

VIRTUAL MEETING (ZOOM)

Call in: 1-253-215-8782 or 1-312-626-6799 or 1-669-900-6833 or 1-346-248-7799
Meeting ID: 867 7654 8192
Passcode: 569086

REGULAR MEETING OF THE BOARD OF TRUSTEES

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- IV. REPORTS
 - A. Friends of the Pikes Peak Library District Report (Rita Jordan) *Five minutes* (p. 2)
 - B. Pikes Peak Library District Foundation Report (Lance James) *Five minutes* (p. 3)
 - C. Financial Report: July 2023 (Randy Green) *Ten minutes* (p. 4)
 - D. Public Services Report (Tammy Sayles) *Five minutes* (p. 12)
 - E. Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Safety, Security, and Community Resources Report (p. 25)
 - F. Chief Librarian's Report (Teona Shainidze-Krebs) *Five minutes* (p. 46)
 - G. Board Reports
 - 1. Governance Committee *Five minutes*
 - 2. Internal Affairs Committee *Five minutes*
 - 3. Public Affairs Committee *Five minutes*
 - 4. Liaison comments
 - 5. Trustee comments
- V. BUSINESS ITEMS
 - A. Consent Items
 - Consent items shall be acted upon as a whole unless a specific item is called for discussion. Any item called for discussion shall be acted upon separately as "New Business".*
 - 1. Minutes of the July 19, 2023 Board of Trustees meeting (p. 55)
 - B. DECISION 23-8-1: 2022 Annual Comprehensive Financial Report (ACFR) (R. Green) (p. 59)
 - C. DECISION 23-8-2: 2024 Employee Benefit Program Renewal (H. Laslie) (p. 214)
 - D. DECISION 23-8-3: 2023 CEO Goals (p. 221)
- VI. 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>

Friends of the Pikes Peak Library District AUGUST 2023 Report

The focus of the Board in July has been on two upcoming events - the all-day Strategic Retreat on Saturday, August 26 at Penrose House and Latina Voices on Saturday, September 30 at Library 21c.

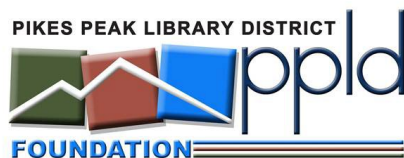
Sales for July	(Gross)	
	Amazon	\$1,240
	eBay	\$5,946
	Web storefront	\$170
	East Bookstore	\$3,603
	Library 21C	\$1,888
	Penrose	\$522
	Children's Book Sale	\$490
TOTAL SALES		\$13,859

The Children's Book Sale during the Summer Reading Party at East Library was a hive of activity. We sold just shy of 1,000 books.

Donations are coming in regularly; we have approximately 500 boxes of books, media, etc. on hand for the October Sale. Note: A good-sized sale starts with 600 or so boxes.

Friends had an unfortunate injury situation in the East Bookstore on July 20th that resulted in one volunteer being sent to the ER for evaluation and another volunteer being dismissed. Security footage of the accident and the ensuing investigation revealed that the dismissed volunteer reacted inappropriately on several fronts, including failing to follow established procedures. An incident report has been filed by East's Security Department. Lance James, Karen Goates (PPLD's Volunteer Coordinator), and Michael Brantner (Chief Security Officer) were apprised.

Rita Jordan, President
Friends of the Pikes Peak Library District



REPORT

Received \$20,000 grant from El Paso County's Community Development Block Grant program to address accessibility issues at Fountain Library

Received \$9252.50 grant from Can'd Aid (Ball Foundation) for recycling equipment and training at Cheyenne Mountain Library

Received Night at the Library fundraiser corporate sponsorships from Gold Hill Mesa, Hancock Commons, and Nor'wood Property Management

Received 121 gifts totaling \$9,813 in support of the Spring direct mail and digital campaigns during July 2023

Submitted T. Rowe Price Foundation 2022 Peer Navigator grant report

Submitted Gerald Erikson Foundation grant application for large print books and sensory kits

Submitted Firehouse Subs Public Safety Campaign Foundation grant application in support of AED equipment replacement

Held PPLD Foundation Board of Directors quarterly meeting

Held PPLD Foundation Development and Finance Committee meetings

Attended Friends of the Pikes Peak Library District monthly board meeting



July 31, 2023
Monthly Financial Report

Board of Trustees Meeting
August 16, 2023



Monthly Financial Report - PPLD (as a whole)
As of July 31, 2023

	<u>Revised Annual Budget</u>	<u>Year to Date Activity as of July 31, 2023</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>REVENUES</u>				
Property Taxes (1)	33,821,549	33,195,333	33,117,628	(77,705)
Specific ownership taxes	3,500,000	2,041,667	2,015,406	(26,261)
Total Taxes	37,321,549	35,236,999	35,133,034	(103,966)
Intergovernmental - E-Rate	503,506	0	0	0
Intergovernmental - AEFLA	84,002	63,002	57,189	(5,812)
Intergovernmental - State Grant	171,706	171,706	171,706	0
Intergovernmental - RHG	57,912	33,782	36,357	2,575
Intergovernmental - IECLE	95,005	71,254	63,043	(8,211)
Intergovernmental - Capital Restricted	35,798	0	0	0
Intergovernmental - CVRF	0	0	0	0
Fines and fees	67,500	39,375	53,596	14,221
Interest income	38,250	22,313	687,678	665,365
Donations/fundraising	230,000	115,000	268,411	153,411
Employee contributions	612,143	357,083	281,008	(76,076)
Other Operating- Copy sales	45,225	26,381	18,390	(7,991)
Other Operating - Parking lot collections	10,050	5,863	9,521	3,658
Other Operating- Miscellaneous	4,523	2,638	34,568	31,930
Total Operating Revenue	1,955,620	908,396	1,681,466	773,070
Total Revenue	39,277,169	36,145,396	36,814,500	669,104
<u>EXPENDITURES</u>				
Personnel Expense	24,617,174	14,434,211	12,622,426	1,811,785
Operating Expense	14,360,312	8,712,284	6,715,998	1,996,285
Capital Outlay	4,656,376	1,463,790	920,626	543,165
Total Expenditures	43,633,862	24,610,286	20,259,050	4,351,235
Net Impact to Fund Balance	(4,356,693)	11,535,110	16,555,449	5,020,339
Beginning Fund Balance (2)	15,355,346	15,355,346	15,355,346	0
Ending Fund Balance (Projected)	10,998,653	26,890,456	31,910,795	5,020,339

(1) Includes Interest on Taxes and Payment in Lieu of Taxes

(2) Projected for 2022. After restricted funds are removed, before cashflow reserves are removed



Monthly Financial Report - GENERAL FUND

As of July 31, 2023

		Year to Date Activity as of July 31, 2023		
	<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES				
Property Taxes	30,792,356	30,222,226	30,138,076	(84,150)
Specific ownership taxes	3,500,000	2,041,667	2,015,406	(26,261)
Total Taxes	34,292,356	32,263,893	32,153,481	(110,411)
Intergovernmental	912,131	339,743	328,295	(11,449)
Donations/fundraising	230,000	115,000	268,411	153,411
Fines and fees	67,500	39,375	53,596	14,221
Other Operating	98,048	47,632	719,464	671,832
Total Operating Revenue	1,307,679	541,750	1,369,766	828,015
Total Revenue	35,600,035	32,805,643	33,523,247	717,604
EXPENDITURES				
Library Services	11,668,929	6,772,351	6,009,658	762,693
West Region	3,494,194	2,016,282	1,875,464	140,819
Southeast Region	3,555,497	2,062,706	1,774,174	288,532
North Region	3,239,909	1,869,573	1,713,287	156,285
Total Public Services Expenditures	21,958,530	12,720,912	11,372,582	1,348,329
Support Services	12,890,704	7,746,505	6,380,706	1,365,798
Intergovernmental	208,777	121,853	229,064	(107,211)
Designated Funds	367,175	214,185	286,719	(72,534)
Total Operating Expenditures	13,466,656	8,082,543	6,896,490	1,186,053
Total Expenditures	35,425,186	20,803,455	18,269,072	2,534,383
Net Impact to Fund Balance	174,849	12,002,188	15,254,175	3,251,987
Beginning Fund Balance*	10,151,900	10,151,900	10,151,900	0
Ending Fund Balance (Projected)	10,326,749	22,154,088	25,406,075	3,251,987



Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL (1 of 2)

As of July 31, 2023

	<u>Revised Annual Budget</u>	<u>Year to Date Activity as of July 31, 2023</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
General Fund				
Public Services	136,287	78,673	75,026	3,647
Adult Services	753,964	435,501	403,291	32,209
Family and Children Services	838,183	484,506	465,599	18,907
Regional History and Genealogy	718,306	414,778	391,683	23,095
Creative Services	551,372	318,580	254,525	64,055
Knights of Columbus Hall	74,464	42,966	42,171	795
Young Adult Services	491,333	283,879	268,600	15,279
Adult Education	558,369	322,644	242,433	80,211
Collection Management	7,357,789	4,281,733	3,770,197	511,536
Equity, Diversity and Inclusion	188,862	109,091	96,134	12,957
LIBRARY SERVICES SUMMARY	11,668,929	6,772,351	6,009,658	762,693
West Region - Administration	273,546	157,916	156,293	1,623
Penrose Library	1,409,045	813,007	782,116	30,891
Cheyenne Mountain Library	513,050	296,034	264,177	31,857
Old Colorado City Library	468,926	270,562	256,218	14,343
Manitou Springs Library	315,784	182,221	175,072	7,149
Ute Pass Library	34,690	20,032	127	19,905
Mobile Library Services	479,154	276,511	241,460	35,051
WEST REGION SUMMARY	3,494,194	2,016,282	1,875,464	140,819
Southeast Region - Administration	354,182	215,455	213,989	1,465
East Library	1,718,241	991,461	850,590	140,871
Fountain Library	460,551	265,756	199,364	66,392
Ruth Holley Library	456,329	263,310	230,887	32,423
Sand Creek Library	566,195	326,725	279,343	47,381
SOUTHEAST REGION SUMMARY	3,555,497	2,062,706	1,774,174	288,532
North Region Administration	127,326	73,585	34,512	39,074
Library 21c	1,536,653	886,702	786,082	100,620
High Prairie Library	406,491	234,540	231,956	2,584
Calhan Library	74,487	42,982	38,975	4,007
Monument Library	579,122	334,141	326,487	7,654
Palmer Lake Library	500	292	(12)	304
Rockrimmon Library	515,330	297,331	295,288	2,043
NORTH REGION SUMMARY	3,239,909	1,869,573	1,713,287	156,285
LIBRARY SERVICES SUMMARY	10,289,601	5,948,561	5,362,924	585,636
PUBLIC SERVICES SUMMARY	21,958,530	12,720,912	11,372,582	1,348,329



Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL (2 of 2)

As of July 31, 2023

		Year to Date Activity as of July 31, 2023		
	<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
General Fund				
Administration	321,639	185,963	151,516	34,446
Human Relations Office	829,754	480,112	395,362	84,750
Finance Office	1,403,197	1,078,547	1,031,702	46,845
Facilities	4,606,201	2,681,231	2,115,731	565,500
Security	1,299,459	750,145	692,666	57,479
Communications Office	1,335,866	773,661	665,200	108,461
Information Technology Office	2,740,135	1,591,305	1,142,381	448,924
Development Office	354,452	205,541	186,147	19,394
SUPPORT SERVICES	12,890,704	7,746,505	6,380,706	1,365,798
Interdepartmental	208,777	121,853	229,064	(107,211)
GENERAL FUND - UNDESIGNATED	13,099,481	7,868,358	6,609,771	1,258,587
Designated Funds	367,175	214,185	286,719	(72,534)
Total Designated	367,175	214,185	286,719	(72,534)
TOTAL GENERAL FUND	35,425,186	20,803,455	18,269,072	2,534,383



Monthly Financial Report - CAPITAL PROJECTS FUND (CIP)

As of July 31, 2023

		Year to Date Activity as of July 31, 2023		
	<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES				
Designated Funds - Capital	(35,798)	0	0	0
Total Revenue	(35,798)	0	0	0
EXPENDITURES				
Capital Fund- Facilities	2,104,219	789,082	715,052	74,030
Capital Fund-Communication	71,329	20,380	6,395	13,985
Capital Fund- IT	2,338,880	633,447	189,977	443,470
Capital Fund- Video Studio	50,407	0	0	0
Capital Fund- Creative Services	55,744	0	0	0
Total Expenditures	4,620,578	1,442,908	911,424	531,485
Net Impact to Fund Balance	(4,656,376)	(1,442,908)	(911,424)	531,485
Beginning Fund Balance*	5,103,754	5,103,754	5,103,754	0
Ending Fund Balance (Projected)	447,378	3,660,846	4,192,330	531,485



Monthly Financial Report - SELF-INSURANCE FUND (SIF)

As of July 31, 2023

		Year to Date Activity as of July 31, 2023			
		<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES					
Property Taxes	3,029,193	2,973,107	2,979,552	6,446	
Employee contributions	612,143	357,083	281,008	(76,076)	
Other Revenue	0	0	443	443	
Total Revenue	3,641,336	3,330,190	3,261,003	(69,187)	
EXPENDITURES					
Personnel Expense	3,298,098	2,123,744	1,078,554	1,045,190	
Operating Expense	290,000	240,178	0	240,178	
Total Expenditures	3,588,098	2,363,922	1,078,554	1,285,368	
Net Impact to Fund Balance	53,238	966,268	2,182,449	1,216,181	
Beginning Fund Balance*	99,692	99,692	99,692	0	
Ending Fund Balance (Projected)	152,930	1,065,960	2,282,141	1,216,181	



2023 Budget
Budget Reconciliation

		General Fund	Capital Fund	Self- Insurance Fund	TOTAL BUDGET
REVENUE:					
December 7, 2022	2023 OAB Budget Ratification	\$35,600,035	\$35,798	\$3,641,336	\$39,277,169
	TOTAL REVENUE	\$35,600,035	\$35,798	\$3,641,336	\$39,277,169
EXPENDITURES:					
December 7, 2022	2023 OAB Budget Ratification	\$35,667,371	\$1,000,000	\$3,588,098	\$40,255,469
January 18, 2023	2023 OAB Budget Adjustment #1	(\$242,185)			(\$242,185)
February 15, 2023	2023 OAB Budget Adjustment #2		\$3,620,578		\$3,620,578
	TOTAL EXPENDITURES	\$35,425,186	\$4,620,578	\$3,588,098	\$43,633,862
	Net Change in Fund Balance	\$174,849	(\$4,584,780)	\$53,238	(\$4,356,693)
	<i>Projected</i> Beginning Fund Balance	\$4,651,900	\$5,103,754	\$99,692	\$9,855,346
	<i>Projected</i> Ending Fund Balance	\$4,826,749	\$518,974	\$152,930	\$5,498,653

Public Services Report July 2023

Compliments

Facebook Recommendation on a local group: The library!!! We love Ms. Allison (Presley) and all the toddler/kids programming here. During the summer there's outdoor storytime (at High Prairie) on Thursdays at 9:30 and 10:30 (we're usually at the 10:30), but during the school year, there's toddler time on Tuesdays and storytime on Thursdays.

Southeast Region

Access

Fountain worked with a local church group to create a standing early morning reservation for an early morning bible study group in the meeting room. This group had been using this space for many years

A father and his teenage daughter came and recorded multiple songs in Studio 916 at Sand Creek Library. The father played the guitar while his daughter sang and recorded her work. Staff received feedback from the patron about how to encourage young folks musically.

Communications

High Prairie and Calhan staff partnered with the El Paso County Fair to offer a Storytime and craft each weekday. Books were selected by the Calhan staff and read by the El Paso County Fair Queen during Queen's Corner. Following the reading, staff lead a craft project for attendees. There were about 75 attendees throughout the week. In exchange for the craft PPLD is offered a full-page ad in the fair booklet.

Monuments [page](#) through the Tri-Lakes Chamber of Commerce was updated.

High Prairie was voted "Winner of 2023 Neighborhood Faves" by local Nextdoor users.

Community Connections

This summer, East Library hosted District 11 for another successful year of serving summer lunches. During Summer Adventure, from June 1st through July 28th, School District 11 provided 5,594 free lunches to kids and teens ages 0-18. This program is funded by the USDA.

Monument staff attended Monument's Street Festival on July 4th. They interacted with close to 1200 people.

Monument staff talked to over 45 people at the Tri-Lakes Cares Customer Appreciation Event. The Tri-Lakes Friends also donated over 60lbs of books this month to Tri-Lakes Cares for distribution from their pantry.

High Prairie attended the Back to School Night at Meridian Ranch Elementary School. Library 21c hosted an outreach table at Operation Homefront's "Back to School Brigade" event in the Venue.

Fountain attended the Fountain Fort Carson School District 8 Backpack Bash at the Fountain Valley YMCA. High Prairie attended the Vista Ridge Highschool Backpack Bash. Sand Creek attended the COSILoveYou Backpack Bash at Panorama Park

Physical and Virtual Spaces

Palmer Lake installed a new front door badging system that is also ADA compliant. Now the courier and staff can get into the building by badging in rather than using a physical key. Palmer Lake was also struck by lightning on July 20th. The front door, the copier kiosk, and one of the staff computers stopped working after the strike. Security, IT, and Facilities were able to get everything working again quickly.

Side railings were removed from the Sand Creek front entrance doors. This change increased access to the ADA push button and reduced incidents of patrons blocking the entrance with bicycles and scooters.

Monument purchased two bike locks for patrons to checkout. The property manager also recently replaced the old bike rack outside the building.

Staff

Calhan Library Supervisor Liz Phillips and Tween Librarian Christa Funke provided the CALLI cohort with a presentation on team building.

West Region

Access

Penrose Library staff gave a tour to a Lutheran Family Services group of nine young adult ESL learners. They were also treated to new library cards and Summer Adventure registrations, as staff assisted with translation. Drew Goter (Adult Education) also presented information about PPLD's Adult Education resources.

"I was able to help two teens who were not comfortable with English make library cards during [the] tour... every single one of them seemed so excited to learn about all the resources and materials we have in our district."

At Cheyenne Mountain Library, Ulli Cookson helps facilitate the Paws to Read program. Even if kids are not yet comfortable reading aloud, Ulli will encourage them to tell the dogs stories anyway. Staff do a great job engaging the library's youngest patrons and making them feel welcome in the library.

Communications

During July, Mobile Library Services elevated the community's awareness of the library district by participating in thirteen outreach events during which we reached 803 patrons. The events included the Money Museum, Space Foundation, US Olympic and Paralympic and Pro Rodeo Hall of Fame Discount Days, concerts at Banning Lewis as well as First and Main, Trylax Clinic at John Stone Park, East and Fountain Summer Adventure parties, TESSA Back to School BBQ and the Para ti Mujer Health Fair. the Pikes Peak or Bust Rodeo Parade. Additionally, we were in the Pikes Peak or Bust and Monument's 4th of July parades (estimated 50,000 impressions).

Community Connections

From June- August Mobile Library Services partnered with PPLD's Communications team to provide Discount Days at local museums. During Discount Day events, library cardholders received a special discounted museum admission by showing their library card or card number.

They reached 275 people during these events and had the opportunity to share PPLD's resources as well as introduce them to local museums.

With the hard work and dedication of the Ruth Holley Team, monumental gains were made in their Summer Adventure registrations this year with 493 registrants, which exceeding their 2022 registration number, and surpassed their goal of 450.

Old Colorado City Library staff worked with Adult Services to host two intergenerational activities offered through the City of Colorado Springs' Trails, Open Space and Parks Program (TOPS): an Animal Adaptations program at Old Colorado City Library and a Paleontology Hike in Red Rocks Canyon Open Space. Registration for the hike filled up immediately on the first day, and during the hike, City Park Ranger Wesley Hermann gave an excellent overview of the geology and paleontology of the Pikes Peak Region.



West Region Family & Childrens Services staff hosted the Steve Weeks concert for children on the lawn of the Carnegie Library in Manitou. Despite the slow start due to rain, 105 people attended to listen to music, dance, and color the sidewalks with chalk.

Physical and Virtual Spaces

Rockrimmon Library was closed due to flooding from excessive rain from June 22nd to July 3rd. July 5th saw a soft opening with full services. Summer Adventure programs resumed on July 10th. Building management is assessing what can be done to mitigate the chances of flooding in the future. Coincidentally, a water heater above the Family Bathroom failed which resulted in damage to the drywall. PPLD Facilities is working to repair the room.

Old Colorado City Library's teen space now features a new video gaming station with a flat screen tv, a PS4 and a Switch! Teen patrons have been enjoying the new video gaming station and staff are delighted to hear the sounds of enthusiastic teens socializing and playing together once again.

After a year of planning, Ute Pass Library has been rearranged. With the help of Facilities and IT Departments, the main library area and Children's Room have more space, allowing for better workflow for staff. In addition, the DVD collection was doubled- the most popular collection at Ute Pass.

Adult Education

Access: PPLD is an access point for everyone to engage with resources, services, and spaces as they choose.

Accountability: PPLD is accountable to all stakeholders through fiscal responsibility, continuous evaluation, and by sharing findings with the public.

Communications: PPLD invests in and elevates community awareness of its resources, services, and spaces.

Community Connections: PPLD builds community through relationships and partnerships to connect people to relevant resources, services, and spaces.

Deya Rohe, Career Navigator, has made some great connections with Pikes Peak State College and Skills Academy to learn more about their programs and use as an additional resource for our community.

Physical and Virtual Spaces: PPLD provides equitable access to physical and virtual spaces in safe and inclusive environments.

Staff: PPLD values, trusts, and invests in staff.

Adult Services

Access

On July 19, Heidi Buljung worked with Communications to announce the 2023 All Pikes Peak Reads title *The Girls Who Stepped Out of Line: Untold Stories of the Women Who Changed the Course of World War II*, by Mari K. Eder (US Army Retired). Heidi Buljung scheduled Mari Eder for several speaking engagements in October, including a keynote address on Saturday, October 7 at 3pm in the Venue at Library 21c.

As a part of the announcement, PPLD also announced the Americans and the Holocaust exhibit coming to East Library in September and October. This year's APPR title compliments the exhibit. As such, Heidi Buljung and Melissa Mitchell did several interviews with local media including [The Gazette](#) and [Fox 21 Loving Living Local](#).



Accountability

Katie Edson and Janina Goodwin worked with Finance to reconcile the 2019-2022 El Pomar Grant funds and roll leftover funds into the database account to pay for increases in the costs of databases.

