement-Fencing		5,000				
PE Security Improvement-Boulders		3,029				
Land Improvement		5,753				
Garage Door Replacement		14,919				
PE Security Improvement- Architect		2,589				
PE Signage		2,375				
PE Security Updates- Shelving		239				
Contingency		87,331				
Contingency 2022		7,779				
PE Fencing		7,508				
Buildings		1,532				
Programming Move To Hall		184				
PE Furniture Replacement		33,784				
Contingency		8,346				
PE Interior Remodel		250,000				
Special Collections Fire Supression			840,000 *			
Sound Treatment For Hall						
Electrical Outlets Northeast Side Of Mezzanine						
Elevator Modernization And Badging Capabilities						
Carnegie Catwalk Weatherproofing						
Painting Archives Room Carnegie						
Install Cover On Meter Sockets			480,445	FMP		
Façade Inspect/Design/Repair Exterior Wall			118,320	FMP		
Perform Maintenance On Electrical Panels Hall			6,630	FMP		
CEO Office Furniture Refresh			25,000 *			
Contingency			25,000 *			
	\$295,496	\$448,838	\$1,495,395		\$1,046,557	233%
<b>Rockrimmon</b>						
RO Public Restroom Improvement	666					
RO ADA Improvement Entry Way						

2025 CAPITAL OUTLAY DETAIL						
	2023 ACT	2024 EST	2025 OAB		\$ Variance	% Variance
<b>Ruth Holley</b>						
Adult Ed Adjustable Height Desk						
	\$0	\$0	\$0		\$0	0%
<b>Sand Creek</b>						
SA Staff Chairs	1,526					
SA Perform Panelboard Maintenance			6,732	FMP		
	\$1,526	\$0	\$6,732		\$6,732	
<b>Ute Pass</b>						
Painting Ute Pass						
	\$0	\$0	\$0		\$0	0%
<b>Total Capital Reserve- Facilities</b>	<b>\$1,108,723</b>	<b>\$867,566</b>	<b>\$2,455,206</b>		<b>\$1,587,640</b>	<b>183%</b>
<b>Capital Reserve-Communications</b>						
RHG & EA Signage	1,798					
CH Signage	4,395					
UT-Signage	2,000					
PE Signage Update		13,375				
PE Remodel Signs						
SA Exterior Sign						
Contingency						
EA Updating Median Sign						
UT Sign update						
PA Interior Signage						
DW Audio Visual Updates						
<b>Total Capital Reserve-Communications</b>	<b>\$8,193</b>	<b>\$13,375</b>	<b>\$0</b>		<b>(\$13,375)</b>	<b>-100%</b>
<b>Capital Reserve- Security</b>						
Security System	13,527					
Access Control	316,839					
Access Control		115,235				
Surveillance Cameras		100,000				
Equipment		5,364				
Access Control		19,239				
Security Contingency		1,283				

2025 CAPITAL OUTLAY DETAIL						
	2023 ACT	2024 EST	2025 OAB		\$ Variance	% Variance
Programming Gaming PCs		10,000				
ERATE Internet service for the District			330,000 *			
ERATE SmartNet technical support service for the district			78,953 *			
ERATE T-Mobile Hotspots			11,000 *			
Redundant Data Center Plus Storage Array						
Technology refresh for staff members (laptops, monitors, desktops)			133,000 *			
Technology refresh for patrons (includes laptops/monitors/desktops)			107,000 *			
UT - 1 Security Gate			17,000 *			
CA - 1 Security Gate			17,000 *			
FO - 1 Security Gate			17,000 *			
Security gate for Ute Pass			17,000 *			
ERATE 20 - 9300 Cisco Switches			56,000 *			
ERATE 15 Palo Alto Firewalls			80,000 *			
ERATE 10 APC UPS Devices			3,000 *			
ERATE New network switches and UPS devices						
ERATE - Network Switches/UPS devices						
Erate Meraki wireless access points (WAPs)						
Cabling For Infrastructure; Replacement & Repairs						
Wireless Erate, 2023 Project						
Telephone Switches (Phone Servers)						
IT Scan Pro (Zebra Printer)						
<b>Total Capital Reserve- Information Tech (IT)</b>	<b>\$696,372</b>	<b>\$237,980</b>	<b>\$866,953</b>		<b>\$628,973</b>	<b>264%</b>
<b>Capital Reserve- Strategy &amp; Innovation</b>						
3D Scanners		80				
Equipment Initiatives		4,628				
Equipment Replacement		3				
New Maker Kits		1,000				
Equipment Replacement		2,708				
Contingency		2,174				
(3) GoPro Hero 12's						
(2) Z30 Cameras						
Contingency Funds						
<b>Total Capital Reserve- Strategy &amp; Innovation</b>	<b>\$0</b>	<b>\$10,593</b>	<b>\$0</b>		<b>(\$10,593)</b>	<b>-100%</b>

<b>Capital Reserve-CFO Contingency</b>						
CFO Contingency (for emergency use)						
<b>Total Capital Reserve- CFO Contingency</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>
<b>TOTAL CAPITAL PROJECT FUND - CAPITAL OUTLAY</b>	<b>\$2,143,653</b>	<b>\$1,525,400</b>	<b>\$3,322,159</b>		<b>\$1,796,759</b>	<b>118%</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$2,154,792</b>	<b>\$1,525,400</b>	<b>\$3,322,159</b>		<b>\$1,796,759</b>	<b>118%</b>
<b>DELAY OF CAPITAL PROJECTS</b>	<b>-</b>	<b>-</b>			<b>-</b>	<b>0%</b>
<b>CAPITAL OUTLAY</b>	<b>2,154,792</b>	<b>1,525,400</b>	<b>3,322,159</b>		<b>1,796,759</b>	<b>218%</b>

## Departmental Overviews

### Administration

Administration includes the Office of the Chief Librarian and CEO consists of the Chief Librarian, Executive Assistant to the Chief Librarian, Deputy Chief Librarian, and Internal Communications and Special Projects Manager. Under supervision of the Board of Trustees, the office supports the District's mission by formulating and implementing short and long-range goals in alignment with the District's Strategic Plan. The office has responsibility for assuring the integrity and excellence of customer service, community engagement, and the use of District staff, collections, and resources through the direction of all library operations and has responsibility for establishing budgets and ensuring effective and efficient management practices throughout the District.