Communications

Bryan Matthews worked with Keith Simon at radio station KCME 88.7 to promote Adult Services performance programs. Programs highlighted on the two-minute Culturezone and PSA segments were Mountain of Authors, Manitou Springs Library Lawn Concert series, Shakespeare in the Park series, and the Palmer Lake Library Lawn Concert series.

Community Connections

Bryan Matthews worked with Karin Swengel and the staff at Manitou Springs Library, to coordinate, schedule, and present yet another successful series of Library Lawn Concert programs on the grounds of the Carnegie library. There were seven concerts with an average of 200 attendees per concert. The Manitou Music Foundation provided support for the concerts by paying for one of the concerts and providing extra funds directly to the larger bands. Bryan

worked with Meredith Moore to schedule three concerts at Palmer Lake in August, and that concert series was featured in an [article](#) in the local Monument/Palmer Lake newspaper.

Physical and Virtual Spaces

Katie Edson provided 1:1's to over 10 people and multiple groups who were seeking support using nonprofit resources. All patrons who request a 1:1 appointment are met with in the Robert Hilbert Nonprofit Resource Center and utilize the Dell touchscreen monitor. One of these appointments was to work with a staff member who needed assistance, being new to a board of directors.

Staff

On July 18, Heidi Buljung and Deb Hamilton provided a training about conducting Reference Interviews for staff throughout PPLD. Over 40 staff participated in the training.

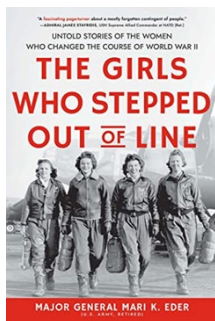
Deb Hamilton worked with Trent Templeton (East Library), Matt McNulty (Penrose Library), and Caitlyn Zimmer (Cheyenne Mountain Library) to develop procedures and rules for responding the inmate mail reference requests. Deb built a libguide to house the procedures, rules, letter templates and commonly used resources. The guidelines will go into effect on August 1.

Collection Management

Access

July numbers

- Collection Management received 420 boxes of new materials for the Collection
- 7,649 items and 991 magazines were added to the Collection
- Over 1,800 new titles were cataloged
- 345,654 physical items were checked out from the Libraries
- 253,886 eBooks, eAudios, and eMagazines were checked out from OverDrive/Libby
- The Interlibrary Loan (ILL) team received 2,739 requests (borrowing materials from and lending materials to other library systems)



All Pikes Peak Reads (APPR) materials were added to the catalog and prepared for circulation. The Materials Assistants sent 300 copies of *The Girls that Stepped Out of Line* to the Libraries to be ready for the official announcement.

Accountability

Numerous Collection Management staff attended the 2nd quarter materials budget meeting to review expenditures on library materials and adjust relevant funds.

The decision was made to delay the release of the Integrated Library System (ILS) request for proposal until February 2024, so staff will have adequate time to evaluate replies and onsite demonstrations.

The ILS Administrator streamlined the process to obtain turnover figures for library materials. Turnover rate indicates how often each item in a collection was used, relative to the size of the collection. [Definition of Terms – Library Research Service \(Irs.org\)](#)

Communications

The ILS Team finessed the new Key Performance Indicators report, adding usage data for CulturePass as well as program attendance.

The Interlibrary Loan manual was updated, shared with ILL staff, and added to the ILL SharePoint page. The Interlibrary Loan Manual provides information on processes and procedures for new ILL staff or PPLD staff that want to learn about ILL.

Community Connections

Several staff assisted with an impromptu tour of Collection Management for visitor Dennis Hisey, of Representative Doug Lamborn's office.

The ILS Analyst spent a day in the Lobby Stop Van, learning the planning involved for each stop and experiencing the depth of patron interaction the MLS staff provide.

Several staff met with Colorado public library peer groups focused on collection development, circulation, and collection management.

Physical and Virtual Spaces

After a final consultation in July with the vendor, shelf tops will soon be arriving to complete unfinished shelving at Library 21C.

Staff

Compliments

- Amanda is a resourceful employee who always goes the extra yard to help me and I'm sure other patrons. She's addressed every problem I've ever presented and always provided a solution. She is courteous, thoughtful, resourceful, intelligent, and above all always there for the patron.
- Thanks so much for your quick response, Krista. As always, enjoy my library not only for its resources but for the excellent staff.

The Circulation Services Coordinator and Interlibrary Loan Manager attended an online bed bug training hosted by the National Library of Medicine. There was a substantial list of resources provided as well as information on procedures and discussion from participants.

Two catalogers attended "De-biasing Dewey," a training where participants learned about efforts to revise problematic call numbers and subject headings.

Creative Services

Access

Creative Services and Young Adult Services planned and led a weeklong Maker Camp for teens at East Library. Nine students learned how to use the 3D printers, laser cutter, and sewing machines, with a session at the end to put their new skills to work on a project of their choosing.

Dustin Booth has taken on regular shifts at Studio916 to help have more studio availability. He is also training at Studio21c.

Accountability

Becca Cruz attended the Research Institute for Public Libraries, a conference focused on data and evaluation in public libraries.

Scott Crum has completed the refresh of Safety Data Sheets needed for items in the makerspaces.

Communications

Sarah Holland and Ben Dahlby made edits to the Spanish translation of the Laser Badging Video before sending it out for further review by other staff who speak Spanish.

Community Connections

Jennifer Eltringham brought the Mobile Earth and Space Observatory to East Library, which attracted 337 attendees who viewed the sun through solar telescopes and learned about gravity, infrared light, and spectrometry from local science educators. She also organized a final class on soldering taught by a high school student from the local robotics and tech entrepreneurial program Monumental Impact. Nine students of varying ages came to Library 21c to learn how to create a soldered circuit.

Scott Crum proctored a ServSafe Food Manager test for a manager of a new restaurant.

As part of Creative Services' work with the national organization, Library Makers, Jennifer Eltringham and Becca Cruz began leading small groups of newly recruited Ambassadors who are helping to expand the organization.

Staff

Sarah Holland completed the online and in-person CPI training courses.

Diversity, Equity, and Inclusion Service

Access

EDI staff met with patron Jack to provide support in learning how to set up his systems Cochlear implants to utilize the PPLDs (Pikes Peak Library District) ELibrary services, i.e., audiobooks and movies.

Accountability

EDI department purchased several accessible ADA items such as button hook & zipper pull, pencil/pen grips and a lap table which were requested by our patrons, specifically individuals in our library explorers' program.

Communications

EDI staff attended the Independence Center annual ADA Fest-ABLE, which celebrates the passage of the Americans with Disabilities Act (ADA) in an interactive, and accessible way, it was also an opportunity to provide information about the library resources for individuals with disabilities. We were able to connect with 48 individuals attending the events that were mobile challenged and individuals with ASL and their interpreters. We also met with the specialist for the disability game controllers who will teach our department how to use the current ADA accessible gaming equipment

Community Connections

The EDI department attended the Silver Key Senior Summit Outreach at the Antlers Hotel to provide information and resources to patrons in the community. We provided PPLD information

to 362 community members. We made connections with local organizations to provide additional classes for our aging community and connected with a local artist that specializes in ADA for veterans who will work with PPLD for Comic Con outreach.

Physical and Virtual Spaces

EDI is working with PPLD facilities on reviewing any latest information from the City of Fountain on the accessible Parking project for the Fountain Library.

Family and Children's Services

Community Connections

Family & Children's Services throughout the district attended Backpack Bashes in Monument, Library 21c, and Panorama Park this month. We provide information to help students succeed in the new school year, such as database resources and information on PowerPass.

Family & Children's Services represented PPLD at the PBS Funfest at Panorama Park on July 8. We had kid games and PPLD literature reaching 1025 people.

Joy Fleishhacker spoke to Christian Home Educators of Colorado (CHEC) Outreach Director, Kashia Davis, about PPLD resources, programs, and services offered to homeschoolers. The conversation also focused on the history of the homeschool committee and PPLD's continued commitment to focus on providing services to our homeschool community. Through a follow up email from Ms. Davis, she states "Thank you again for spending some time with me. I watched your videos too. The resources your library provides makes me wish I lived in the Pikes Peak Library district! J And Homeschool 101 was so informative! I have a meeting with Douglas County Libraries next week to share everything you and I discussed. I am hoping to bring a little of the magic you created to other libraries!"

Physical and Virtual Spaces

Evan Childress and Melody Alvarez hosted graduations for LENA Start families from the Summer 2023 cohort. Two virtual sessions were offered with 24 families graduating from the program. In-person graduations celebrate the hard work families do over the 8-week program, and 67 people combined attended the evening/afternoon graduations.

Family & Children's Services offered four Summer Adventure celebrations throughout the district. This year we had two parties and two summer concerts featuring Steve Weeks. Over 1200 patrons attended the East district party at George Fellows Park. This year we had a special area for tweens, where they had face painting and learned how to juggle. Children had fun in the obstacle course, played with Switchback's mascot, Ziggy, and all families had fun petting animals from Wishing Star Farm, learning about the Ghostbuster's, viewing the inside of various city vehicles at the vehicle petting zoo, and more!



FCS Staff

Staff

Christa Funke attended a two-day training for CALLI (Colorado Association of Libraries Leadership Institute) hosted at the Basalt Regional Library. The first day, all the members of the cohort presented their group projects on different aspects of leadership. Christa's group chose teambuilding, discussing the importance of teambuilding, how to foster it as a leader, and Christa contributed practical teambuilding exercises, including having the attendees work in groups to try to keep balloons in the air. Other topics included diversity in hiring, building culture, the effects of moral injury on library workers, ways and reasons to advocate in libraries, and change ready leadership. The first part of the second day was spent with a panel of leaders from different libraries (mostly from the Western Slope) answering some tough questions about what it means to have influence, how to foster commitment, how to be a positive leader, learning from mistakes, taking risks, the importance of diversity and inclusion, and having a vision. The second part of the day was an unconference where the group selected four topics and each participant chose which topics were of interest to them. Christa participated in discussions on burnout (recognizing and avoiding it) and sustainability, especially when it comes to staff and resources.

Regional History & Genealogy

Community Connections: Jamie Wagner hosted the Photovoice/We Have a Story. The week-long class was taught by instructor, Brian Tryan, on digital photography, and included 4 workshops to improve their photography skills. Participants take photos for a few weeks and then Jamie will conduct an oral history interview with each, resulting in an exhibit that will begin to travel to six branches in September.

Staff also hosted three virtual genealogy classes, two Genealogy Basics classes and one Vital Records class.

Young Adult Services

Access

PPLD had a successful Summer Adventure program this year. It ended on July 31 with 14,319 children and teen registrations and 5,213 completions, logging at least 30 days of reading, being creative, or being active. Teen registrations were 2,036 and teen completions were 615. By the end of Summer Adventure (July 31), we had a slight increase (2%) over enrollments through the same date in 2022. That means that 36% of those who enrolled and got the registration book prize also finished the program. While Summer Adventure is officially over, we will have a grace period until August 12 (final statistics will be calculated after that).

Date	Total Enrollment 2021	Total Enrollment 2022	Total Enrollment 2023	Percent of 2021	Percent of 2022
July 31st	9566	14043	14319	150%	102%

Date	Enrollment 0-12 2021	Enrollment 0-12 2022	Enrollment 0-11 2023 *	Percent of 2021	Percent of 2022
July 31st	7673	11692	11530	150%	99%

* In 2023, we moved 12-year-olds to the teen-age bracket

Cathy Wood led the Learn to Crochet: Amigurumi Sasquatch class series at Library 21c. There were eight attendees for three classes. At the start, none of them knew how to crochet. By the final day, they learned the techniques necessary to create a crochet stuffed animal, including the single crochet stitch, crocheting in the round, counting stitches, reading a crochet pattern, weaving in tails, slip stitch, and more. As the sessions progressed, the teens were able to chat with one another as they worked, and some plan to stay in touch after the program ended.

Community Connections

Larissa Powers and Heidi Buljung (Adult Services) kicked off the All Pikes Peak Writes fiction writing competition. Submissions were collected from over 90 participants and are judged in age categories of 12-18, 19-24, and 25+. Staff judges review each story and grade it on a rubric, and winners of each category win gift cards and have their stories collected in an anthology.

Staff

Danielle Seltenright and Hannah Zwahlen (Cheyenne Mountain Library) met with Colorado State Library staff Cristy Moran and Kate Brunner to talk about the Intergenerational Life Size Game Night program that was developed by Young Adult Services and executed by Cheyenne Mountain Library. The state library was interested in hearing more as they develop their own intergenerational programming ideas as well as workshops and training on breaking silos in the library space and building community among library users of all ages.

2022 Circulation by Facility Summary	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	23157	14899	20847	17796	20170	22815	22738	0	0	0	0	0	142422
Mobile Libraries Total	8716	4742	9215	8227	8598	8066	8494	0	0	0	0	0	56058
Calhan	1392	1433	1463	1427	1472	1492	1487	0	0	0	0	0	10166
Cheyenne	21449	20825	23522	21321	21140	23269	21998	0	0	0	0	0	153524
Fountain	11317	11543	12214	11260	10001	11856	11428	0	0	0	0	0	79619
High Prairie	23830	22587	25658	22253	23769	26662	24598	0	0	0	0	0	169357
Holley	13603	12915	15072	13391	13898	14181	13865	0	0	0	0	0	96925
Manitou	2635	2209	2475	2155	2135	2157	1872	0	0	0	0	0	15638
Monument	23967	21865	25521	22875	23609	26244	26055	0	0	0	0	0	170136
Old Colorado City	7371	8101	10096	8800	9282	9787	9002	0	0	0	0	0	62439
Palmer Lake	974	940	1095	754	1302	1282	1039	0	0	0	0	0	7386
Rockrimmon	23420	21239	24346	20589	21822	18812	20651	0	0	0	0	0	150879
Sand Creek	12702	11514	13706	10900	12991	12835	12274	0	0	0	0	0	86922
Ute Pass	1516	1470	1691	1582	1249	1561	1562	0	0	0	0	0	10631
Senior Van	1551	750	1198	1115	1152	1187	1372	0	0	0	0	0	8325
Bookmobiles	7165	3992	8017	7112	7446	6879	7122	0	0	0	0	0	47733
East	88958	83708	96630	85452	89223	97868	96820	0	0	0	0	0	638659
Library 21c	62596	58947	67483	59704	64071	72064	71087	0	0	0	0	0	455952
Parenting	243	187	204	180	182	208	206	0	0	0	0	0	1410
Total Physical Materials	327846	299124	351238	308666	324914	351159	345176	0	0	0	0	0	2308123

YTD CIRC Comparison	2023	2022	% Change
Penrose **	142422	163230	-12.7%
Mobile Libraries Total	56058	59740	-6.2%
Calhan	10166	12815	-20.7%
Cheyenne	153524	158113	-2.9%
Fountain	79619	74066	7.5%
High Prairie	169357	157739	7.4%
Holley	96925	108602	-10.8%
Manitou	15638	15011	4.2%
Monument	170136	173640	-2.0%
Old Colorado City	62439	67361	-7.3%
Palmer Lake	7386	6533	13.1%
Rockrimmon	150879	170199	-11.4%
Sand Creek	86922	88690	-2.0%
Ute Pass	10631	13490	-21.2%
Senior Van	8325	9615	-13.4%
Bookmobiles	47733	50125	-4.8%
East	638659	643067	-0.7%
Library 21c	455952	440367	3.5%
Parenting	1410	1136	24.1%
Total Physical Materials	2308123	2353799	-1.94%

Current Month Comparison CIRCULATION	2023	2022	% Change
Penrose	22738	23982	-5.2%
Mobile Libraries Total	8494	8227	3.2%
Calhan	1487	1685	-11.8%
Cheyenne	21998	23885	-7.9%
Fountain	11428	11097	3.0%
High Prairie	24598	24272	1.3%
Holley	13865	15961	-13.1%
Manitou	1872	2150	-12.9%
Monument	26055	26212	-0.6%
Old Colorado City	9002	9380	-4.0%
Palmer Lake	1039	1429	-27.3%
Rockrimmon	20651	25570	-19.2%
Sand Creek	12274	13280	-7.6%
Ute Pass	1562	1735	-10.0%
Senior Van	1372	1308	4.9%
Bookmobiles	7122	6919	2.9%
East	96820	99846	-3.0%
Library 21c	71087	69264	2.6%
Parenting	206	195	5.6%
Total Physical Materials	345176	358170	-3.63%

Circulation Report By Facility July 2023

Current Month Comparison VISITORS	2023	2022	% Change
Penrose **	21133	19377	9.1%
Mobile Libraries Total	3172	3420	-7.3%
Calhan	570	519	9.8%
Cheyenne	11685	8812	32.6%
Fountain	5717	5200	9.9%
High Prairie	9527	6676	42.7%
Ruth Holley	9105	7079	28.6%
Manitou	4131	3288	25.6%
Monument	9351	8485	10.2%
Old Colorado City	6281	5475	14.7%
Palmer Lake	366	683	-46.4%
Rockrimmon	12706	11455	10.9%
Sand Creek***	5329	8601	-38.0%
Ute Pass	870	934	-6.9%
The Hall	260	243	7.0%
East	36256	29189	24.2%
Library 21c	31864	30817	3.4%
TOTAL	168323	150253	12.0%
Special Collections	809	946	-14.5%

** Penrose Library closed February 18 - 28; April 10 and 14 - 17, 2023

*** Sand Creek Library closed part or all day for plumbing issues on April 13, 15, 20, 22, 26, 2023

*** Rockrimmon Library closed for water damage from June 22, 2023, opening for curbside service on July 30, 2023 and reopening July 10, 2023

Kit totals were incorrect from February through May. All reports have been corrected, and the totals in MTD and YTD have been updated to reflect the corrected data.

2023 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	250474	229778	270038	237808	249734	273355	268479	0	0	0	0	0	1779666
DVD	56307	49999	58888	50670	54176	55051	54343	0	0	0	0	0	379434
CD Music	6673	6523	6710	6304	6115	6361	6210	0	0	0	0	0	44896
CD Book	6958	5891	7349	6704	7122	7594	7721	0	0	0	0	0	49339
Playaway	3765	3491	4371	3714	4184	4812	4539	0	0	0	0	0	28876
Kit*	1473	1438	1582	1363	1335	1555	1474	0	0	0	0	0	10220
Video Games	2196	1932	2201	2020	2154	2333	2320	0	0	0	0	0	15156
Discovery Kits	0	72	99	83	94	98	90	0	0	0	0	0	536
TOTAL Physical Items	327846	299124	351238	308666	324914	351159	345176	0	0	0	0	0	2308123
													0
ILL	1149	1219	1486	1390	1327	1315	1536	0	0	0	0	0	9422
CyberShelf-OverDrive	246312	218039	242975	232484	237911	237836	247228	0	0	0	0	0	1662785
eReader	2	1	2	2	2	1	1	0	0	0	0	0	11
Hot Spots	68	54	75	67	65	65	53	0	0	0	0	0	447
Cameras & Equipment	57	53	61	77	61	80	70	0	0	0	0	0	459
													0
TOTAL STATE Circ	575434	518490	595837	542686	564280	590456	594064	0	0	0	0	0	3981247
Freegal Music	5794	5025	5420	4579	5314	4768	4523	0	0	0	0	0	35423
Freeding	109	92	124	49	86	95	104	0	0	0	0	0	659
DVD Player	114	63	70	25	32	34	42	0	0	0	0	0	380
Hoopla	3631	3638	3675	3359	3917	3311	3261	0	0	0	0	0	24792
Comics	636	647	624	566	778	569	627	0	0	0	0	0	4447
Kanopy	3007	2836	3078	2682	2754	2893	3046	0	0	0	0	0	20296
													0
CLC	6985	6527	7367	6824	7055	7545	7183	0	0	0	0	0	49486
Laptop Use	377	225	466	322	480	344	350	0	0	0	0	0	2564
Active Users	199682	198125	198166	199602	201006	202449	203989	0	0	0	0	0	1403019

Monthly Circ by Format			
	2023	2022	Change
Print	268479	275341	-2%
DVD	54343	59212	-8%
CD Music	6210	6422	-3%
CD Book	7721	8150	-5%
Playaway	4539	4814	-6%
Kit*	1474	1658	-11%
Video Games	2320	2548	-9%
Discovery Kits	90	25	260%
TOTAL Physical Items	345176	358170	-3.63%
ILL	1536	1230	25%
CyberShelf-OverDrive	247228	228389	8%
eReader	1	5	
Hot Spots	53	76	-30%
Cameras & Equipment	70	59	19%
Total e-materials	247282	228470	8%
Freegal Music	4523	5034	-10%
Freeding	104	121	-14%
DVD Player	42	41	2%
Hoopla	3261	2991	9%
Comics (included in Hoopla)	627	461	36%
Kanopy	3046	2998	2%
CLC	7183	6142	17%
Laptop Use	350	164	113%
Active Users	203989	202776	1%

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Rockrimmon Library closed for water damage from June 22, 2023, opening for curbside service on July 30, 2023 and reopening July 10, 2023

* Kit totals were incorrect from February through May. All reports have been corrected, and the totals in MTD and YTD have been updated to reflect the corrected data.

MTD Total	2023	2022	Change
January	575434	546420	5%
February	518490	499412	4%
March	595837	578679	3%
April	542686	537810	1%
May	564280	540277	4%
June	590456	586297	1%
July	594064	587929	1%
August		595485	-100%
September		554320	-100%
October		552444	-100%
November		541154	-100%
December		527011	-100%

YTD Total	2023*	2022	Change
January	575434	546420	5%
February	1093924	1045832	5%
March	1689761	1624511	4%
April	2232447	2162321	3%
May	2796727	2702598	3%
June	3387183	3288895	3%
July	3981247	3876824	3%
August		4472309	-100%
September		5026629	-100%
October		5579073	-100%
November		6120227	-100%
December		6647238	-100%

Circulation Report By Item Type July 2023

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Penrose *	13,428	8,229	13,411	9,453	11,564	13,766	12,943						82,794
Mobile Libraries	5,368	3,078	6,437	5,562	5,803	5,251	5,689						37,188
Calhan	815	890	929	776	885	846	887						6,028
Cheyenne	13,475	13,051	14,448	12,924	12,554	15,039	13,429						94,920
Fountain	7,073	6,496	7,346	6,592	4,950	7,525	6,598						46,580
High Prairie	14,712	13,525	15,530	12,732	13,881	16,645	14,106						101,131
Ruth Holley	8,114	7,488	8,904	7,934	7,690	8,534	8,200						56,864
Manitou Springs	1,596	1,401	1,523	1,284	1,389	1,285	1,112						9,590
Monument	14,739	13,494	15,649	13,617	14,716	16,816	15,684						104,715
Old Colorado City	5,031	5,043	6,364	5,353	5,482	6,127	5,371						38,771
Palmer Lake	577	614	644	457	841	676	619						4,428
Rockrimmon ***	14,497	13,061	14,901	12,268	13,089	10,634	13,250						91,700
Sand Creek **	7,404	6,922	7,795	5,899	7,200	7,466	7,022						49,708
Ute Pass	1,001	866	1,054	1,001	737	961	945						6,565
Senior Van	1,178	673	965	895	901	960	1,124						6,696
East	53,107	48,226	56,180	47,636	51,366	58,364	54,953						369,832
Library 21c	37,622	34,232	39,804	33,487	37,380	44,426	41,123						268,074
Total	199,737	177,289	211,884	177,870	190,428	215,321	203,055	0	0	0	0	0	1,375,584

YTD CIRC Comparison	2023	2022	% Change
Penrose *	82,794	93,621	-11.6%
Mobile Libraries	37,188	37,940	-2.0%
Calhan	6,028	7,641	-21.1%
Cheyenne	94,920	98,970	-4.1%
Fountain	46,580	44,875	3.8%
High Prairie	101,131	94,483	7.0%
Ruth Holley	56,864	64,769	-12.2%
Manitou Springs	9,590	9,245	3.7%
Monument	104,715	106,273	-1.5%
Old Colorado City	38,771	41,430	-6.4%
Palmer Lake	4,428	4,161	6.4%
Rockrimmon***	91,700	105,631	-13.2%
Sand Creek**	49,708	52,554	-5.4%
Ute Pass	6,565	8,071	-18.7%
Senior Van	6,696	7,083	-5.5%
East	369,832	378,369	-2.3%
Library 21c	268,074	260,645	2.9%
Total Physical Materials	1,375,584	1,415,761	-2.8%

Current Month CIRCULATION Comparison by Facility	2023	2022	% Change
Penrose *	12943	13735	-5.8%
Mobile Libraries	5689	5334	6.7%
Calhan	887	1010	-12.2%
Cheyenne	13429	15039	-10.7%
Fountain	6598	6641	-0.6%
High Prairie	14106	14495	-2.7%
Ruth Holley	8200	9569	-14.3%
Manitou Springs	1112	1329	-16.3%
Monument	15684	15463	1.4%
Old Colorado City	5371	5851	-8.2%
Palmer Lake	619	881	-29.7%
Rockrimmon ***	13250	15903	-16.7%
Sand Creek **	7022	7910	-11.2%
Ute Pass	945	1116	-15.3%
Senior Van	1124	977	15.0%
East	54953	56939	-3.5%
Library 21c	41123	40866	0.6%
Total Physical Materials	203055	213058	-4.7%

Current Month e-materials & Summary	2023	2022	% Change
Overdrive	247228	228389	8.2%
eReaders	1	5	-80.0%
Hot Spots	53	76	-30.3%
Total e-materials	247282	228470	8.2%
ILL	1536	1230	24.9%
Cameras/Equip	70	59	18.6%
Physical Materials	203055	213058	-4.7%
Total Monthly Circ	451943	442817	2.1%

Current Month Comparison VISITORS	2023	2022	% Change
Penrose *	21133	19377	9.1%
Mobile Libraries	3172	3420	-7.3%
Calhan	570	519	9.8%
Cheyenne	11685	8812	32.6%
Fountain	5717	5200	9.9%
High Prairie	9527	6676	42.7%
Ruth Holley	9105	7079	28.6%
Manitou	4131	3288	25.6%
Monument	9351	8485	10.2%
Old Colorado City	6281	5475	14.7%
Palmer Lake	366	683	-46.4%
Rockrimmon ***	12706	11455	10.9%
Sand Creek**	5329	8601	-38.0%
Ute Pass	870	934	-6.9%
East	36256	29189	24.2%
21c	31864	30817	3.4%
The Hall at PPLD	260	243	7.0%
TOTAL Visitors	168323	150253	12.0%
Special Collections	809	946	-14.5%

Circulation without Renewals July 2023

* Penrose Library closed from February 18, 2023, reopening March 1, 2023
 ** Sand Creek Library closed part or all day for plumbing issues on April 13, 15, 20, 22, 26, 2023
 *** Rockrimmon Library closed for water damage from June 22, 2023, opening for curbside service on July 30, 2023 and reopening July 10, 2023

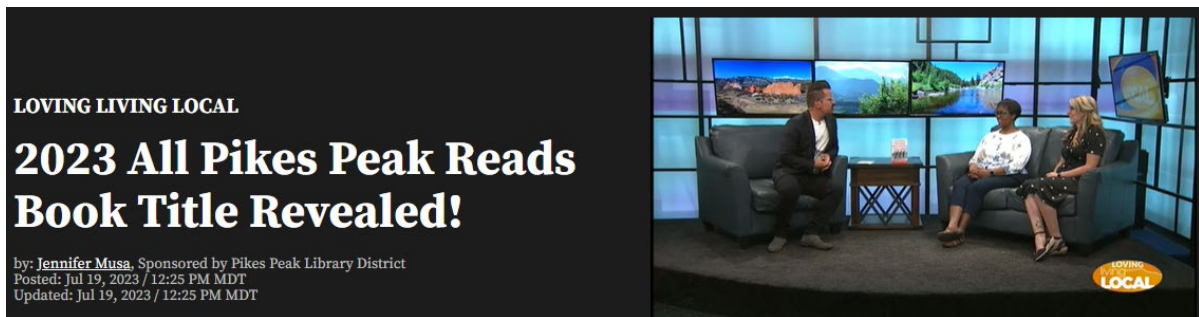
Kit totals were incorrect from February through May, 2023 . All reports have been corrected; the totals in MTD and YTD have been updated to reflect the corrected data.

Communications Department: Report for August 2023

NEWS COVERAGE

Total features and mentions:

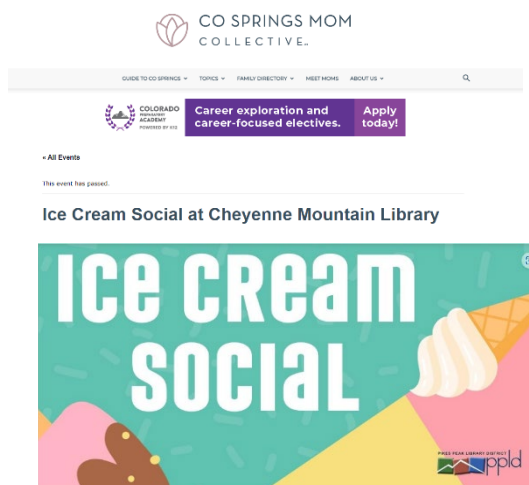
- **July 2023:** 93 hits
Year-to-date: 999
 - **Average per month:** 142
- The All Pikes Peak Reads title and Holocaust exhibit announcement was aired live on [Fox21's Loving Living Local](#), and appeared in five articles or news aggregates, including [KRDO](#), [CS Indy](#), and [The Gazette](#).



- [The Tribune](#) published an article in print and online about the Palmer Lake Village Green Concert Series.
- Culture Pass Discount Days appeared in an article from [Colorado Springs Mom Collective](#) and was aired twice on newscasts from [KOAA](#) (KOAA was specifically talking about the event at the U.S. Olympic and Paralympic Museum).
- Rockrimmon Library's reopening after the flooding appeared in three articles and four newscasts shared by [KRDO](#) (who also [published an article](#)), news aggregate sites, and [The Gazette](#).
- [The Gazette](#) shared a story about the "We Have a Story" project looking for the next group of participants for the upcoming segment, which appeared in one news aggregate as well.
- In this month's [Library Limelight Column with The Tribune](#), we shared about different ways PPLD connects our community with their surroundings.
- KRDO covered the naturalization ceremony at Library 21c in [one newscast](#) and [one article](#).
- CS Indy ranked PPLD as number three in their list of top startup resource business services (print).



- A few small but fun mentions include:



- Colorado Springs Mom Collective included a [blurb about our Ice Cream Socials](#) in their family events.
- A meeting about a Briargate development project hosted at Library 21c appeared in six articles or news aggregate postings, including [KOAA](#) and [The Gazette](#).
- Our library programs regularly show up in articles about local activities, events, entertainment, etc., and this month we had 15 mentions, including many mentions from [The Gazette](#), mentions from [KOAA](#), a mention from [Macaroni Kid](#), mentions from CS Indy (print), and a mention from [Colorado Virtual Library](#)
- [The Nearby Universe](#) shared a story about art featured in the Library 21c gallery.
- Colorado Springs Mom Collective has started mentioning libraries as a resource in more articles recently, including one about [ways to keep kids learning over the summer](#) and one about [stress management while leaving the house with kids](#).
- The gallery of art by foster kids, parents, and professionals moved to Penrose Library, where it was covered by Fox21 News in [two articles](#) (one aggregate) and [six newscasts](#).

**NOTE: The total figure above includes all tracked and/or known TV, print, online, and/or radio coverage by news outlet, including on-air mentions, print event listings, and stories that ran on multiple newscasts. It excludes online event listings not tracked by our monitoring service, in addition to unconfirmed radio features due to tracking limitations.*

DIGITAL MARKETING

Newsletter statistics (last month):

- **Number of email addresses targeted:** 128,370
- **Number of newsletters opened by recipients:** 56,640 (46.7% of recipients opened the newsletter)
- **Number of link clicks:** 5,465 (a 9.65% click rate)

PPLD.org website statistics (last month):

- **Most popular web pages**, besides the home page: ppld.org/library-21c
 - **July totals:**
 - 338,417 total pageviews
 - 204,287 sessions
 - 125,760 total users (new and existing users going to ppld.org)
 - 111,352 new users (users coming to ppld.org for the first time)

District-wide social media statistics (last month):

- **Facebook:**
 - **15,827 total followers** (main account – increase of 78 new followers)
 - **14,519 page likes** (increase of 80 likes)
 - **33,190 total followers** (For all other accounts combined; increase of 125 new followers)
 - **30,614 page likes**
 - **Main Account**
 - **69,071 post reach** – (increase of 7% over June) the number of times users saw our content)
 - **2,153 post engagement** – (the number of times users interacted with our content through reactions, comments, clicks, reposts, etc.)

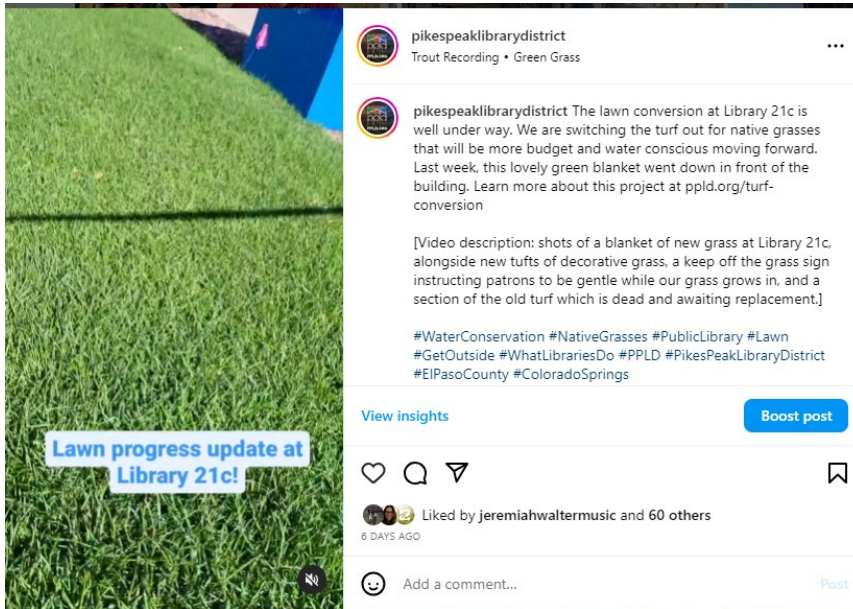
- 105 posts
- All other PPLD accounts combined
 - 55,227 post reach – (15.6% higher than June - the number of times users saw our content)
 - 7,544 post engagements – (13% higher than June - the number of times users interacted with our content through reactions comments, clicks, reposts, etc.)

This post from the Library 21c account was viewed 15,521 times receiving 377 engagements.



- **Instagram:**
 - **3,671 total followers** (main account – 25 new followers)
 - **598 total followers** (PPLD Teens)
 - **10,520 total reach** – (73% higher than June - the number of times our content was shown on Instagram)
 - **1,681 total engagement** – (the number of times people interacted with our content by liking, commenting, clicking, or swiping, etc.)
 - **98 posts / reels and 103 stories** (stories are content that disappears in 24 hours, appearing at the top of the user’s feed)

This Instagram post was viewed 1,119 times and received 65 engagements.



- **Twitter:**
 - **5,229 total followers**
 - **7,600 impressions** – (the number of times our content was shown to people on Twitter)
 - **177 engagements** - (the number of times people interacted with our content by liking, commenting, clicking, or swiping, etc.)
 - **205 profile visits/ 17 link clicks**
 - **51 tweets in July**
- **LinkedIn:**
 - **1,561 total followers** - (increase of 6 new followers)
 - **2,244 impressions** - (the number of times our content was shown to people on LinkedIn)
 - **91 engagements** – (the number of times people left a reaction, commented, shared, clicked on, or otherwise interacted with posts)
 - **7 posts in July**

This LinkedIn post was seen 259 times and received 14 interactions.



- **YouTube:**
 - **7,621 subscribers**
 - **35,719 monthly views**
 - **8,907,008 lifetime views**
- **Online video views:** 3,937 on Vimeo

OTHER MARKETING & PROMOTION

News & announcements

- The [All Pikes Peak Reads](#) title was announced
- The [Americans and the Holocaust](#) exhibit was announced

Promotional campaigns, programs, & other activities

- **Recognitions and celebrations (with Library programs, activities, and resources):**
 - **[Fourth of July](#)**
 - While PPLD was closed in observance of this national holiday, Library patrons were offered a pocket version of the United States Constitution and a United States flag. Additionally, we participated in the Tri-Lakes Chamber of Commerce Street Fair in Monument.



- **Upcoming Promotions and Announcements**
 - Preparing to be the 2023 Kids Con section of Comic Con
 - Preparing for 2023 Library Card Sign-up Month
 - Preparing announcement of the Comcast Lift Zones – an additional internet network at Ruth Holley, Library 21c, East Library, and Penrose Library
- **Other Library programs and activities** can be found on [PPLD's event calendar](#).

Partnerships & Outreach Update

Americans and the Holocaust Traveling Exhibit: Several partnerships were formed to support the travelling Holocaust exhibit that will be featured at East Library in September. PPLD solidified agreements with original supporters **Temple Shalom, University of Colorado at Colorado Springs, Greenberg Center for Learning and Tolerance**. Additionally, two new partners are being brought on board for their collaboration to facilitate school and public tours, the **Colorado Holocaust Educators**; and the **U.S. Olympic & Paralympic Museum** for their work to provide ancillary programming, support out-of-area school tours, and promote the Olympic ties to the Holocaust exhibit to guests of the USOPM.

Kramer Family Library at the University of Colorado Colorado Springs: PPLD entered a partnership agreement with UCCS for both the 2023 and 2024 All Pikes Peak Reads program. UCCS will provide complementary programming to support this year's book title, *The Girls Who Stepped Out of Line: Untold Stories of Women Who Changed the Course of World War II* with an interactive role-playing activity that highlights the challenges and achievements of women who stepped out of line during World War II. UCCS will play a larger role next year in providing insight on the adult book title and program planning.

Family and Children's Services is formalizing its partnership with Cool Science to capture how both organizations are working together to offer STEM programming to area youth.

PPLD is discussing a partnership agreement with the League of Women's Voters of the Pikes Peak Region to host voter registration awareness activities beginning with National Voter Registration Day Sept. 19.

- **Community outreach activities** (excluding school visits):
 - 21 - total events
 - 27,227 – total attendance – Pikes Peak Rodeo or Bust parade, the Tri-Lakes Chamber Fourth of July Street Fair, Rocky Mountain PBS Kids Club, several backpack bashes, outdoor concerts, and other activities
 - 15,179 - total impressions which represents the number of people who either interacted directly with PPLD or noted PPLD's participation in an outreach event
 - 87 – Library cards issued
 - Highlights include:
 - PPLD at the Switchbacks – Booth in Fan Zone and Kids Zone July 14 – issued remaining Switchbacks branded library cards and took photos of fans with Ziggy and PPLD branded digital frame
- **Kids Con at 2023 Comic Con**: PPLD staff is actively working to host Kids Con at the three-day Comic Con event at The Broadmoor World Arena Aug. 25 - 27. PPLD staff will be at one of its largest outreach events of the year, reaching 5,000 attendees, to share all the ways PPLD can support their cosplay (dressing up in costumes related to favorite pop-culture properties) needs. We will bring back the green screen, highlight the makerspaces, offer hands-on activities, informational literature, and have numerous giveaways.
- **Library Card Sign-up Month**: Work is underway to launch a marketing campaign for Library Card Sign-up Month in September designed to connect new audiences with PPLD. In addition

to encouraging parents and guardians to help kids get their first library card, this year's campaign will have a multi-pronged approach targeting specific audiences to highlight the variety of PPLD offerings. The campaign, which includes a chance for new library cardholders to win a \$200 gift card (one each for both adults and children) from Scheels, will include TV, radio, and digital advertising that will begin running the last week of August through Sept. 30.

- **Pikes Peak Culture Pass:**
 - Culture Pass Partners: 11 active museums and attractions (down one from Pikes Peak Children's Museum suspending their partnership)
 - July Culture Passes issued: 394. YTD is 1,893. (July totals are 169% of July 2022)
- **Culture Pass Discount Days:** PPLD's Culture Pass Discount Days summer promotion was well received, connecting PPLD patrons with free or discounted admission to local attractions as of July 31. The promotion, which culminated at the U.S. Olympic & Paralympic Museum on Aug. 4, garnered positive media coverage that increased awareness of this valuable program.

Below is a summary highlighting participation:

Date	Culture Pass Partner	Number of discounted admissions	Overall Impact
June 14, 2023	Rock Ledge Ranch	83	30% of daily admissions
June 23, 2023	CS Fine Arts	93	82% of daily admissions
June 30, 2023	Children's Museum	Event Cancelled	
July 7, 2023	Money Museum	134	72% of daily admissions
July 10, 2023	U.S. Olympic & Paralympic Training Center	Information not available	
July 16, 2023	Space Foundation	66	100 visitors to MLS, issued 7 library cards
July 26, 2023	ProRodeo	18	8.5% of total daily admissions
August 4, 2023	U.S. Olympic & Paralympic Museum	Information not available	

- Many PPLD patrons commented to Culture Pass partners and to MLS staff that they planned their summer fun around the Library's Culture Pass Discount Days promotion.
- Culture Pass partner, the Pikes Peak Children's Museum closed its doors on July 31. They are looking for a new location and hope to join the Culture Pass program when they reopen to the public.
- **PowerPass:** PowerPass is a collaboration between Communications, Collection Management, FCS, and YAS.
 - This summer, PPLD staff completed a series of listening sessions with several participating school districts on how they are using PowerPass, best practices for working with school districts, and how to support teachers to incorporate PowerPass in their curriculum.

Based on their feedback it was apparent that we need to build upon the successful launch of PowerPass in each of the school districts. PPLD staff are working to identify ways to engage teachers and librarians at timely intervals to help teachers incorporate PowerPass into their curriculum and increase student usage. Highlighted opportunities are to:

- Develop a user support group for PowerPass school district liaisons to share best practices, ideas, and resources.
- Develop a new teacher reference sheet with links to basic resources in the educator's guide
- Refresh PowerPass social media graphics targeting students and parents to share with school districts as students return to school. This is complete and we will be sharing with school districts as they return to school.
- Connect PPLD resources to state standards to demonstrate the merits of PowerPass

Although the primary focus is to boost PowerPass usage in current partner school districts, PPLD is also looking into the feasibility of adding another school district, possibly in early 2024.

School District	Total number of Students	Number of students who used the PowerPass at least once	Percent of Students who used card
Calhan	419	39	9.3%
D11	20,638	3,589	17.4%
*D2	8,030	901	11.2%
D20	23,216	5,052	21.8%
D49	13,505	539	4.0%
D8 (FFC8)	7,095	2,496	35.2%
Total	72,903	12616	

Information reflects most recent data collected from schools for 2022-2023 school year

* D2 student usage amount is low since teachers had students using the same card.

**Facilities Department Report
August 16, 2023**

Projects

Penrose Parking Meters: All issues with the merchant account have been resolved. Information was provided to Flowbird who input the data and tested the system. All is a go. After a short informational campaign by the Communications department and some training for staff, we are targeting “Going Live!” on Monday, August 14th

Library 21c Turf Conversion: The Turf Conversion continues to move forward. Tahoma sod has been laid along the east side of the building and is taking root. Kentucky Bluegrass sodding has been completed at the east main entrance as well. Seeding of native grass of the other areas has also been completed and we expect germination to occur at any time. We have experienced some wash-out from recent heavy rains but impact is yet to be determined. We'll soon see installation of Russian Sage will occur over the next few weeks.



Facilities Master Plan: The Facilities Master Plan kick-off meeting is scheduled on Wednesday, August 9. This meeting will discuss goals and risks, scope and contract overview, and brief discussions on stakeholder engagement, site and facilities assessments as well as other specific tasks in developing the plan.

Chief Public Officer/Deputy Chief Librarian Office Expansion: Construction of this project began on Monday August 7, and it is anticipated to be completed within the week.

East Fire Department Remote Connection: The remote Fire Department connection riser at East library was replaced due to corrosion damage. Upon completion, the system was pressure- and hydro-tested and found to exhibit further issues down the line. The CFMO and Facilities Project Manager met with the contractor and their sub, Frontier Fire, to discuss options. The contractor will be submitting cost estimates for line replacement to building as well as the option to re-route piping from underground to above for future maintenance and repair ease and cost effectiveness.

Additional Projects: Planning for the second-floor staff area reorganization at Penrose is ongoing and in design with the space planner. We anticipate budget cost estimates for furniture, etc. by the end of the month of August. Facilities is working with one of our HVAC contractors in the replacement of a rooftop unit (RTU) at the Fountain Library. The new unit's size required the enlargement of the unit's roof curbing and due to this, structural engineering was required concerning the roof structure. All was approved and curbing is due to arrive the week of August 7 with the replacement of the RTU schedule once received. Additional deferred maintenance projects are currently planned throughout the district to be completed in-house.