### Adult Education

PPLD's Adult Education program provides a variety of learning opportunities for adults in the community. Adult Education educational has opportunities for students wishing to obtain a GED by providing classes to increase the skills and knowledge to pass the tests. Also provided are classes to English Language learners through classroom instruction. Conversational skills classes and Pathway to Citizenship classes are also offered throughout the district. Additionally, the Strategic Services Librarians provide services, workshops, classes, and resources in the subject areas of Legal Resources, Business Resources, Nonprofit Resources and the Career Navigator assists patrons wishing to obtain or improve employment. Adult Education also coordinates NorthStar Digital Literacy classes.

### Branches

The Branches department oversees the operations of 16 facilities and three Mobile Library Services vehicles which provide library services across 2,070 square miles of El Paso County. aim to provide patrons with a positive experience that will impact their lives by providing resources that help to engage and transform their experience.

### Collection Management

Collection Management functions include selection, ordering, cataloging, and processing of materials for the PPLD Collection; administration and optimization of the library system software and related services or products; and coordination of District-wide circulation processes and supplies. Interlibrary Loan is also part of Collection Management and has a separate budget. The largest portion of the Collection Management budget is designated for collection materials.

### Communications

The Communications office works to unify and strengthen PPLD's brand to ensure cohesion, consistency, and accountability. It strives to increase awareness, understanding, and use of the Library's resources, services, and facilities. It fosters strong engagement and input from community members and entities to position the Pikes Peak Library District as a key asset, partner, and thought leader in the community and of library systems.

## **Development**

The Development office oversees fundraising efforts for the District, operates the PPLD Foundation, and acts as liaison between the Library District and the Friends of the Pike Peak Library District.

## **Facilities**

The Facilities department is responsible for operations, maintenance, and repair of buildings, grounds, and utility infrastructure for the district's 15 library locations. The department also oversees contracts and providers for services including janitorial, carpet cleaning, HVAC and elevator maintenance, and grounds maintenance, and manages internal courier service, mailing, and lease agreements. The team is also responsible for the fleet of Library vehicles and acquisition and maintenance of all furniture and facility-related equipment, and plays a major role in planning and management of the District's annual capital projects.

## **Finance**

The Finance Office is critical to fulfilling the provisions of both the Strategic Plan and the Mission Statement, be it community, resources, innovation/creativity, service, internal staff, accountability or in impacting individuals and building community. Finance helps keep the daily operations ongoing by paying our vendors and employees. Finance also ensures our accounting is in order, meets statutorily enforced reporting deadlines, and provides business advice and information to help guide sound decisions by Library management.

## **Human Resources**

Human Resources ensures fair pay, compliant with Equal Pay for Equal Work Act Objective. HR also oversees recruitment and retention, identifies skill deficiencies in our staff and develops our staff to be top performers, and provides high quality employee relations support, and creates an intentional culture in the areas of EDI, ADA, and staff accountability.

## **Interlibrary Loan**

Interlibrary Loan service provides a way for El Paso County residents of the PPLD to obtain library resources throughout the state of Colorado, United States and Canada. PPLD requests materials from, and supplies materials to, other libraries according to principles and procedures established in the Interlibrary Loan Code for the United States.

## **Information Technology**

IT is split into two work groups: Infrastructure and End User Services. Infrastructure oversees development of IT architecture and improving cybersecurity. The End User Services team maintains all equipment and software used by patrons and Library staff.

## **Programming**

Programming focuses on planning and coordinating services and programs for patrons of all ages in our community. The department includes librarians who specialize in different age groups and Equity, Diversity, and Inclusion efforts in our programming. They are responsible for large programs such as Summer Adventure for kids and teens, All Pikes Peak Reads, Mountain of Authors, Winter Adult Reading Program, Human Library, and more.



## **Public Services**

Public Services consists of Programming, Branches, and supports the District's mission through strategic leadership in system-wide public services operations and services; integrates services, collection, and technology to meet the diverse needs of the entire community; ensures that intellectual freedom remains at the forefront of all services and that the District provides the broadest possible access to information and resources.

## **Regional History and Genealogy**

The Regional History and Genealogy provides our local region with access to a wide range of historic materials that support our community in connecting with their past. Staff care for and preserve the historic resources reflecting the Pikes Peak region community and engage the community to connect the history of the region with residents.

## **Security**

The Security department ensures public and staff safety and enforcement of library policies, procedures, rules, and regulations. They work closely with the IT department to identify and install upgrades to security systems across the District that are outdated and/or in need of repair.

## **Strategy & Innovation**

Through data, evaluation, collaboration, and creative problem-solving, Strategy & Innovation uses a district-wide perspective to help optimize resources and to equip staff to shape the future of library services and meet community needs.