Monthly Statistics

In the month of July, 2023, the Facilities department completed a total of (193) routine visits to district library facilities. Routine visits are done weekly and allow Facilities Specialists and Supervisors to complete any pending work orders, inspect location for safety issues, address minor projects, restock building supplies, and meet with managers regarding any concerns or requests.

Also, in the month of July, 2023, Facilities staff completed a total of (154) demand work orders (work orders submitted by PPLD staff) accounting for (237.5 hours) of staff time and (192) preventive maintenance work orders (work orders scheduled for equipment, etc.) to account for (248.78 hours) of staff time. A total of (346) work orders. Facilities on-call personnel responded to (2) emergency after-hours calls in July, 2023. Emergency calls address issues that cannot wait until the next business day.

**Human Resources Report
August 2023
Heather Laslie, Chief HR & OD Officer**

Statistics:

- Volunteer

July 2023	Total # of Volunteers	Total # of Hours
Adult Volunteers	127	1025
Teens: Onsite	58	297
Teens: Online	5	13

- Recruitment

Recruitment / Selection Activity	July 2023
Jobs Posted	11
Newly Hired Employees	1
Promoted Employees	4
Transferred Employees	2
Separated Employees	3

- Staffing

Staffing Stats	July 2023
Total Permanent Employees	381
Total Active Positions	426

HR Team Major Projects:

- Began the process for creating the biennial EEO-4 report in ERP - compliance requirement for submitting demographic workforce data .
- The majority of staff Feedback Sessions for the first part of 2023 were completed, with each employee meeting with their supervisor to discuss goals and accomplishments.
- Laurie Jackson attended a training called FMLA: A guide for Human Resources.
- Conducted midpoint check-in (3 months in the program) for Mentor Program and all participants considered their interactions with their mentoring partner to be productive.
- Heather continued to work with other Leadership Team members on putting together some staffing plans to address structural issues as well as staffing shortages.

HR Team Announcements:

- Held Benefits Team (team made up of HR, CFO, and employees from around the District) and updated the administrative process section of three more policies: Secondary Employment (100.13), Employees as Consultants (100.6) and Participation in Trade and Professional Associations (300.6).
- Opened applications for the Fall 2023 Leadership Certificate Program.

Spotlight on PPLD Volunteers!

PPPLD “Meet a Master Maker” volunteer, Debbie Urquijo, offers her expertise to our makerspace patrons, providing more advanced help on our laser engraver and cutter. In this photo, she’s working with a local high school teacher who acquired a laser engraver for use with students.



Library 21c teen volunteers collaborated on this art piece during the “Art Together: Hands On Community Art” program on July 20th at Library 21c. As you can see, each teen is pointing to the hand they traced and decorated.

Calhan Library Paws to Read volunteer “Bowie”, prepares for his shift.





Information Technology Board of Trustees Report July 2023

Mobile Library Services Connection

IT is working with Mobile Library Services to improve and enhance their communications while out in the field. More to come as hardware is installed and tested.

Wireless Upgrade to Cisco Meraki

Work has begun to upgrade the wireless systems from our old Aruba Airwave system to a new and modernized Cisco Meraki system across the district at all locations. This is an eRate funded project and we are expecting to have Cheyenne Mountain, Ruth Holley, Fountain, and Penrose done in 2023 and the rest of the branches will be upgraded after the remaining eRate funding is processed in the summer of 2024. Manitou Springs is already using Cisco Meraki for their wireless at the Manitou Art Center location.

While we await eRate funding for 2024 we are also doing wireless surveys at many of our branch locations and adding service to those areas that have never had it before to create a more encompassing wireless system coverage for our staff and patrons.

Solarwinds Hybrid Cloud Observability

The backend of Solarwinds Hybrid Cloud is up and running and we are currently adding items to it for monitoring, setting up maps, importing blueprints and lab layouts, etc. This work continued in July, and we are getting closer to having this up and running to better improve our customer service for the staff and patrons of the district.

For more information on Solarwinds Hybrid Cloud Observability, please follow this link:
<https://www.solarwinds.com/hybrid-cloud-observability>



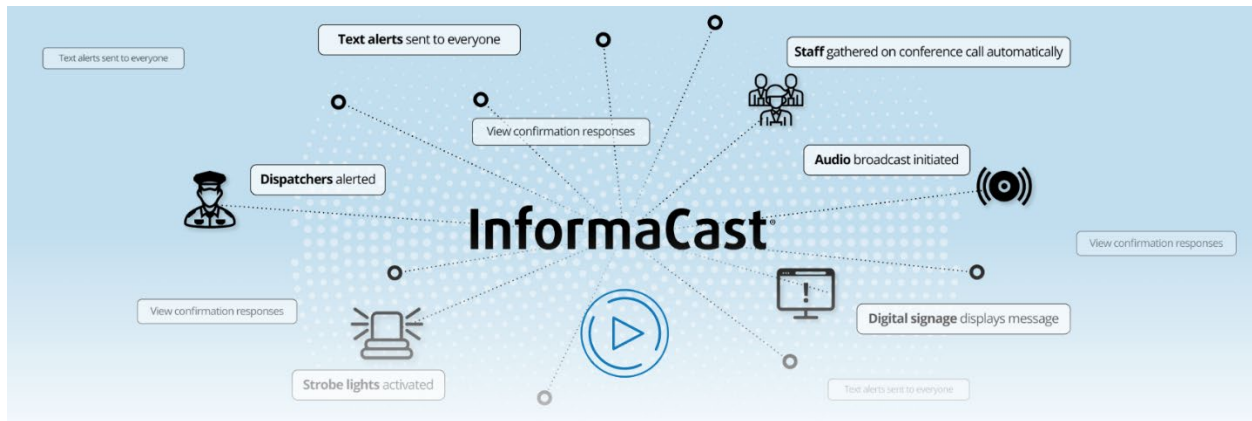
Deepfreeze Cloud

We have upgraded our Deepfreeze software to Deepfreeze Cloud. Deepfreeze is the software that will lock in a computer's settings to where it will set the PC back to its original settings after a patron uses the PC and logs off.

With Deep Freeze Cloud, we can more efficiently manage data protection for our fleet of patron computers and take advantage of new features such as retaining some needed files on reboot, usage stats, and controlling what applications can run.

InformaCast

InformaCast is a new mass notification system that will be deployed very soon across PPLD. It has the ability to instantly send a message out to all staff computer screens, desk phones, cell phones via text message, etc. Not only will this be an essential tool for our Security team to get the message out about any security incidents, but this can also be utilized by other departments to quickly announce outages, upgrades, system down messages, and weather-related incidents and closures.



Informacast is now monitoring 911 calls and sending notifications to Security, and we also have alerts showing up on the Security Operations Center phones. Alerts to text, email, and Cisco desk phones both on the screen and over audio, have now been set up. Users have been uploaded and all backend IT work done. More to come as we work with Security to get InformaCast live and working for the district.

For more information on InformaCast, please see their website:

<https://www.singlewire.com/informacast/>

Gaming PCs for Teens

The new gaming PCs for Young Adult Services are almost ready and set to be deployed in early August. We are doing a trial run at East (2 PCs), 21c (3 PCs), and Penrose (2 PCs). Young

Adult Services is setting up a survey system for our young adult patrons on how the new computers operate. This is an exciting opportunity for PPLD to work directly with our patrons to allow them to assess and then give feedback on how well we are doing to fill their technological needs. Once we receive the positive feedback we are expecting, we plan to upgrade all of the Young Adult Services PCs to the same version of hardware and software.

100 New Chromebooks

The 100 new Chromebooks with LTE cellular data will be available to the public very soon. They have all been engraved with the PPLD logo utilizing our makerspace at 21c. Meetings are ongoing on the Public Services side on how these will be checked out to patrons.



IT Projects for 2023

Multi-factor Authentication for Staff and Board - complete

New TBS Server at Data 102 – complete

InformaCast mass notification system – in progress

Radios for Security – complete

Wireless upgrade for 2023 – in progress

Parking Kiosks at Penrose – in progress

Inventory all IT Capital assets through ERP platform – in progress

Endpoint Manager across all systems (remote computer imaging) - in progress

Cord cleanup – cable management at all locations – in progress

SmartSheet Project Management Tool rollout to track all IT Projects – SmartSheet is also being used by Finance, Facilities, Collection Management – in progress

Solarwinds Hybrid Cloud Monitoring – in progress

Board Report

Security/Safety/Community Resources

Security and Safety have had a very productive month. Several trainings were provided ranging from CPI to evacuscapes and PITS report writing. Officers were involved in the final submission of the needed hardware for the System conversions at Palmer Lake, Ute, High Prairie, Calhan, Fountain, and Old Colorado City. Conversations with Finance completed on the availability of utilizing the PEPPM State purchasing contract for this hardware. The hope is to be able to purchase and begin internal installations in the month of August.

Every year PPLD employees are involved in identifying and assisting patrons who are experiencing medical emergencies. In the last 5 years, PPLD staff have been involved in 196 Medical situations across the district that have been reported. PPLD provides Safety training to our staff free of charge in AED, CPR, Stop the Bleed, First Aid and Narcan. PPLD also recognized that when a staffer goes above and beyond and assists in directly saving the life of another person they should be recognized for that effort. 5 years ago, Security created the Life Saver award. Recipients of this award must have directly participated in the saving of another person's life while on duty at the Library.

Recipients receive a gold plated "Life Saver" pin that they are encouraged to wear on their badge. They receive a certificate of appreciation from the CSO and CEO of the Library and are recognized at the PPLD all staff meeting each year. Since its inception this award has been given out 11 times to staffers, meaning that due to heroic actions, many people are still with us due to the training and dedication of our staffers. July saw 3 more Security staffers receive this award for their actions on behalf of the District.

Security continues with the distribution of the new district wide radio system. The West region was the first to be stood up. By August 11th, all west region radios will have been distributed and training for the staff completed. Security will then begin distributing to the Southeast Region in preparation for the Holocaust exhibit coming to the East library.

The Parking Kiosks are completed, and all staff emails have been sent out by Security along with training documentation for staff on how to use the system. Launch date will be Aug 14th and Penrose is very happy to get this as a resource.

Work continues with IT department to deploy the new mass notification tool for district wide use. This was an enormous project and we look forward to continuing its build out.

Coordination with facilities allowed Security to have the large Liebert air handler removed from the SOC and we continue to work on standing up systems there to launch it as a district wide resource!

Security had a conversation with the City of Colorado Springs on the success of our Environmental sensors for detecting smoking events in our restrooms. They have installed them and we were able to provide information and advice that we have learned to make them as effective and useful as possible. Emergency Operations Procedure #11 was completed and disseminated to staff. This is the District wide lock down/Lock out procedure. It details actions in updated as well as not updated facilities.

Region Contributions:

Southeast Region

- Hired Kara Johnson, 40hr Security Guard for Ruth Holley Library.
- Joey Foster Security for Sand Creek left PPLD
- Supervisor Jenn Kay, Supervisor Kurt Thompson, Coordinator K Mullis, Officer Kara Johnson, Officer Kennedy Smith, Officer Stephen Smith, Officer Iesha Thomas, Officer Pagan Phelan, Officer Melanie Litton, and Officer Joey Foster assisted Family and Children Services with the Summer Adventure Party – no lost children, no car accidents in the parking lots.
- Supervisor Jenn Kay assisted with animals in the park program.

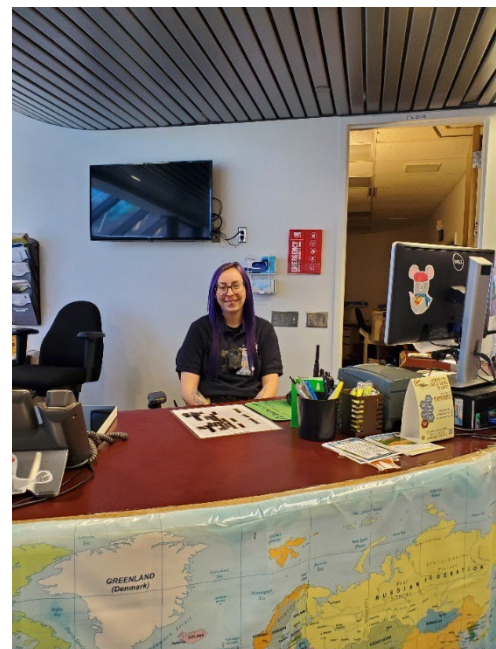
West Region

- Conducted CPI training for staff. This was a foundational hybrid course.
- Had appeals, 12 scheduled for the month, 4 showed up, 4 reinstated.
- We had multiple suspensions and suspension violations. A few medical situations.
- This month, multiple patrons defecating on property. Caught multiple patrons and did suspend them. Reported to CSPD for trespassing as well.
- New radios were issued in the beginning of the month. Officers and staff are using them and transitioning.
- Had interviews for officer position. New officer Kara Johnson at East.
- We restocked 1st aid items for all the branches.
- Officer Thiele, Officer Scott, and I conducted the active shooter walk and talks for Penrose.
- Conducted money run for the district.
- Corresponded with a patron's probation officer regarding restitution for damaging a computer monitor here at Penrose.
- Conducted a security breach investigation at Old Colorado City. Door wasn't secured by CBM.

- Conducted a harassment to staff from patron investigation. Suspended patron.
- Responded to call for assistance to Old Colorado City. Suspended patron, previously hostile towards security at Penrose. Called CSPD.
- Conducted investigation for assault, patrons at Fountain Library. Fountain PD requested footage, then cancelled. Patron suspended.
- Fire Drill at Cheyenne.
- EvacuChair training at Penrose.
- There was a vehicle roll over in front of Penrose. A bus hit a car causing a rollover.
- Contacted CSPD for an assault in front of Penrose, then became an exposure situation.
- Officers conducted rounds at all branches, picked up lost and found.
- A patron contacted security for her keys locked in her car. Security and facilities were able to open her door to gain access to her keys and vehicle.
- Officers received shorts for uniforms. Officers are appreciative.

North Region

- We enjoy that staff can rely on their security team. Whether that be if an emergency is in progress or if security assists patrons waiting in line. More recently, Staff at 21c has needed assistance covering desks so we can serve our patrons coming through the front doors. Security Staff at 21c are trained to work the information desk as well as Curbside pickup. Greeting patrons coming into the building and leaving with a smile on our faces.



- Fire Drills have been started for the 3rd quarter for the north region. This is the last quarter that the drill takes place in the middle of the day with patrons in the building. We look forward to wrapping up the quarter of fire drills and wrapping up in confidence in the procedures and practice.



- Working closely with Southeast region, we have been able to restock the first aid cabinets for the north region. After many things expired and were used at the beginning of the year, we have restocked everything that was needed. We are grateful to be able to assist patrons and staff more easily having the cabinets restocked.



Community Resources: July 2023

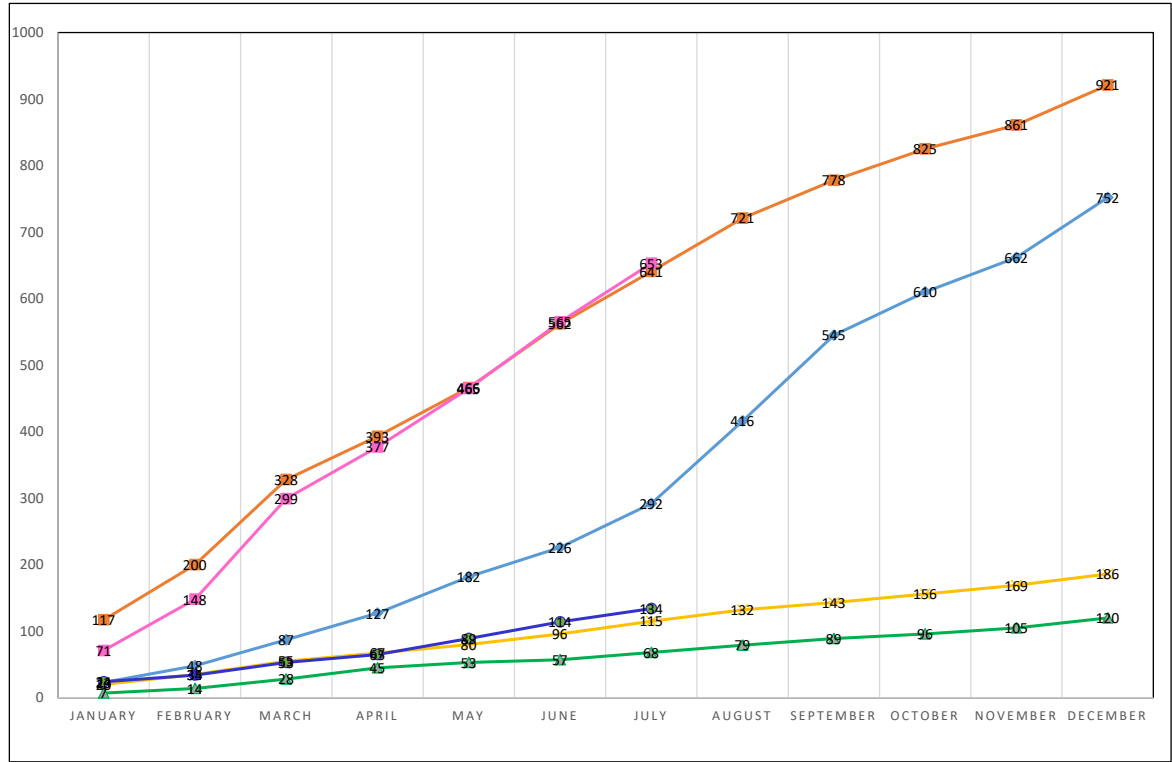
- 162 separate patron interactions, 45 of which were new clients
- Kayla & Nikki: Weekly CE meetings
- Kayla: Security appeal meetings (7/6: reinstated 3 patrons; 7/20: reinstated 1 patron)
- All Staff: met to discuss changes to walk-in hours and branch visits due to branch hours changing for the fall
- Kayla: monthly CCHA ED Utilizer meeting (July 11th)
- Kayla: Narcan training (LI – July 18th)
- Kayla, Joe, & Sofie: assisted with Section 8 waitlist applications (July 18th-20th)
- Nikki: assisted with Photovoice: We Have a Story program (July 25th-29th)
- Kayla: monthly PPCoC Board meeting (July 28th)
 - Joined the CoC Board Nominating Committee

Community Exchange 7/28: 11 patrons (Center for Employment Opportunities, DHS, El Paso County Pretrial Services, Goodwill Industries, Hire Heroes USA, Oak Street Health, Poetry Heals, Springs Rescue Mission; cancelled: Diversus Health)

Report & Suspension Increasing Totals

2021 - Reports		2022 - Reports		2023 - Reports	
JANUARY	23	JANUARY	117	JANUARY	71
FEBRUARY	25	FEBRUARY	83	FEBRUARY	77
MARCH	39	MARCH	128	MARCH	151
APRIL	40	APRIL	65	APRIL	78
MAY	55	MAY	73	MAY	88
JUNE	44	JUNE	96	JUNE	100
JULY	66	JULY	79	JULY	88
AUGUST	124	AUGUST	80	AUGUST	
SEPTEMBER	129	SEPTEMBER	57	SEPTEMBER	
OCTOBER	65	OCTOBER	47	OCTOBER	
NOVEMBER	52	NOVEMBER	36	NOVEMBER	
DECEMBER	90	DECEMBER	60	DECEMBER	

2021 - Suspensions		2022 - Suspensions		2023 - Suspensions	
JANUARY	7	JANUARY	20	JANUARY	24
FEBRUARY	7	FEBRUARY	19	FEBRUARY	10
MARCH	14	MARCH	21	MARCH	19
APRIL	17	APRIL	13	APRIL	12
MAY	8	MAY	15	MAY	24
JUNE	4	JUNE	18	JUNE	25
JULY	11	JULY	26	JULY	20
AUGUST	11	AUGUST	18	AUGUST	
SEPTEMBER	10	SEPTEMBER	10	SEPTEMBER	
OCTOBER	7	OCTOBER	13	OCTOBER	
NOVEMBER	9	NOVEMBER	16	NOVEMBER	
DECEMBER	15	DECEMBER	17	DECEMBER	

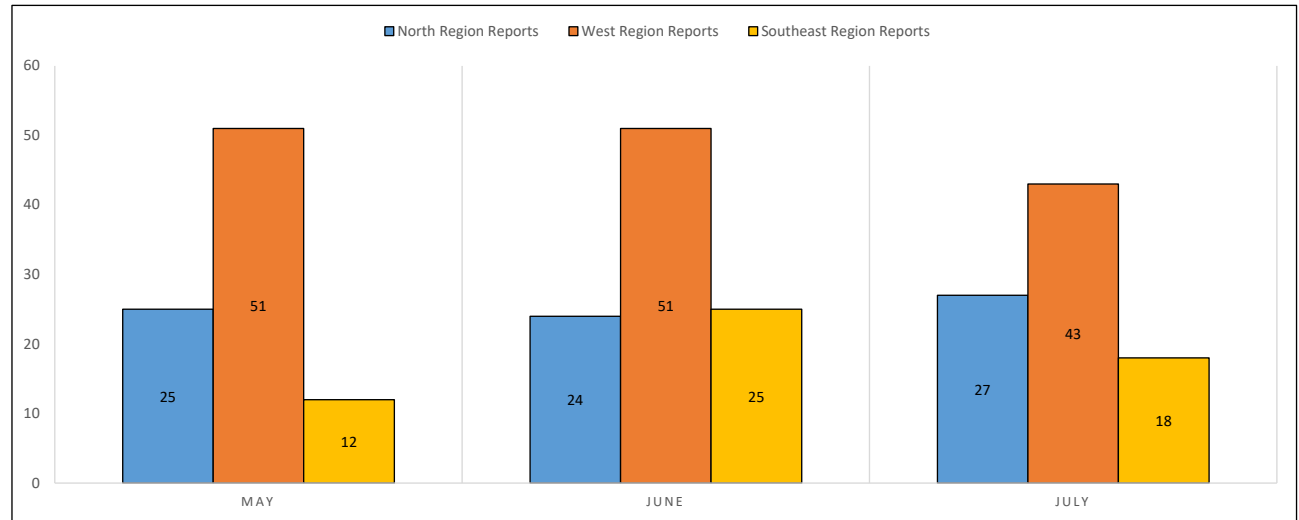


Reports - Regional Monthly Comparison

North Region Reports	
MAY	25
JUNE	24
JULY	27

West Region Reports	
MAY	51
JUNE	51
JULY	43

Southeast Region Reports	
MAY	12
JUNE	25
JULY	18

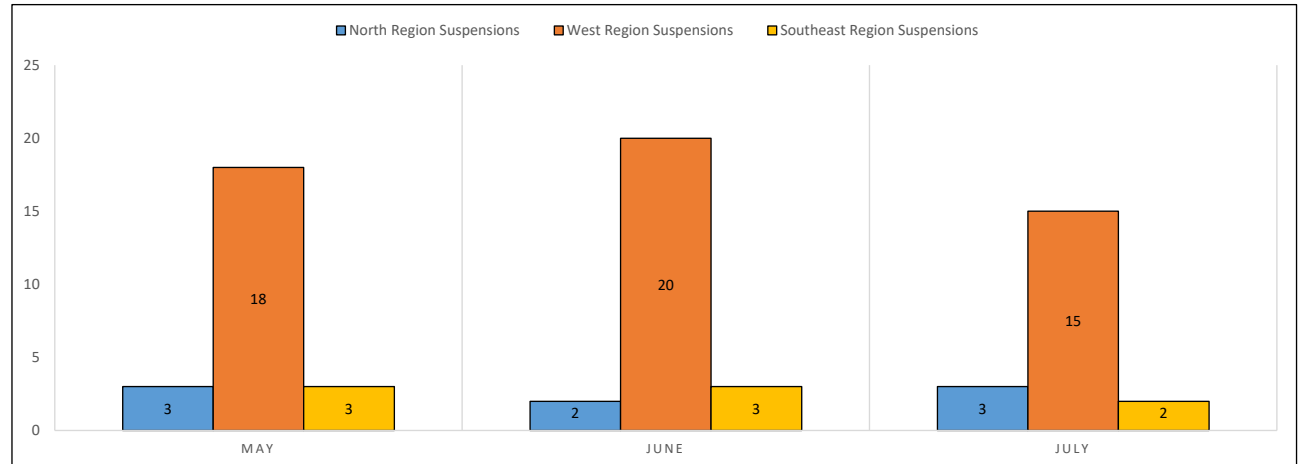


Suspensions - Regional Monthly Comparison

North Region	
MAY	3
JUNE	2
JULY	3

West Region	
MAY	18
JUNE	20
JULY	15

Southeast Region	
MAY	3
JUNE	3
JULY	2



PPLD Strategic Plan Progress Report Q1 2023 (Jan. - March)



This report contains highlights representing just a portion of the work done District-wide.

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

- The Interlibrary Loan (ILL) Policy was presented to and approved by Board of Trustees. In addition to the ILL policy revision, supplemental procedures and documentation were revised. The Interlibrary Loan Policy supports the success of the Access to Materials and Collection Development policies. (Public Services; Tactic 1.1.1)
- The Creative Space Use Policy was presented to and approved by Board. The makerspace and studio policies were combined into one and updated with applicable information and procedure change. (Public Services; Tactic 1.2.1)
- Family and Children's Services and Young Adult Services received feedback about difficulties that educators experienced in acquiring resources. This led to launching an Educator Card, giving teachers the opportunity to PPLD resources more easily to support their classroom needs. They also worked with teachers and school librarians to identify titles that are used in the classroom in large quantities and worked with Collection Management to develop Classroom Sets, which support the need to have several copies of a single title to accomplish learning goals. (Public Services; Tactic 1.3.3)
- The IT department installed new self-checks throughout the District that will provide better account service to the patrons. (IT, Tactic 1.3.7)
- The IT department upgraded TBS time- and print-management system to provide better access for computing and printing for the patrons. (IT; Tactic 1.3.7)

Accountability – PPLD is accountable to all stakeholders through fiscal responsibility, continuous evaluation, and by sharing findings with the public.

- Collection Management staff visited the libraries on January 6 to do the annual random sample inventory. The purpose of the inventory is to measure the accuracy of catalog information for items (are they on the shelf where indicated?) at the actual item location. The accuracy rate was 98.5%. (Public Services; Strategy 2.4)

- Regional History & Genealogy began systematically collecting websites documenting the Club Q shootings as part of an ongoing effort to document local history. (Public Services; Tactic 2.3.10)
- The Finance office revamped the District's financial statements and released reports in January for the Board of Trustees. (Finance; Tactic 2.4.3)
- The IT department conducted a physical inventory of all technology equipment throughout the District and entered the results into the Solarwinds Asset Management system. (IT; Focus Area 2)
- Security, Safety, and Community Resources trained staff to be certified instructors, saving hundreds of thousands of dollars on staff certifications. Security also installed hardware themselves to ensure that costs are kept at the lowest level possible. (Safety, Security, and Community Resources; Focus Area 2)

Communications - PPLD invests in and elevates community awareness of resources, services, and spaces.

- Adult Services provided the primary admin support for Springshare LibGuides and continuously collaborates with Communications and website services to ensure information is consistent, of high quality, and findable. LibGuide statistics demonstrate that these resources provide important access to information in many diverse subject areas. (Public Services; Strategy 3.1)
- Meetings and communication with Library Managers and Regional Directors are ongoing to ensure staff understand the importance of using the promotional collateral that has been developed for them and how to use it. Also, regular meetings with Public Services identify initiatives, services, resources, etc., that need media exposure. These are discussed with the PR & Marketing Manager and plans are developed, as warranted. These are then added to the media relations plan for pitching purposes and media tracking, etc. (Communications; Tactics 3.2.1 and 3.4.2)
- Family & Children's Services and Young Adult Services provided a session of Summer Adventure New Staff Orientation for recent FCS and YAS hires. This in-depth training covered the importance of Summer Adventure and the details of what is expected of FCS and YAS staff to make the program a success across the District. This same team also updated the weekly Summer Adventure checklist sent to all FCS and YAS staff to help staff keep on track and know what to do to prepare for Summer Adventure. (Public Services; Tactic 3.3.2)
- A working marketing plan was developed for each large promotional program based on the goals of the program (as indicated by Public Services), tasks, advertising plan, and results tracked. These are prepared for programs such as Winter Adult Reading Program, Regional History Symposium, LENA Start, Summer Adventure, All Pikes Peak Reads, Library Card Sign-Up Month, and Library Lovers Month. (Communications; Tactic 3.4.5)
- On a weekly basis – and sometimes more frequently – Communications reviewed comments on the internet and social media and directs them to the relevant location or

personnel. They collaborated with staff to draft responses and correct misinformation. (Communications; Tactic 3.6.6)

Community Connections - PPLD builds community through relationships and partnerships to connect people to relevant resources, services, and spaces.

- Local photographer Bryan Tryon's collection documenting 2020 went live on March 24 through Regional History & Genealogy. (Public Services; Tactic 4.1.11)
- Creative Services and Adult Education worked with partners of our workforce development project, Food Industry Training (FIT), to attend some of the Winter 2023 FIT classes to talk to the students and also attended the graduation ceremony where some students were offered jobs on the spot. With eight students graduating, several had jobs or apprenticeships lined up immediately after class was over. (Public Services; Tactics 4.1.13 and 4.2.9)
- Equity, Diversity, & Inclusion provided senior programs offering art, health, and socialization for patrons age 55+. The Library Explorers program reopened to the public with updated physical cases for patrons and their caregivers to utilize while in the library and provide information about what the library offers. (Public Services; Tactic 4.5.2)
- The Development office worked with the PPLD Foundation Development Committee to create Night at the Library, the inaugural fundraising event and sponsorship packages. (Foundation; Focus Area 4)
- Community resources invested monthly and weekly hours at every PPLD location to provide on-site referral and assistance hours, as well as cooperating with community organizations and government institutions to advertise and promote their assistance services through our patron base. (Safety, Security, and Community Resources; Focus Area 4)

Physical and Virtual Spaces - PPLD provides equitable access to physical and virtual spaces in safe and inclusive environments.

- Equity, Diversity & Inclusion continued collaborating with Facilities on the Master Plan for accessibility in library locations for Title II ADA Accessibility. (Public Services; Tactic 5.1.2)
- A Family & Children's Services Senior Librarian worked with Communications Videographer, and staff from each of our 15 building locations to film short videos explaining what to expect at the library to families with children with autism/sensory processing needs. These videos are on PPLD's website on each branch location page and featured on social media. (Public Services; Focus Area 5)

- The Library 21c turf conversion RFP was released. (Finance; Tactic 5.1.1)
- The IT department developed a 3-year Technology Plan and turned it in to the CFO. (IT; Focus Area 5)

Staff - PPLD values, trusts, and invests in staff.

- Young Adult Services and Human Resources collaborated with the Colorado School for the Deaf and Blind to set up a work study position for a Deaf student. They also worked with Ruth Holley Library to offer a teen a paid work study opportunity through Groundbreakers. Groundbreakers is paying the teen. After an interview, the teen was hired and will work for about two months to learn about working in a library. Creative Services started evaluating the makerspace training program and working on a revamp. Training program pre- and post-surveys were created for the staff who are going through modified makerspace training April-May so that we can gather more information on the efficacy of the program. (Public Services; Tactics 6.3.4 and 6.6.4)
- The Careers public webpage was updated and went live. A new job posting template was also created and is being used to meet compliance requirements while also supporting our PPLD brand. (HR; Tactics 6.6.6. and 6.8.3)
- Staff from Family & Children's Services and Calhan Library who are members of Colorado Association of Libraries Leadership Institute (CALLI) learned about library advocacy and put that knowledge into practice at CAL's Library Lobby Day on March 13. They also talked about the importance of libraries to other legislators at the capitol and watched some of the proceedings in the house and in the senate. (Public Services; Tactic 6.1.2)
- Six Stay Interviews were conducted to learn what encourages staff to stay with PPLD. (HR; Tactic 6.7.2)
- Monthly emails highlighting PPLD policies and FAQs have gone out to Management Team and Supervisors since the beginning of the year. (HR; Tactic 6.9.5)

PPLD Strategic Plan Progress Report Q2 2023 (April - June)



This report contains highlights representing just a portion of the work done District-wide.

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

- Additions to PPLD resources included new titles for the Launchpad format, Animal Explorer backpacks and the Toy Collection. Family & Children’s Services curated the PPLD Toy Library consisting of 63 items that are available for checkout and additional information online. The six Family Place Libraries in the District offer toys for checkout that support gross motor skills development. The Toy Library is a unique offering for public libraries and supports our philosophy of fostering early learning skills by connecting parents and caregivers to resources and information. (Public Services; Strategy 1.3)
- NorthStar classes were launched at Penrose in May 2023 to bring computer classes onsite for patrons. Along with the ongoing weekly “Device Lab”, these services allow more in-depth work with patrons and help alleviate bottlenecks at the Penrose service desks. So far this class series has been able to support fifteen learners. (Public Services; Strategy 1.3)
- Family & Children’s Services offered the annual PPLD Homeschool Curriculum Swap on June 15, 2023, at East Library. 24 families brought in boxes packed with curriculum, books, educational materials, games, and more, all ready to be given away. The event was attended by 197 people, most of whom walked out with boxes full of materials. In addition to finding a variety of items to take home, participants also connected with one another to share experiences and ideas. (Public Services; Strategy 1.3)
- Working with Young Adult Services and Library 21c staff, a Maker Camp was coordinated and held at Library 21c. Ten students attended five days of instruction on various pieces of equipment leading up to a culminating project where they used all their knowledge to create their vision. (Public Services; Strategy 1.3)

Accountability – PPLD is accountable to all stakeholders through fiscal responsibility, continuous evaluation, and by sharing findings with the public.

- Manitou Springs staff worked with Adult Services and the Manitou Springs Music Foundation to supplement funding for the Summer Lawn Concert series. This partnership allowed the library to sponsor an additional concert and increase

compensation for existing artists at no additional cost to the Library. (Public Services; Strategy 2.4)

- The Mobile Library Services Manager worked with the team whose is helping to develop the plans and funding for the new bookmobile to keep the project on budget, presented to the Board of Trustees and received approval to go forward with the planned vehicle, which will come off the line in 2025. (Public Services; Strategy 2.4)
- The Finance office began working with LENA, Nonprofit, and Peer Navigator grant programs to ensure financial reports are accurate. (Finance; Strategy 2.4)
- As part of an ongoing effort to identify savings, the IT department reduced the number of Google user accounts by 17 and upgraded the District's Dell 9020 computers instead of replacing them. (IT; Focus Area 2)
- After a discussion with the web team, it was determined that we can review Google analytics reports to discover how patrons navigate our website - which pages they visit most frequently and how they are arriving at those pages - and use that information to drive how the new website is being designed. (Communications; Tactic 2.3.1)
- Built audit timeline in Smartsheets to help provide a road map for future years to help ease workflows internally. (Finance; Tactic 2.4.1)

Communications - PPLD invests in and elevates community awareness of resources, services, and spaces.

- The website redesign project began. The CMS has been selected, discussions are underway with our web technicians, and a site map has been developed. A committee of public service, front line staff, leadership, and marketing staff has been selected and the first meeting will take place on Thu., Aug. 3. (Communications; Tactic 3.1.4)
- Provided outreach at the 38th Annual Fiesta, Car Show & Scholarship Gala at Memorial Park. This event provides cultural community activities, build cultural awareness, and most importantly to provide scholarships to under-served/under-represented students in our local community. PPLD had an outreach table, and the Bookmobile was present as well. We were able to interact with over 200 contacts and make a dozen library cards. (Public Services; Focus Area 3)
- Virtual Suggestion Box was implemented in May, leading to direct change such as alignment of Child Safety Policy and Personnel Policy Manual, as well as enhancement of visibility and usability of Bilingual Staff page on Intranet. (Communications; Focus Area 3)

- Chief Communications Officer worked closely with Internal Communications and Special Projects Manager and Public Services staff to finalize talking points and disseminate them as needed. (Communications; Focus Area 3)
- Staff from Library 21c and Young Adult Services visited the Pine Creek High School ASL club and Honors Society. They provided Booktalks to 25 students on several books in PPLD's collection featuring d/Deaf characters. They included information on how deafness, Deaf culture, and sign language are represented in the stories and how their respective authors are connected to d/Deafness. They also demonstrated a number of electronic resources, including Academic Search Premier, Opposing Viewpoints, Hoopla, and Kanopy, where there are videos relating to d/Deafness and American Sign Language. (Public Services; Focus Area 3)

Community Connections - PPLD builds community through relationships and partnerships to connect people to relevant resources, services, and spaces.

- Family & Children's Services engaged with 11,090 elementary students and teachers in K-Grade 5, held 294 sessions of Lightning Lessons and/or outreach at elementary school events, and were at seven community outreaches contacting 733 people. (Public Services; Strategy 4.4)
- As part of an ongoing effort, the CEO engaged and developed relationships with local elected and government officials and community leaders, with support from the CEO's Executive Assistant. (CEO; Tactic 4.1.17)
- Young Adult Services and the UCCS Pre-Collegiate program are working together. YAS staff taught media and information literacy and resource classes to three groups of high school students in the UCCS Pre-Collegiate program. YAS taught a total of five classes, reaching 63 individual students. This is a solid foundation for the relationship. While this relationship is ongoing, this tactic is complete. (Public Services; Tactic 4.2.5)
- The Development office worked with PPLD Foundation Development Committee to secure \$50,000+ in Night at the Library corporate sponsorships. (Foundation; Focus Area 4)
- Collection Management helped Communications with the Ziggy library card project, including acquiring the special cards picturing the Switchbacks' mascot, distributing them to the libraries, and issuing them to new patrons at a Weidner Field home game. (Public Services and Communications; Strategy 4.4)
- The annual All Pikes Peak Makes event was brought back after several years' hiatus. Over 40 makers were in attendance, some former participants and some new, presenting their work to patrons who came through. (Public Services; Focus Area 4)

- Received 816 gifts totaling \$70,632 in support of 2023 Library Giving Day and 82 gifts totaling \$5,322 in support of the Spring direct mail and digital campaigns. (Foundation; Focus Area 4)

Physical and Virtual Spaces - PPLD provides equitable access to physical and virtual spaces in safe and inclusive environments.

- The Hall had new signage and promotion reflecting the name change from Knights of Columbus Hall. (Public Services; Focus Area 5)
- Library 21c worked with Facilities and Equity, Diversity, & Inclusion to complete the installation of ADA-accessible door openers for the restrooms outside the Venue and an installation of a ramp for the Venue stage. This meets the requirements of Title II ADA, which is a federal law. (Public Services; Focus Area 5)
- Released RFP for new Mobile Library. (Finance; Tactic 5.1.1)
- The Facilities and Finance offices completed the development of the RFP for consulting services in creating the Facilities Master Plan. (Facilities and Finance; 5.1.1 and 5.1.2)
- With the help of Facilities, staff flipped the entire layout of the Calhan Library to better accommodate patron needs. Materials are now at appropriate levels to help ease access, and the space is more friendly to the level of activity they receive from their respective visitors. (Public Services; Focus Area 5)

Staff - PPLD values, trusts, and invests in staff.

- Creative Services held a round of the makerspace training program for staff who would be new to working in the makerspaces. New elements were incorporated into the training program, including a pre- and post-training survey to gather feedback on the effectiveness of the classes from staff. Creative Services staff were able to use this round of training as a way to test some new training tactics out and continue to work on revamping the makerspace training program. (Public Services; Strategy 6.1 and Tactic 6.3.4)
- HR created and launched a job shadowing program to allow staff to get an understanding of other jobs within the district and to gauge their interest in those roles. (HR; Tactic 6.1.3)
- Staff attended a facilitator training hosted by local conversation group Food for Thought. Food for Thought provided excellent training for staff on how to facilitate discussions amongst groups with different perspectives, how to remain a neutral facilitator, and how to help move the conversation along if issues arise. (Public Services; Tactic 6.1.3)

- HR continued to review select policies and update them as needed in conjunction with the Benefits & Policy Review team, while communicating with management team and supervisors about any changes. Additionally, a personnel policy review schedule and tracker was created to ensure that policies are more regularly reviewed in the future. (HR; Tactics 6.9.5)
- HR reviewed and updated Tuition Assistance policy with Benefits and Policy Review team; notified management team and supervisors in June; continuing to highlight policy at each biweekly QuickStart. (HR and CEO; Tactic 6.1.5)
- Sessions at April 6 In-service Day included “Customer Service and Library Bill of Rights” and EDI training “Serving English as Second Language Patrons.” (HR; Tactics 6.3.1 and 6.9.3)
- Management Team and All Staff were presented with December 2022 Staff Feedback Survey results in April. Staff Feedback Survey results collected throughout June. (Communications; Tactic 6.7.2)
- A mass notification tool installation began, as well as deployment of a new District-wide radio system. (Safety, Security, and Community Resources; Focus Area 6)
- Security rolled out additions to the emergency procedures, updated security cameras, and locked the HR and Finance offices for non-authorized users. (Safety, Security, and Community Resources; Focus Area 6)



PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
July 19, 2023 5 pm
ROCKRIMMON LIBRARY

[VIRTUAL MEETING \(ZOOM\)](#)

Call in: 1-253-215-8782 or 1-312-626-6799 or 1-669-900-6833 or 1-346-248-7799
Meeting ID: 867 7654 8192
Passcode: 569086

REGULAR MEETING OF THE BOARD OF TRUSTEES

President Aaron Salt, Vice President Dora Gonzales, Secretary/Treasurer Erin Bents, Debbie English, Dr. Ned Stoll, Scott Taylor, Julie Smyth

Chief Librarian and CEO Teona Shainidze Krebs, Chief Communications Officer Denise Abbott, Rockrimmon Library Manager Steve Abbott, West Region Director Michael Doherty, Executive Assistant Laura Foster, Chief Information Technology Officer Justin Goodwin, Controller Kim Hoggatt, Chief Development Officer and Foundation Executive Officer Lance James, Facilities Project Manager Travis Keeton, Chief Human Resources and Organization Development Officer Heather Laslie, Security Coordinator Kevin Mullis, Collection Management Director Jenny Pierce, Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles, Senior Library Associate Carol Scheer, Chief Facilities Management Officer Gary Syling, Internal Communications and Special Projects Manager Jeremiah Walter, Ruth Holley Library Manager Tess Warren, Manitou Springs City Administrator Denise Howell, City Councilmember Lynette Crow-Iverson, County Commissioner Longinos Gonzalez, Jr., City Councilmember Nancy Henjum

CALL TO ORDER

President Aaron Salt called the July 19, 2023 regular meeting of the Pikes Peak Library District Board of Trustees to order at 5:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

There was no public comment.

REPORTS

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District Report was included in the Board packet. Friends of the Pikes Peak Library District Board of Directors President Rita Jordan was unable to attend today's meeting. Trustee Dora Gonzales reminded everyone that Latina Voices will take place on September 30, 2023.

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation Report was included in the Board packet. Chief Development Officer and Foundation Executive Director Lance James shared that over \$50,000 has already been raised for Night at the Library taking place the evening of October 21, 2023 and ticket purchases have begun.

Financial Report: June 2023

The June 2023 Financial Report was included in the Board packet. Chief Financial Officer Randy Green shared that revenue is tracking ahead of last year at this time, and expenditures for Facilities projects are being processed.

Public Services Report

The Public Services Report was included in the Board packet. Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles stated that PPLD is experiencing a reduction in circulation as are many libraries. Recent events include the unveiling of Peggy Shiver's portrait at Library 21c, the Regional History and Genealogy symposium, the Book cart drill team attending a Switchbacks game and participation in the July 4 parade in Monument.

At the request of the Board, a month-to-month comparison of the use of Culture Passes will be provided. Currently Culture Pass statistics are provided in the Communications report, including a YTD total and a comparison with the previous year's usage.

Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Safety, Security and Community Resources

The Support Services Reports were included in the Board packet. The status of the new Mobile Library is that it is in production and may take as long as 18 months to complete.

Chief Librarian's Report

Chief Librarian Teona Shainidze-Krebs reported that she has several meetings scheduled with local elected officials and community leaders. Ms. Shainidze-Krebs thanked Tammy, Randy, and Kim for providing a presentation for the Board's work session earlier this month.

Board Reports

Governance Committee Report

Governance Committee Chair Scott Taylor shared that the committee met on Tuesday, July 11, 2023. A letter was sent to the City and County liaisons of the Board regarding the upcoming Board vacancy. Once approval of the resolution in recognition of Mina Liebert's service to PPLD is received, Mr. Taylor will arrange to meet with Ms. Liebert to present the resolution and gifts from the PPLD Board of Trustees, Foundation Board of Directors, and Friends Board of Directors. A draft agenda for the Board retreat on Friday, September 8, 2023 was discussed with hopes to finalize the agenda at the August Governance Committee meeting.

Internal Affairs Committee Report

Internal Affairs Chair Erin Bents shared that the committee met on Tuesday, July 11, 2023. The decisions on today's agenda were discussed at the meeting.

Liaison comments

City Councilmember Lynette Crow-Iverson is attending her first PPLD Board meeting.

City Councilmember Nancy Henjum shared that the City Council will be on retreat with the Mayor during the PPLD Board of Trustees August meeting.

County Commissioner Longinos Gonzalez, Jr. enjoyed attending the unveiling of the Peggy Shivers portrait.

Trustee comments

Debbie English welcomed the Board to her home library, Rockrimmon Library.

Scott Taylor met with Human Resources for an Adopt-a-Trustee visit.

Aaron Salt shared his appreciation for holding Board meetings at Libraries around the District.

Erin Bents enjoyed attending PPLD night at the Switchbacks with her family.

Dr. Ned Stoll mentioned that the PPLD Bookmobile will attend the Mt. Carmel Veteran's Service Day.

CORRESPONDENCE

A letter from School District 11 Superintendent Michael Gaal was included in the packet. Mr. Gaal recognizes the contribution that PPLD makes to our community through staff outreaches to District 11 schools. During the 2022 – 2023 school year, PPLD staff gave 22 presentations to 1093 students.

BUSINESS ITEMS

Consent Items

Minutes of the June 21, 2023 Board of Trustees meeting

Minutes of the July 11, 2023 Board of Trustees work session

No comments or requested changes.

DECISION 23-7-1: Facilities Master Plan Consultant

Motion: Dr. Stoll made a motion that the PPLD Board of Trustees approve the Facilities Master Plan as presented.

Second: Scott Taylor seconded the motion.

Discussion: This vote approves the selected consultant at a cost not to exceed the amount provided. The contract is

not yet available.

Vote: The motion was approved unanimously.

DECISION 23-7-2: Library Card policy revision

Motion: Erin Bents made a motion that the Pikes Peak Library District Board of Trustees approve the Library Card policy revision as presented

Second: Debbie English seconded the motion.

Discussion: The policy changes included removing all but the core information, and providing a better clarification of the types of cards PPLD offers.

Vote: The motion was approved unanimously.

[CLC Member Libraries – Colorado Virtual Library](#)

DECISION 23-7-3: Nepotism policy revision

Motion: Debbie English made a motion that the Pikes Peak Library District Board of Trustees approve the nepotism policy as presented.

Second: Erin Bents seconded the motion.

Discussion: The presented version includes a revision regarding professional conduct at the end of the Board policy.

Vote: The motion was approved unanimously.

DECISION 23-7-4: Resolution to Pursue Property Lease in Manitou Springs, Colorado

Motion: Scott Taylor made a motion that the Pikes Peak Library District Board of Trustees approve the Resolution to Pursue Property Lease in Manitou Springs, CO as amended (the amount increased from \$1.4 million to \$1.5 million).

Second: Dr. Stoll seconded the motion.

Discussion: The amount is increased in order to match the contribution from the City of Manitou Springs. The PPLD/MAC relationship will be impacted, the discussion is pending.

Vote: The motion was approved unanimously.

DECISION 23-7-5: Resolution to recognize Mina Liebert

**Resolution in Recognition of Exemplary Service of Mina Liebert
to the Pikes Peak Library District Board of Trustees**

Whereas, The Pikes Peak Library District Board of Trustees wishes to commend Mina Liebert for her exemplary service as a Pikes Peak Library District Board of Trustees Member from February 22, 2018 to December 31, 2022; and

Whereas, Mina's service on the Board of Trustees has included serving as the Vice President of the Board (2020); and serving on the Public Affairs Committee (2018, 2019 – 2022 Chair); and

Whereas, Mina's personal ethics, compassion, and leadership have made a significant, positive, and long-lasting impact on the libraries, families, and children within this community; and

Whereas, Mina's knowledge, attention to detail, and insatiable curiosity have contributed to the continued success of the Pikes Peak Library District; and

Whereas, Mina's thoughtful questions, insights, and involvement have significantly contributed to many Library initiatives that improved the overall quality of life for all citizens within the Pikes Peak Region; and

Whereas, Mina Liebert has been an advocate for public libraries, has consistently demonstrated the qualities of an exemplary Board Member, and has been a true friend to and champion of the staff and patrons of the Pikes Peak Library District;

Now, therefore, the Board of Trustees of Pikes Peak Library District does hereby recognize and sincerely thank Mina Liebert for her commitment, dedication, and service to this Library District and to the community and for the many enduring accomplishments achieved during her tenure.

Motion: Debbie English made a motion that the Pikes Peak Library District Board of Trustees approve the Resolution to recognize Mina Liebert as presented.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

ADJOURNMENT

There being no further business to discuss, President Aaron Salt adjourned the meeting at 5:55 p.m.

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

Pikes Peak Library District

Annual Comprehensive Financial Report

For the year ended December 31, 2022

Board of Trustees

(As of December 31, 2022)

Dr. Ned Stoll	President
Scott Taylor	Vice President
Dora Gonzales	Secretary/Treasurer
Erin Bents	Trustee
Debbie English	Trustee
Mina Liebert	Trustee
Aaron Salt.....	Trustee

Chief Librarian and Chief Executive Officer

Teona Shainidze-Krebs

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

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**Pikes Peak Library District
Annual Comprehensive Financial Report
Table of Contents
December 31, 2022**

INTRODUCTORY SECTION

	Page
Chief Librarian and Chief Executive Officer’s Letter of Transmittal	9
Letter of Transmittal	11
Organizational Chart	20
Certificate of Achievement for Excellence in Financial Reporting	21

FINANCIAL SECTION

Independent Auditor’s Report	23
Management’s Discussion and Analysis (Unaudited)	28
Basic Financial Statements	
Government-wide Financial Statements	
Statement of Net Position	44
Statement of Financial Position – Foundation.....	46
Statement of Activities	47
Statement of Activities – Foundation	48
Fund Financial Statements	
Balance Sheet – Governmental Funds.....	49
Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position.....	50
Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds	51
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities.....	52

**Pikes Peak Library District
Annual Comprehensive Financial Report
Table of Contents (Continued)
December 31, 2022**

	Page
Proprietary Fund	
Internal Service Fund	
Statement of Net Assets	53
Statement of Revenues, Expenses, and Changes in Fund Net Assets	54
Statement of Cash Flows	55
Fiduciary Fund – Statement of Fiduciary Net Position	56
Fiduciary Fund – Statement of Changes in Fiduciary Net Position	57
Notes to Financial Statements	60
Required Supplementary Information	
Schedule of the District’s Proportionate Share of the Net Pension Liability	91
Schedule of District Contributions	92
Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – General Fund	93
Notes to Required Supplementary Information	98
Supplementary Information – Combining and Individual Fund Financial Statements and Schedules	
General Fund	
Comparative Balance Sheets	99
Comparative Statements of Revenues, Expenditures, and Changes in Fund Balance.....	100
Schedule of Expenditures by Natural Classification – Budget and Actual	101
Nonmajor Governmental Funds	
Combining Balance Sheet.....	104
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances	105

**Pikes Peak Library District
Annual Comprehensive Financial Report
Table of Contents (Continued)
December 31, 2022**

	Page
Designated Purpose Fund	
Comparative Balance Sheets	106
Comparative Statements of Revenues, Expenditures, and Changes in Fund Balance.....	107
Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual.....	108
Library 21c Project Fund	
Comparative Balance Sheets	109
Comparative Statements of Revenues, Expenditures, and Changes in Fund Balance.....	110
Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual.....	111
East Library Renovation Fund	
Comparative Balance Sheets	112
Comparative Statements of Revenues, Expenditures, and Changes in Fund Balance.....	113
Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual.....	114
Penrose Library Renovation Fund	
Comparative Balance Sheets	115
Comparative Statements of Revenues, Expenditures, and Changes in Fund Balance.....	116
Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual.....	117
Capital Reserve Fund	
Comparative Balance Sheets	118
Comparative Statements of Revenues, Expenditures, and Changes in Fund Balance.....	119
Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual.....	120

**Pikes Peak Library District
Annual Comprehensive Financial Report
Table of Contents (Continued)
December 31, 2022**

	Page
Internal Service Fund	
Employee Health Plan Fund	
Comparative Statements of Net Assets	123
Comparative Statements of Revenues, Expenses, and Changes in Fund Net Assets	124
Comparative Statements of Cash Flows.....	125

STATISTICAL SECTION (unaudited)

	Ref.	Page
Financial Trends Information		
Government-wide Net Position by Component	I-1	128
Government-wide Expenses, Program Revenues and Net Expenses	I-2	129
Government-wide General Revenues and Other Changes in Net Position.....	I-3	131
Fund Balances, Governmental Funds.....	I-4	132
Summary of Changes in Total Governmental Fund Balances	I-5	133
Governmental Funds Revenues.....	I-6	134
Governmental Funds Expenditures	I-7	135
Revenue Capacity Information		
Assessed and Estimated Actual Value of Taxable Property	I-8	137
Property Tax Rates – Direct and Overlapping	I-9	138
Principal Property Taxpayers	I-10	140
Property Tax Levies and Collections	I-11	141

**Pikes Peak Library District
Annual Comprehensive Financial Report
Table of Contents (Continued)
December 31, 2022**

	Ref.	Page
Debt Capacity Information		
Ratios of Outstanding Debt	I-12	142
Debt Limitation Information	I-13	143
Debt Service Information	I-14	144
Demographic and Economic Information		
Demographic and Economic Information	I-15	146
Principal Employers	I-16	147
Operating Information		
District Employees by Function	I-17	149
Library Materials Purchased and Circulated	I-18	150
Circulation by Location	I-19	151
Service Location Information	I-20	152
Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i> – Independent Auditor’s Report		
		154

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(719) 531-6333

ppld.org

P.O. Box 1579

Colorado Springs, CO 80901

August 3, 2023

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 Annual Comprehensive Financial Report (ACFR) of the Pikes Peak Library District (the District) for the year ended December 31, 2022.

This is the 32nd consecutive year that an annual financial report has been submitted to you in ACFR format, in accordance with guidelines of the Government Finance Officers Association of the United States and Canada (GFOA).

Please refer to pages 28 to 42 for the section of the ACFR called “Management’s Discussion and Analysis.” This section provides a discussion of the significant issues and analysis of the District’s 2022 financial statements.

Last year’s ACFR received the Certificate of Achievement for Excellence in Financial Reporting from the GFOA for the 31st consecutive year. This award represents affirmation that the District has achieved excellence in financial reporting. The District will submit the 2022 ACFR 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,

A handwritten signature in black ink, appearing to read 'Teona Shainidze-Krebs'.

Teona Shainidze-Krebs
Chief Librarian and Chief Executive Officer

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(719) 531-6333

ppld.org

P.O. Box 1579

Colorado Springs, CO 80901

August 3, 2023

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, 2022.

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.

FORVIS, our independent certified public accountants, has issued unmodified (“clean”) opinions on the Pikes Peak Library District’s (the District, the Library, or PPLD) financial statements as of and for the year ended December 31, 2022. 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 Manitou Springs did not join the Library District when it was formed in 1962. The city of Manitou Springs subsequently voted to join PPLD effective January 1, 2013.

There are 16 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 16 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 Pikes Peak Library District Board of Trustees are legally responsible for approving and adopting an annual budget by appropriating funds for district expenditures from the revenues and available fund balances of each fund to each fund by December 15 of each fiscal year. The annual budget is prepared by fund and department and serves as a foundation for PPLD's financial planning and control. Management cannot overspend the originally ratified budget without the approval of the Board of Trustees. Additional spending, in excess of the original budget, is only permitted with the PPLD Board of Trustee's approved revision(s) to the original budget.

About Pikes Peak Library District

PPLD seeks to engage and transform people's lives via its 16 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 677,000 residents across 2,070 square miles of El Paso County. Thanks to an employee base of 451 full and part-time staff and about 790 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 PPLD. The District serves residents of El Paso County, except for Security/Widefield School District #3, including all unincorporated areas and municipalities of Calhan, Colorado Springs, Ellicott, Falcon, Fountain, Manitou Springs, Monument, and Palmer Lake.

2022 Highlights

The 2022 Winter Adult Reading Program saw record numbers, with 3,428 readers, which was up 459 participants from 2021.

In April 2022, PPLD held its first Pikes Peak Poetry Summit as part of National Poetry Month. It was led by Pikes Peak Poet Laureate Ashley Cornelius and consisted of speakers, workshops, and a performance by Colorado State Poet Laureate Bobby LeFebre.

After a two-year hiatus, Family & Children's Services brought back the Homeschool Resource Fair, holding it in April 2022. The forty-nine vendors who attended included Thrive Homeschool Academy with a portable planetarium and an exhibit by the Pikes Peak Children's Museum. The event was attended by 551 people.

Pikes Peak Library District's annual Summer Reading program, Summer Adventure, saw 14,483 participants in 2022 who read, moved, or imagined activities for 308,216 days. This was an increase of 4,561 participants over 2021.

The Communications Department spearheaded a Library Card Sign-Up Month campaign in September 2022, focusing on children's library card sign-ups. For the month of September, 1,065 children registered for their first library card, nearly a 62% increase compared to September 2021 with only 658 registrants under 13 years of age.

In 2022, Calhan School District, School District 49, and Fountain-Fort Carson School District 8 joined PowerPass, bringing the total number of students in El Paso County who can access PPLD's materials electronically using their student ID to more than 85,000 students. These districts joined School Districts 11, 2, 20 who were brought on board in previous years.

2022 saw a 6% increase in OverDrive eMaterial checkouts with a total of 2,694,293 from eBooks (1,471,168), eAudios; 1,156,069, and eMagazines (67,056). This is the fourth consecutive year for checkouts surpassing 2 million.

Family & Children's Services conducted eight LENA Start co-horts in 2022 (Winter, Spring, Summer, and Fall), teaching parents how to increase their conversational turns (interactions) with their children 0-33 months of age. They graduated 82 families.

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, 2022, the population of El Paso County is 745,186 (the District's legal service is 677,964 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 225,383 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 around 34.6 at the end of 2022. The following are estimates of the population for El Paso County by certain age categories:

	<u>2022</u>	<u>% Total</u>	<u>2021</u>	<u>% Total</u>
Under 15	141,129	18.9%	142,050	19.2%
15-24	117,302	15.7%	117,174	16.0%
25-44	216,547	29.1%	212,009	28.7%
45-64	163,531	21.9%	163,817	22.2%
65+	106,677	14.3%	102,815	13.9%
Total	<u>745,186</u>	<u>100.0%</u>	<u>737,865</u>	<u>100.0%</u>

Industries

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

	2022	2021
Agriculture, Forestry, Fishing and Hunting	0.2%	0.2%
Mining, Quarrying, and Oil and Gas Extraction	0.0%	0.0%
Utilities	0.2%	1.1%
Construction	7.6%	6.5%
Manufacturing	4.9%	4.6%
Wholesale Trade	2.6%	2.1%
Retail Trade	12.9%	11.3%
Transportation and Warehousing	3.9%	2.0%
Information	2.1%	2.8%
Finance and Insurance	5.1%	5.0%
Real Estate and Rental and Leasing	2.1%	1.8%
Professional, Scientific, and Technical Services	13.1%	11.4%
Management of Companies and Enterprises	0.7%	0.7%
Administrative and Support and Waste Management and Remediation Services	7.1%	7.2%
Educational Services	1.6%	7.1%
Health Care and Social Assistance	15.7%	16.3%
Arts, Entertainment, and Recreation	2.0%	1.7%
Accommodation and Food Services	13.6%	10.7%
Other Services (except Public Administration)	4.7%	4.2%
Public Administration	0.0%	3.2%

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	2022 Annual Wages	2021 Annual Wages
Architecture and Engineering	102,309	99,911
Arts, Design, Entertainment, Sports, and Media	68,274	59,514
Building and Grounds Cleaning and Maintenance	38,865	35,920
Business and Financial Operations	82,628	79,056
Community and Social Services	55,066	52,247
Computer and Mathematical	112,516	99,238
Construction and Extraction	54,604	50,918
Educational Instruction and Library	51,864	52,934
Farming, Fishing, and Forestry	40,215	36,208
Food Preparation and Serving Related	35,780	32,983
Healthcare Practitioners and Technical	97,964	92,034
Healthcare Support	39,433	35,636
Installation, Maintenance, and Repair	55,277	53,507
Legal	92,703	87,494
Life, Physical, and Social Science	85,053	81,823
Management	136,017	123,939
Office and Administrative Support	45,068	42,369
Personal Care and Service	39,820	35,901
Production	45,355	42,345
Protective Service	54,048	51,678
Sales and Related	50,792	45,650
Transportation and Material Moving	40,604	38,822
All Occupations	62,164	57,765

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 can handle 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 84% 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	
	2022	2021
Pikes Peak State College	11,845	12,506
University of Colorado at Colorado Springs	12,031	12,380
United States Air Force Academy	4,181	4,307

OTHER ITEMS

Internal Controls

The District has several 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 CEO can authorize operational contracts and approve expenditures up to \$100,000. The Chief Financial Officer can authorize purchase orders up to \$50,000. Purchases more than \$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 Financial Officer and the Chief Librarian and CEO 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 Financial 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 2022 ACFR has been prepared in compliance with the District's Financial Guidelines, applying Generally Accepted Accounting Principles for governmental and Non-Profit entities, 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 Annual Comprehensive Financial Report for the year ended December 31, 2021. This was the 31st consecutive year that the District has received this prestigious award.

To be awarded a Certificate of Achievement for Excellence in Financial Reporting, the government must publish an easily readable and efficiently organized annual comprehensive 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 Annual Comprehensive Financial Report (ACFR) 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 those individuals employed by the District’s Finance Office, and whose efforts and contributions made the preparation of the 2022 ACFR a success.

Respectfully submitted,



Teona Shainidze-Krebs
Chief Librarian and Chief Executive Officer

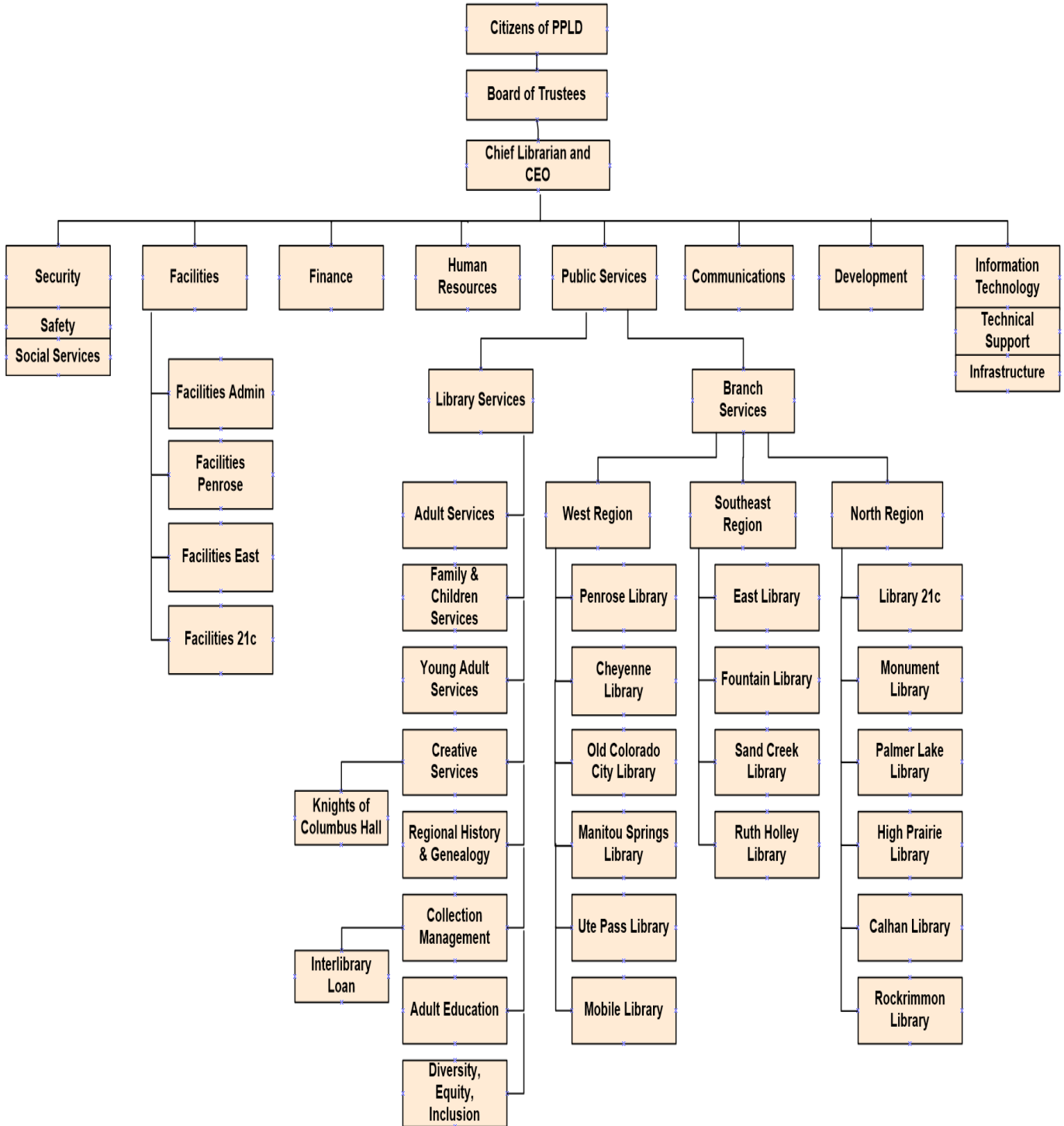


Randall A. Green
Chief Financial Officer

Pikes Peak Library District

Organizational Chart

December 31, 2022





Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**Pikes Peak Library District
Colorado**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

December 31, 2021

Christopher P. Morill

Executive Director/CEO

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Independent Auditor's Report

Board of Trustees
Pikes Peak Library District
Colorado Springs, Colorado

Report on the Audit of the Financial Statements

Opinions

We have audited 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, 2022, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements 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, 2022, 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.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the "Auditor's Responsibilities for the Audit of the Financial Statements" section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions. The financial statements of the discretely presented component unit were not audited in accordance with *Government Auditing Standards*.

Emphasis of Matter

As discussed in Note I-E-6 to the financial statements, in 2022, the District adopted Governmental Accounting Standards Board Statement No. 87, *Leases*. Our opinions are not modified with respect to this matter.

Responsibilities of Management 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, and 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for 12 months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison, and pension information as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a 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.

Supplementary 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 2022 combining and individual fund financial statements and schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The 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 2022 combining and individual fund financial statements and schedules is 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, 2021, which are not presented with the accompanying financial statements. In our report dated June 30, 2022, 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 2021 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, 2021, taken as a whole.

Board of Trustees
Pikes Peak Library District

Other Information

Management is responsible for the other information included in the annual comprehensive financial report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated August 3, 2023, 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.

FORVIS,LLP

Colorado Springs, Colorado
August 3, 2023

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Pikes Peak Library District
Management's Discussion and Analysis (Unaudited)
December 31, 2022

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, 2022. 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 9 through 19 of this report.

Financial Highlights

- The District's total assets and deferred outflows of resources was \$100,061,172 as of December 31, 2022. Included in this total is current assets of \$54,849,253 (primarily cash and investments of \$20,066,587 and property taxes receivable of \$33,583,970), noncurrent or capital and lease assets of \$35,627,314 and deferred outflow of resources (pension-related amounts) of \$9,584,605.
- The District's total liabilities and deferred inflows of resources was \$76,234,249 as of December 31, 2022. Included in this total is current liabilities of \$3,692,175 (primarily accounts payable of \$1,529,256, accrued compensation payable of \$1,505,704, and current lease liability of \$633,141), noncurrent liabilities of \$22,084,436 (accrued compensation absences of \$1,106,766, net pension liability of \$19,694,126, and noncurrent lease liability of \$1,283,544), and deferred inflows of resources of \$50,457,638 (property taxes of \$33,583,970 and pension-related amounts of \$16,873,668).
- The District's assets and deferred outflows exceeded its liabilities and deferred inflows by \$23,826,923 (net position) as of December 31, 2022.
- Total net position is comprised of the following:
 - (1) Net investment in capital assets of \$33,505,299 includes property and equipment, net of accumulated depreciation, certain accounts payable, and lease liability.
 - (2) Net position of \$1,498,665 is restricted by constraints imposed from outside the District, such as gifts, grantors, laws, or regulations.
 - (3) Unrestricted deficit net position of (\$11,177,041) 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, 2022, the District's proportionate share of the Net Pension Liability was \$19,694,126. This balance is included in the unrestricted net position.
- The District's total assets in its Governmental Funds was \$58,898,607 as of December 31, 2022 (primarily cash and investments of \$19,466,010 and property taxes receivable of \$33,583,970).
- The District's total liabilities of its Governmental Funds was \$7,457,699 as of December 31, 2022 (accounts payable of \$1,342,353, accrued compensation payable of \$1,031,376, and amounts due to other funds of \$5,059,896).
- The District's total deferred inflows of resources was \$33,687,855 (property taxes of \$33,583,970 and unavailable fund resources of \$103,885).

Pikes Peak Library District
Management's Discussion and Analysis (Unaudited) (Continued)
December 31, 2022

- The District's General Fund reported total ending fund balance of \$13,274,012 as of December 31, 2022. This compares to the prior year ending fund balance of \$13,328,480, showing a decrease of \$54,468 during the current year.
- As of December 31, 2022, unassigned fund balance for the General Fund was \$10,652,749, or approximately 27.6%, of total General Fund expenditures, including transfers for the year ended December 31, 2022.
- 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 like 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 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 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.

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

Pikes Peak Library District
Management's Discussion and Analysis (Unaudited) (Continued)
December 31, 2022

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 44 through 48 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 49 through 51 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 53 through 55 of this report.

Custodial 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 custodial funds is much like that used for the government-wide statements.

The basic custodial fund financial statements can be found on pages 56 through 57 of this report.

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 60 of this report.

Pikes Peak Library District
Management's Discussion and Analysis (Unaudited) (Continued)
December 31, 2022

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 91 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 \$23,826,923. The following table provides a summary of the District's net position as of December 31, 2022 and 2021:

	Summary of Net Position			
	2022		2021	
	Governmental Activities	Percentage of Total	Governmental Activities	Percentage of Total
Assets				
Current and other assets	\$ 54,849,253	61%	\$ 53,681,100	62%
Capital and lease assets	35,627,314	39%	32,334,688	38%
Total assets	90,476,567	100%	86,015,788	100%
Deferred Outflows of Resources	9,584,605	100%	14,587,476	100%
Liabilities				
Current liabilities	3,692,175	14%	3,034,787	16%
Noncurrent liabilities	22,084,436	86%	15,872,767	84%
Total liabilities	25,776,611	100%	18,907,554	100%
Deferred Inflows of Resources	50,457,638	100%	59,948,297	100%
Net Position				
Net investment in capital assets	33,505,299	141%	32,293,214	148%
Restricted	1,498,665	6%	1,393,285	6%
Unrestricted	(11,177,041)	-47%	(11,939,086)	-55%
Total net position	\$ 23,826,923	100%	\$ 21,747,413	100%

Pikes Peak Library District
Management's Discussion and Analysis (Unaudited) (Continued)
December 31, 2022

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 \$21,265,283. As a result, the current ratio for the District overall is 5.8 to 1 which compares slightly unfavorable to the December 31, 2021 ratio of 6.7 to 1. This ratio overall is strong.

The District reported an overall positive balance in net position. Net position increased by \$2,079,510 for governmental activities.

Approximately 141% of the District's net position is comprised of capital assets as of December 31, 2022. The District uses these capital and lease assets to provide services to its citizens.

Pikes Peak Library District
Management's Discussion and Analysis (Unaudited) (Continued)
December 31, 2022

The following table provides a summary of the District's changes in governmental activities' net position for the years ended December 31, 2022 and 2021:

	Summary of Changes in Net Position			
	2022		2021	
	Governmental Activities	Percentage of Total	Governmental Activities	Percentage of Total
Revenues				
Program				
Charges for services, sales, and fines	\$ 91,779	0%	\$ 86,322	0%
Operating grants/donations	1,203,199	3%	800,863	2%
General				
Taxes	36,816,244	95%	35,123,014	97%
Other	492,909	1%	92,138	0%
Total revenues	38,604,131	100%	36,102,337	100%
Program Expenses				
Public Services	21,618,087	58%	21,439,663	59%
Human Resources Office	663,932	2%	740,806	2%
Chief Librarian and CEO's Office	265,212	1%	295,077	1%
Development Office	277,090	1%	268,937	1%
Finance Office	678,055	2%	724,847	2%
Facilities Office	3,630,516	10%	3,938,656	11%
Information Technology Office	2,649,778	7%	2,881,161	8%
Communications Office	950,097	3%	1,051,216	3%
Security Services	963,291	3%	1,001,954	3%
Other administration	5,448,405	15%	4,000,995	11%
Interest and other charges	60,224	0%	-	0%
Total expenses	37,204,687	100%	36,343,312	100%
Special item - Insurance proceeds	680,066		-	
Change in net position	2,079,510		(240,975)	
Beginning Net Position	21,747,413		21,988,388	
Ending Net Position	\$ 23,826,923		\$ 21,747,413	

Pikes Peak Library District
Management’s Discussion and Analysis (Unaudited) (Continued)
December 31, 2022

Financial Highlights

An overall 7% increase in revenue, from 2021 to 2022, is largely due to increased Property Tax Revenue driven by an average increase of 17.9% in net taxable assessed valuation in the local real estate market. Residential and Commercial property classes represent roughly 90% of the total assessed valuation and grew by a combined rate of 18.3% from the previous year.

Likewise, when comparing 2021 to 2022, overall expenses increased by 2% which was largely due to increases in personnel and pension expenses.

Governmental Revenues

The District is heavily reliant on taxes to support governmental activities. Taxes provided over 95% of the District’s total revenues. Also, note that program revenues generated less than 5% of governmental activities’ revenues for the year ended December 31, 2022. This means that the District’s taxpayers and the District’s other general revenues provided almost 100% 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 68% of the District’s expenses provide supporting services to the public service and information technology functions. Total governmental expenses include approximately \$3 million in total depreciation expense, of which roughly \$1.7 million is attributable to the District’s library materials, in addition to the leased assets amortization expense of \$661,344.

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 \$17,753,053 as of December 31, 2022.

Fund balances as of December 31, 2022 and 2021 include:

	2022	2021
Nonspendable	\$ 562,009	\$ 400,575
Restricted	1,498,665	1,393,285
Committed	4,478,229	4,326,216
Assigned	561,401	306,562
Unassigned	10,652,749	11,228,870
	\$ 17,753,053	\$ 17,655,508

Pikes Peak Library District
Management’s Discussion and Analysis (Unaudited) (Continued)
December 31, 2022

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 \$54,468 during 2022. The total fund balance of the General Fund as of December 31, 2022 was \$13,274,012. The total fund balance as of December 31, 2021 was \$13,328,480.

The fund balance of the General Fund is broken down as follows as of December 31, 2022 and 2021:

	2022	2021
Nonspendable	\$ 562,009	\$ 400,575
Restricted	1,497,853	1,392,473
Assigned	561,401	306,562
Unassigned	10,652,749	11,228,870
	\$ 13,274,012	\$ 13,328,480

Unassigned fund balance – The balance decreased by \$576,121 from 2021 to 2022. Total revenues and other financing sources for 2022 is \$38,504,132, and total expenditures, other financing uses, and special items is \$30,271,652.

Nonmajor Governmental Funds

Nonmajor governmental funds include one Special Revenue Fund, consolidating three distinct locations, and four Capital Projects Funds.

Special Revenue Fund (Designated Purpose Fund) – Total fund balance as of December 31, 2022 was \$63,791. This amount is \$36,897 less than the fund balance of \$100,688 as of December 31, 2021.

Capital Projects Funds – As of December 31, 2022, fund balance for specific individual funds equals the following and represents ongoing projects; funds not listed have zero balances and were closed as the projects were completed:

	2022	2021
Library 21c Project Fund	\$ 292,282	\$ 315,403
East Library Renovation Fund	193,907	90,178
Penrose Library Renovation Fund	658,265	342,977
Capital Reserve Fund	3,270,796	3,477,782
	\$ 4,415,250	\$ 4,226,340

Pikes Peak Library District
Management’s Discussion and Analysis (Unaudited) (Continued)
December 31, 2022

Library 21c Project Fund - The fund balance decreased by \$23,121 from 2021 due to the timing of active capital projects and deferral of various other projects into 2022.

Capital Reserve Fund – Total fund balance decreased by \$206,986 from 2021 due to the timing of active capital projects and deferral of various other projects into 2022.

Capital outlay for these funds for years ended December 31, 2022 and 2021 is presented below:

	2022	2021
Library 21c Project Fund	\$ 194,722	\$ 39,461
East Library Renovation Fund	898,075	68,364
Penrose Library Renovation Fund	875,912	75,492
Capital Reserve Fund	2,365,921	981,666
	\$ 4,334,630	\$ 1,164,983

Capital Reserve Fund – During 2022, the District purchased a variety of equipment in addition to engaging various renovation and repair costs. These purchases and projects are non-reoccurring by nature.

Budgetary Highlights

General Fund

The original budget (expenditures and transfers out) was amended and increased by \$814,979. Normally, the General Fund budget is amended principally to utilize prior year fund balances that were primarily either reserved for encumbrances or designated for specific capital projects, which were not included in the original budget. However, given uncertainty about future finances, the District elected to approach the 2022 budget conservatively, and it identified various projects that could be deferred to a future year.

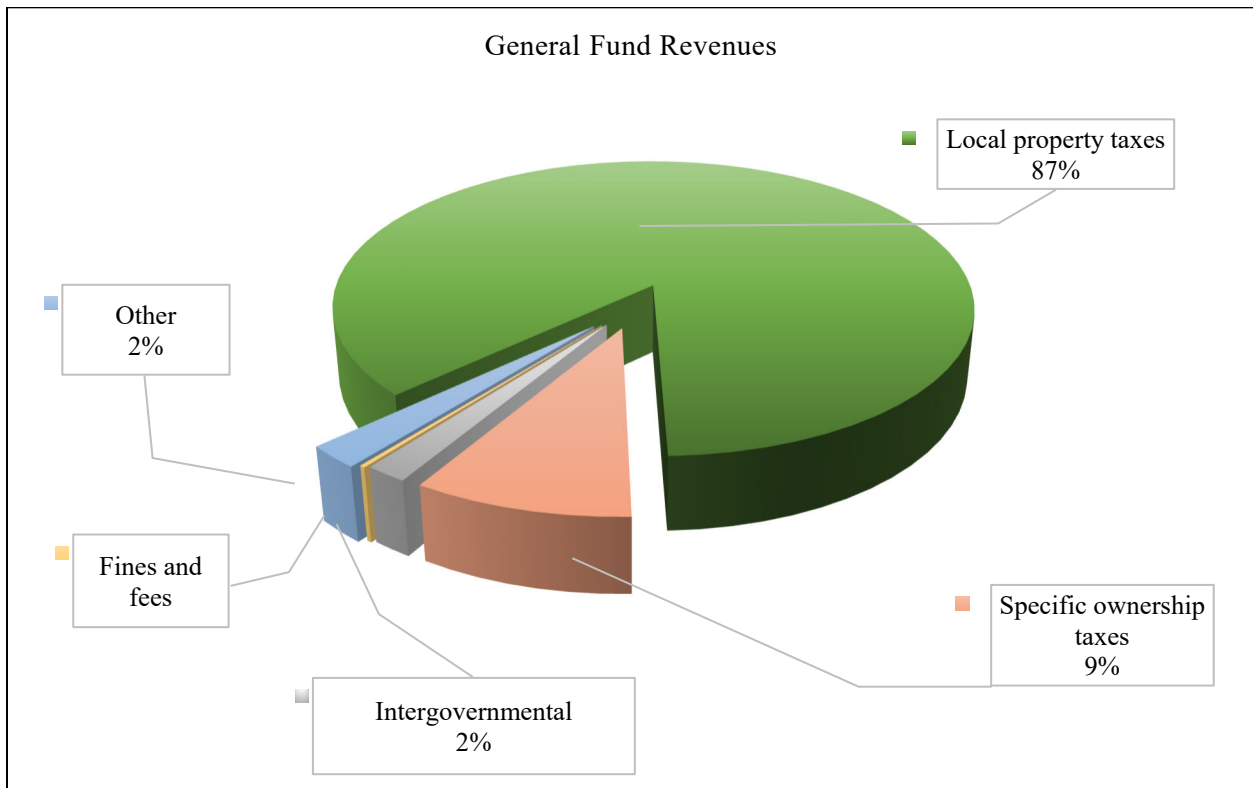
The District also made the decision to not fill various vacant staff positions during 2022.

Pikes Peak Library District
Management's Discussion and Analysis (Unaudited) (Continued)
December 31, 2022

General Fund Revenues

Total General Fund actual revenues for fiscal year 2022 were \$38,504,132. This amount was more than the 2022 budget, as amended, by \$244,690, which is less than 1% of the total revenue budget.

The following chart depicts General Fund revenue for 2022 by category:

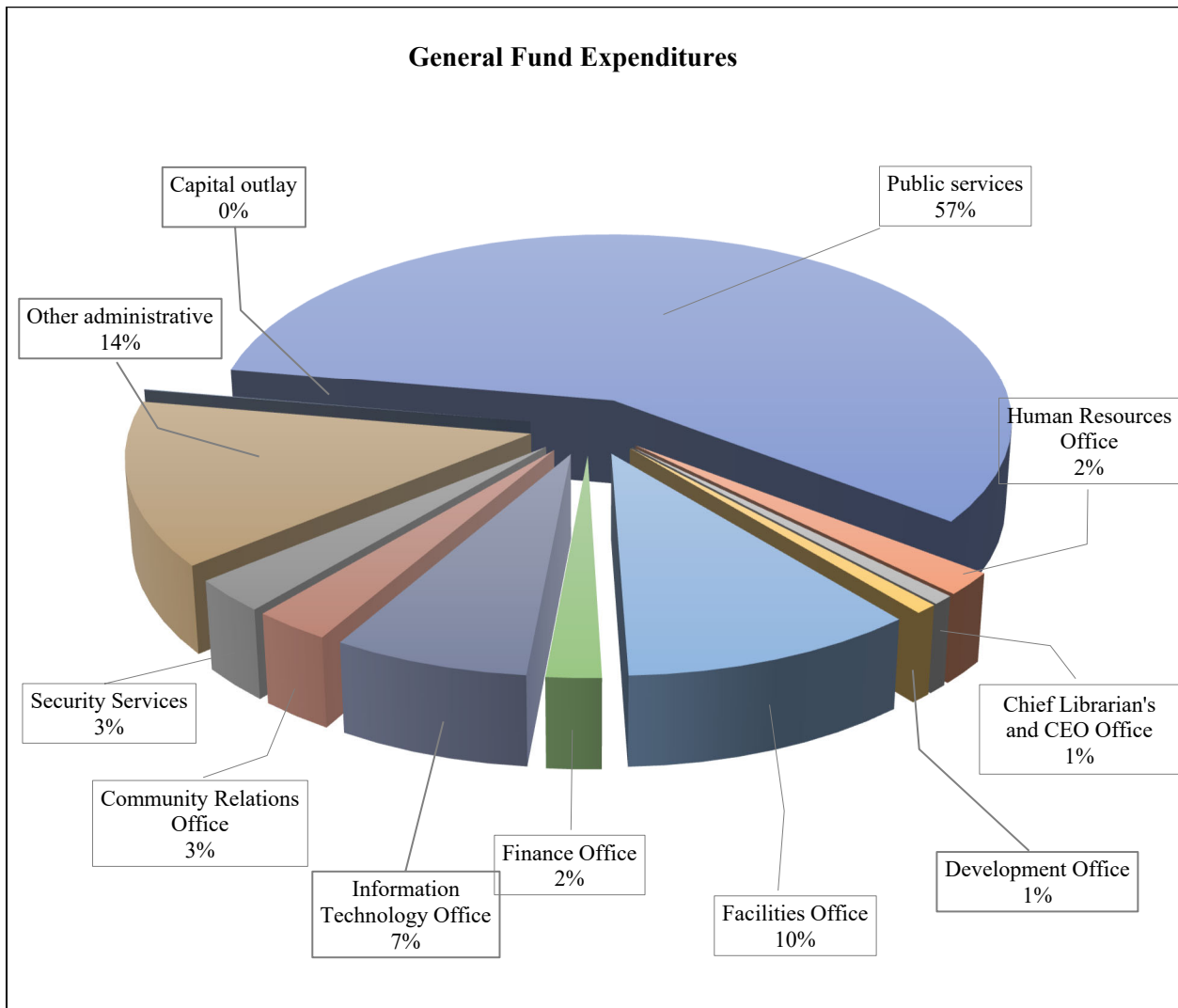


Pikes Peak Library District
Management's Discussion and Analysis (Unaudited) (Continued)
December 31, 2022

General Fund Expenditures

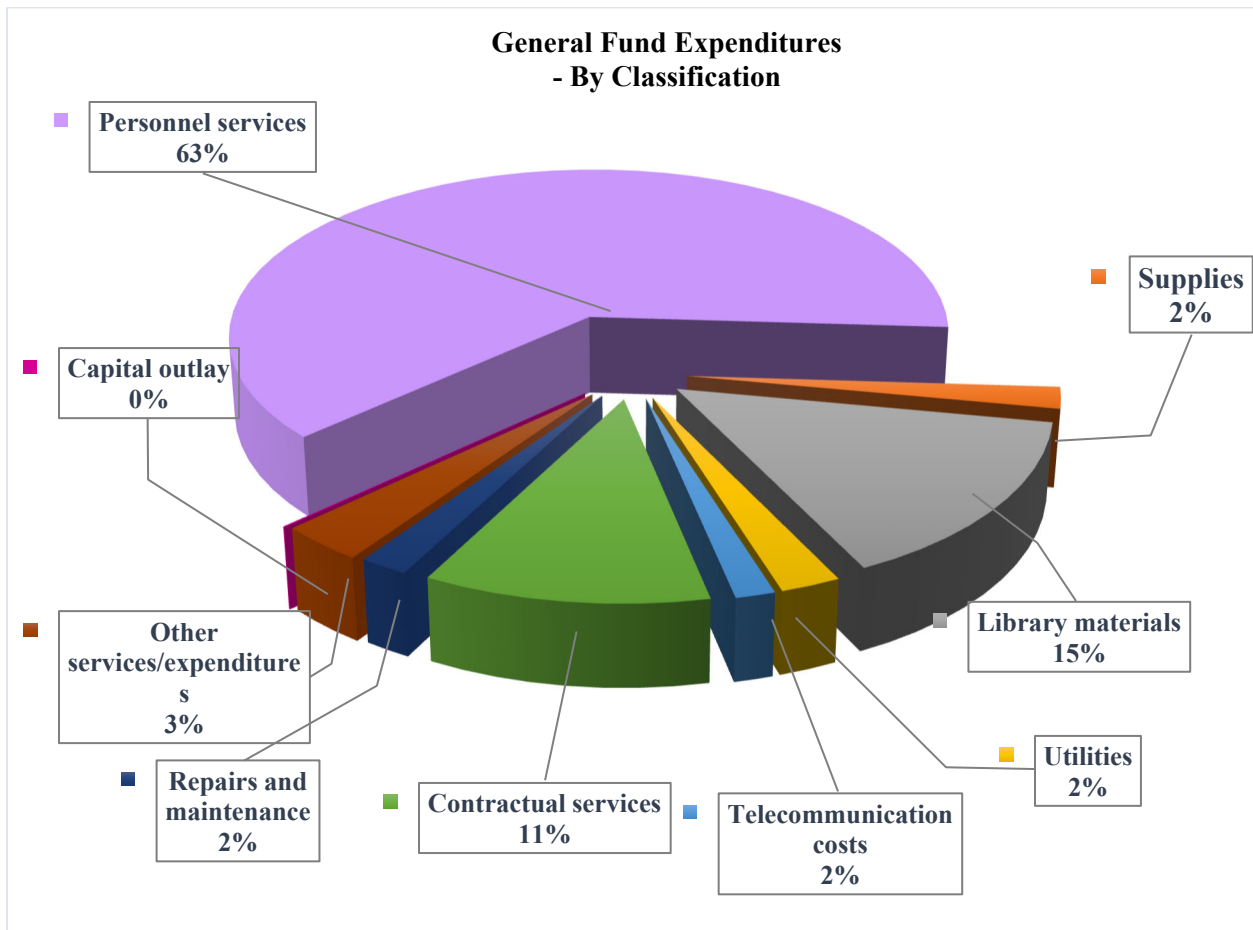
Total General Fund actual expenditures for fiscal year 2022 was \$34,415,126. This amount was less than the 2022 budget, as amended, by \$2,347,220, which is approximately 6% of the total budget.

The following chart depicts 2022 General Fund expenditures by function:



Pikes Peak Library District
Management's Discussion and Analysis (Unaudited) (Continued)
December 31, 2022

The following chart depicts 2022 General Fund expenditures by classification:



Pikes Peak Library District
Management’s Discussion and Analysis (Unaudited) (Continued)
December 31, 2022

The following is a summary of 2022 General Fund expenditures by departments/accounts:

	<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	\$ 23,028,666	\$ 22,375,987	\$ 21,652,786	\$ 723,201
Supplies	955,914	1,113,777	673,884	439,893
Library materials	5,188,243	5,191,699	5,112,585	79,114
Utilities	743,697	743,697	806,674	(62,977)
Telecommunication costs	554,000	637,319	532,230	105,089
Contractual services	3,533,943	3,514,296	3,134,841	379,455
Repairs and maintenance	909,450	858,198	655,677	202,521
Other services/expenditures	1,251,154	1,599,393	1,159,357	440,036
Lease principal	639,317	639,317	606,180	33,137
Interest expense	63,516	63,516	60,224	3,292
Capital outlay	15,000	25,147	20,688	4,459
Total expenditures	<u>\$ 36,882,900</u>	<u>\$ 36,762,346</u>	<u>\$ 34,415,126</u>	<u>\$ 2,347,220</u>

General – As a result of the current economic environment, numerous issues arose which caused uncertainty regarding the District’s financial resources, the District operated under the concept of financial frugality. The philosophy was to defer/cut expenditures from the 2022 approved budget as much as possible.

Pikes Peak Library District
Management's Discussion and Analysis (Unaudited) (Continued)
December 31, 2022

Capital Assets

The District's capital assets, net of accumulated depreciation, for governmental activities as of December 31, 2022 was \$33,765,783. See note III-E on page 78 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, 2022 and 2021:

	Capital Assets			
	2022		2021	
	Governmental Activities	Percentage of Total	Governmental Activities	Percentage of Total
Nondepreciable assets				
Land	\$ 5,406,764	6%	\$ 5,317,363	6%
Collections of historical treasures	9,337,521	11%	9,597,286	12%
Fine art	247,106	0%	-	0%
Construction in progress	151,727	0%	11,520	0%
Total nondepreciable assets	<u>15,143,118</u>		<u>14,926,169</u>	
Depreciable assets				
Land improvements	942,891	1%	942,891	1%
Leasehold improvements	2,088,502	2%	1,304,703	2%
Buildings	46,154,737	55%	45,192,133	55%
Equipment, furniture and fixtures	7,014,881	8%	5,769,173	7%
Vehicles	865,389	1%	818,123	1%
Books and materials	11,986,574	14%	12,958,166	16%
Total depreciable assets	<u>69,052,974</u>	<u>100%</u>	<u>66,985,189</u>	<u>100%</u>
Less accumulated depreciation	<u>(50,430,309)</u>		<u>(49,576,670)</u>	
Book value - depreciable assets	<u>18,622,665</u>		<u>17,408,519</u>	
Percentage depreciated	<u>73%</u>		<u>74%</u>	
Book value - all capital assets	<u>\$ 33,765,783</u>		<u>\$ 32,334,688</u>	

On December 31, 2022, the depreciable capital assets for governmental activities were 73% depreciated; the percentage as of December 31, 2021 was 74%.

Pikes Peak Library District
Management's Discussion and Analysis (Unaudited) (Continued)
December 31, 2022

Economic Factors and Next Year's Budget and Mill Levy

The following factors were considered when the 2023 budget was prepared:

1. The unemployment rate for El Paso County, Colorado.
2. Inflationary trends in the region and cost of living indices in the region compare favorably to national indices.

As of December 31, 2022, unassigned fund balance in the General Fund totaled \$10,652,749. The District has appropriated \$736,116 of this balance for spending in the 2023 fiscal year budget.

For the fiscal year 2023 budget, the total mill levy is 3.512 mills (3.494 mills for general operating expenses, and 0.018 mills for refunds and abatements). The mill levy for fiscal year 2022 was 3.731 mills (3.845 mills for general operating expenses, 0.033 mills for refunds and abatements, and a temporary mill levy credit of (0.023) mills for a TABOR refund). The gross assessed valuation for all taxable property within the District's legal service area is \$9,750,080,380 in 2022.

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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Pikes Peak Library District

Statement of Net Position

December 31, 2022

	<u>Primary Government Governmental Activities</u>
Assets and Deferred Outflows of Resources	
Current Assets	
Cash and investments	\$ 20,066,587
Property taxes receivable	33,583,970
Accounts receivables	302,873
Due from discretely presented component unit	8,598
Due from other governments	288,549
Prepaid items	598,676
Total current assets	<u>54,849,253</u>
Noncurrent Assets	
Right to use lease assets	1,861,531
Capital assets	
Nondepreciable property	15,143,118
Depreciable building, property and equipment, net	18,622,665
Total noncurrent assets	<u>35,627,314</u>
Total assets	<u>90,476,567</u>
Deferred Outflows of Resources	
Pension-related amounts	9,584,605
Total assets and deferred outflows of resources	<u>100,061,172</u>
Liabilities and Deferred Inflows of Resources	
Current Liabilities	
Accounts payable	1,529,256
Lease liabilities	633,141
Accrued compensation payable	1,505,704
Other liabilities	24,074
Total current liabilities	<u>3,692,175</u>
Noncurrent Liabilities	
Noncurrent portion of long-term obligations	
Net pension liability	19,694,126
Lease liability	1,283,544
Accrued compensated absences	1,106,766
Total noncurrent liabilities	<u>22,084,436</u>
Total liabilities	<u>25,776,611</u>
Deferred Inflows of Resources	
Property taxes	33,583,970
Pension-related amounts	16,873,668
Total deferred inflows of resources	<u>50,457,638</u>
Total liabilities and deferred inflows of resources	<u>76,234,249</u>

Pikes Peak Library District

Statement of Net Position

December 31, 2022

Net Position

Net investment in capital assets	33,505,299
Restricted for	
Declared emergencies	1,110,885
Gifts and grants	387,780
	<hr/>
	1,498,665
	<hr/>
Unrestricted	(11,177,041)
	<hr/>
Total net position	\$ 23,826,923
	<hr/> <hr/>

Pikes Peak Library District Foundation, Inc.

Statement of Financial Position

December 31, 2022

Assets

Cash	\$ 966,329
Contributions receivable, net	257,225
Accounts receivable	1,400
Prepaid items	4,684
Investments	2,104,323
Total assets	3,333,961

Liabilities and Net Assets

Liabilities

Accounts payable	203,251
Due to PPLD	8,598
Total liabilities	211,849

Net Assets

Without donor restrictions	
Undesignated	879,036
Board-designated	1,057,446
	1,936,482
With donor restrictions	1,185,630
Total net assets	3,122,112
Total liabilities and net assets	\$ 3,333,961

Pikes Peak Library District

Statement of Activities

Year Ended December 31, 2022

Functions/Programs	Expenses	Program Revenues			Net (Expense)
		Charges for Services, Sales and Fines	Operating Grants and Contributions	Capital Grants and Contributions	Revenue and Changes in Net Position
Primary Government					
Governmental activities					
Public Services	\$ 21,618,087	\$ 91,779	\$ 940,423	\$ -	\$ (20,585,885)
Human Resources Office	663,932	-	-	-	(663,932)
Chief Librarian and CEO's Office	265,212	-	-	-	(265,212)
Development Office	277,090	-	-	-	(277,090)
Finance Office	678,055	-	-	-	(678,055)
Facilities Office	3,630,516	-	136,334	-	(3,494,182)
Information Technology Office	2,649,778	-	126,442	-	(2,523,336)
Communications Office	950,097	-	-	-	(950,097)
Security Services	963,291	-	-	-	(963,291)
Other administration	5,448,405	-	-	-	(5,448,405)
Interest and other charges	60,224	-	-	-	(60,224)
Total governmental activities	\$ 37,204,687	\$ 91,779	\$ 1,203,199	\$ -	(35,909,709)
General revenues					
Property taxes levied for library purposes					33,299,124
Specific ownership taxes					3,517,120
Investment earnings					429,895
Miscellaneous					63,014
Total general revenues					37,309,153
Special Item					
Insurance proceeds					680,066
Change in net position					2,079,510
Net position, January 1					21,747,413
Net position, December 31					23,826,923

Pikes Peak Library District Foundation, Inc.

Statement of Activities Year Ended December 31, 2022

	Without Donor Restrictions	With Donor Restrictions	Total
Revenues, Gains and Other Support			
Contributions - financial assets	\$ 811,843	\$ 479,379	\$ 1,291,222
Contributions - nonfinancial assets	293,465	-	293,465
Investment return, net	(249,754)	(83,223)	(332,977)
Net assets released from restrictions	430,070	(430,070)	-
Total revenues, gains and other support	<u>1,285,624</u>	<u>(33,914)</u>	<u>1,251,710</u>
Expenses			
Program services			
Distributions to PPLD	1,025,434	-	1,025,434
Contributions - nonfinancial assets	16,551	-	16,551
Total program services	<u>1,041,985</u>	<u>-</u>	<u>1,041,985</u>
Support services			
General and administrative			
Contributions - nonfinancial assets	18,100	-	18,100
Fundraising			
Contributions - nonfinancial assets	258,814	-	258,814
Other	30,116	-	30,116
	<u>288,930</u>	<u>-</u>	<u>288,930</u>
Total support services	<u>307,030</u>	<u>-</u>	<u>307,030</u>
Total expenses	<u>1,349,015</u>	<u>-</u>	<u>1,349,015</u>
Change in Net Assets	(63,391)	(33,914)	(97,305)
Net Assets, Beginning of Year	<u>1,999,873</u>	<u>1,219,544</u>	<u>3,219,417</u>
Net Assets, End of Year	<u>\$ 1,936,482</u>	<u>\$ 1,185,630</u>	<u>\$ 3,122,112</u>

Pikes Peak Library District
Balance Sheet – Governmental Funds
December 31, 2022

	<u>General</u>	<u>Other Funds</u>	<u>Total Governmental Funds</u>
Assets			
Cash and investments	\$ 19,466,010	\$ -	\$ 19,466,010
Property taxes receivable	33,583,970	-	33,583,970
Accounts receivables	294,179	8,694	302,873
Due from discretely presented component unit	8,598	-	8,598
Due from other governments	288,549	-	288,549
Due from other funds	-	4,686,598	4,686,598
Prepaid items	562,009	-	562,009
Total assets	<u>54,203,315</u>	<u>4,695,292</u>	<u>58,898,607</u>
Liabilities			
Accounts payable	1,126,102	216,251	1,342,353
Accrued compensation payable	1,031,376	-	1,031,376
Due to other funds	5,059,896	-	5,059,896
Other liabilities	24,074	-	24,074
Total liabilities	<u>7,241,448</u>	<u>216,251</u>	<u>7,457,699</u>
Deferred Inflows of Resources			
Unavailable revenue - property taxes	33,583,970	-	33,583,970
Unavailable fund resources	103,885	-	103,885
Total deferred inflows of resources	<u>33,687,855</u>	<u>-</u>	<u>33,687,855</u>
Fund Balances			
Nonspendable:			
Prepaid expenditures	562,009	-	562,009
Restricted for:			
Declared emergencies	1,110,885	-	1,110,885
Gifts and grants	386,968	812	387,780
Total restricted	<u>1,497,853</u>	<u>812</u>	<u>1,498,665</u>
Committed to:			
Capital projects	-	4,478,229	4,478,229
Assigned to:			
Purchased contracts	387,370	-	387,370
Library materials	174,031	-	174,031
Total assigned	<u>561,401</u>	<u>-</u>	<u>561,401</u>
Unassigned	10,652,749	-	10,652,749
Total fund balances	<u>13,274,012</u>	<u>4,479,041</u>	<u>17,753,053</u>
Total liabilities, deferred inflows of resources, and fund balances	<u>\$ 54,203,315</u>	<u>\$ 4,695,292</u>	<u>\$ 58,898,607</u>

Pikes Peak Library District
Reconciliation of the Balance Sheet of Governmental
Funds to the Statement of Net Position
December 31, 2022

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

Fund balances - total governmental funds (page 49)		\$ 17,753,053
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds		
Cost of capital assets	\$ 84,196,092	
Less: accumulated depreciation	<u>(50,430,309)</u>	
Net capital assets		33,765,783
Right to use lease assets		1,861,531
Certain long-term pension related costs and adjustments are not payable currently and are therefore not reported in the funds.		
Net pension-related amounts		(26,983,189)
Liabilities that are not due and payable in the current period and, therefore, are not reported in the funds		
Accrued compensated absences		(1,581,094)
Lease liabilities		(1,916,685)
Certain revenue earned but not available, classified as deferred inflows in governmental funds is susceptible to full accrual on the entity-wide statements		103,885
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>823,639</u>
Net position - governmental activities		<u><u>\$ 23,826,923</u></u>

Pikes Peak Library District
Statement of Revenues, Expenditures, and Changes
in Fund Balances of Governmental Funds
Year Ended December 31, 2022

	<u>General</u>	<u>Other Funds</u>	<u>Total Governmental Funds</u>
Revenues			
Taxes	\$ 36,816,244	\$ -	\$ 36,816,244
Intergovernmental	697,213	-	697,213
Fines and fees	91,779	-	91,779
Interest earnings	429,895	-	429,895
Donations	405,987	100,000	505,987
Miscellaneous	63,014	-	63,014
Total revenues	<u>38,504,132</u>	<u>100,000</u>	<u>38,604,132</u>
Expenditures			
Current			
Public Services	19,844,081	-	19,844,081
Human Resources Office	663,518	-	663,518
Chief Librarian and CEO Office	265,043	-	265,043
Development Office	276,913	-	276,913
Finance Office	677,623	-	677,623
Facilities Office	2,965,648	-	2,965,648
Information Technology Office	2,407,539	-	2,407,539
Communications Office	949,389	-	949,389
Security Services	962,718	-	962,718
Other administrative	4,715,562	-	4,715,562
Lease principal	606,180	-	606,180
Interest expense	60,224	-	60,224
Capital outlay	20,688	4,371,527	4,392,215
Total expenditures	<u>34,415,126</u>	<u>4,371,527</u>	<u>38,786,653</u>
Excess (deficiency) of revenues over expenditures	<u>4,089,006</u>	<u>(4,271,527)</u>	<u>(182,521)</u>
Other financing sources (uses)			
Transfers in	-	3,743,474	3,743,474
Transfers out	(4,143,474)	-	(4,143,474)
Insurance proceeds	-	680,066	680,066
Total other financing sources (uses)	<u>(4,143,474)</u>	<u>4,423,540</u>	<u>280,066</u>
Net change in fund balances	(54,468)	152,013	97,545
Fund balances, beginning of year	<u>13,328,480</u>	<u>4,327,028</u>	<u>17,655,508</u>
Fund balances, end of year	<u>\$ 13,274,012</u>	<u>\$ 4,479,041</u>	<u>\$ 17,753,053</u>

Pikes Peak Library District

Statement of Net Assets

Proprietary Fund

December 31, 2022

	Governmental Activities - Internal Service Fund
	<u> </u>
Assets	
Current Assets	
Cash and cash equivalents	\$ 600,577
Due from other governments	373,298
Deposit	<u>36,667</u>
Total current assets	<u>1,010,542</u>
 Liabilities	
Current Liabilities	
Claims payable	<u>186,903</u>
Total current liabilities	<u>186,903</u>
 Net Assets	
Total Net Assets - Unrestricted	<u><u>\$ 823,639</u></u>

Pikes Peak Library District
Statement of Revenues, Expenses, and Changes in Net Assets
Proprietary Fund
Year Ended December 31, 2022

	Governmental Activities - Internal Service Fund
Operating revenues	
Employer contributions	\$ 2,291,398
Employee contributions	460,452
Total operating revenues	2,751,850
 Operating expenses	
Claims incurred	1,690,085
Administrative	951,381
Total operating expenses	2,641,466
Operating income	110,384
 Nonoperating revenues	
Investment earnings	67
Transfers-in	400,000
Total nonoperating revenues	400,067
Change in net assets	510,451
 Total net assets, beginning of year	313,188
 Total net assets, end of year	\$ 823,639

Pikes Peak Library District
Statement of Cash Flows
Proprietary Fund
Year Ended December 31, 2022

	Governmental Activities - Internal Service Fund
Cash flows from operating activities	
Employee and employer contributions	\$ 2,751,850
Payment of claims and administrative expenses	(3,127,668)
Net cash used in operating activities	(375,818)
Cash flows from noncapital financing activities	
Transfer from general fund	400,000
Cash flows from investing activities	
Interest received	67
Net increase in cash and cash equivalents	24,249
Cash and cash equivalents - January 1	576,328
Cash and cash equivalents - December 31	\$ 600,577
Reconciliation of operating gain to net cash provided by operating activities	
Operating income	\$ 110,384
Adjustments to reconcile operating income to net cash used in operating activities	
Change in due from other funds	(372,595)
Change in claims payable	(113,607)
Total adjustments	(486,202)
Net cash used in operating activities	\$ (375,818)

Pikes Peak Library District
Statement of Fiduciary Net Position
Fiduciary Fund
December 31, 2022

	Custodial Fund
Assets	
Cash and cash equivalents	\$ 57,337
Other assets	11,000
Total assets	68,337
 Liabilities	
Accounts payable	10,387
 Net Position	
Restricted for individuals	\$ 57,950

Pikes Peak Library District
Statement of Changes in Fiduciary Net Position
Fiduciary Fund
December 31, 2022

	Custodial Fund
Additions	
Contributions - employees	\$ 86,457
Deductions	
Benefit payments	85,852
Net increase in fiduciary net position	605
Net position - beginning of year	57,345
Net position - end of year	\$ 57,950

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Pikes Peak Library District

Notes to Financial Statements

December 31, 2022

	<u>Ref.</u>	<u>Page</u>
Summary of Significant Accounting Policies	I	60
Reporting Entity	I-A.	60
Basis of Presentation	I-B.	61
Measurement Focus	I-C.	63
Basis of Accounting	I-D.	63
Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Net Position or Fund Balances	I-E.	66
Cash, Cash Equivalents, and Investments	I-E-1.	66
Receivables	I-E-2.	66
Restricted Assets	I-E-3.	66
Interfund Activity	I-E-4.	66
Prepaid Items	I-E-5.	67
Leases	I-E-6.	67
Capital Assets	I-E-7.	67
Compensated Absences	I-E-8.	68
Accrued Liabilities and Long-term Obligations	I-E-9.	69
Net Position or Fund Balances	I-E-10.	69
Estimates	I-E-11.	70
Stewardship, Compliance and Accountability	II	70
Budgetary Information	II-A.	70
Encumbrances	II-B.	71
Detailed Notes on All Funds	III	71
Deposits and Investments	III-A.	71
Deposits	III-A-1.	71
Investments	III-A-2.	72
Taxes	III-B.	75
Property Taxes	III-B-1.	75
Specific Ownership Taxes	III-B-2.	75
Interfund Receivables, Payables, and Transfers	III-C.	76
Leases	III-D.	77
Capital Assets	III-E.	78
Long-term Liabilities	III-F.	79
Changes in Long-term Liabilities	III-F-1.	79
Computation of Legal Debt Margin	III-F-2.	79
Other Information	IV	80
Retirement Plan	IV-A.	80
Deferred Compensation Plan	IV-B.	86
Contingencies	IV-C.	86
Risk Management	IV-C-1.	86
Grants	IV-C-2.	87
TABOR Amendment	IV-C-3.	87
Commitments	IV-D.	88

Pikes Peak Library District

Notes to Financial Statements

December 31, 2022

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 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, 2022.

Joint Ventures – The District did not participate in any joint venture during the fiscal year ended December 31, 2022.

Jointly Governed Organizations – The District had no financial relationships of this type during the fiscal year ended December 31, 2022.

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.
- The Foundation may not disburse funds for costs that have not been recommended by the District's Board of Trustees.

Pikes Peak Library District

Notes to Financial Statements

December 31, 2022

- 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 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 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 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

Pikes Peak Library District

Notes to Financial Statements

December 31, 2022

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 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 consolidated fund accounts for resources that are restricted or committed for specific purposes, specifically gifts and grants across activities for three distinct locations: Cheyenne Mountain Library, High Prairie Library, and Sand Creek Library.

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

The District also reports the following proprietary fund type:

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:

Custodial 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

Pikes Peak Library District

Notes to Financial Statements

December 31, 2022

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 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

Pikes Peak Library District

Notes to Financial Statements

December 31, 2022

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 60 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 about 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 are an acquisition of net assets by the District that is applicable to a future reporting period, and deferred outflows of resources are a consumption of net assets 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.

Under the modified accrual basis of accounting, revenues and other fund financial resources are recognized in the period in which they become both measurable 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.

Pikes Peak Library District

Notes to Financial Statements

December 31, 2022

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 and deferred inflows 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.

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, 2022. The Foundation is not considered a private foundation.

Pikes Peak Library District

Notes to Financial Statements

December 31, 2022

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 fund 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, 2022 was \$189,129.

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 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. A single Special Revenue Fund is being reported to track the activities for three distinct locations: Cheyenne Mountain Library, High Prairie Library, and Sand Creek Library.

Pikes Peak Library District

Notes to Financial Statements

December 31, 2022

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, 2022, 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. Leases

During 2022, the District adopted Governmental Accounting Standards Board Statement No. 87, Leases (GASB 87). The fundamental principle of Statement 87 is to establish standards of accounting and financial reporting for leases by lessees and lessors. The requirements of this statement apply to financial statements of all state and local governments. In governmental funds, the lessee will recognize an expenditure for the current year lease and interest due. In the government wide financial statements, the lessee will recognize a lease liability and right to use asset for the present value of all future lease payments at the commencement of the lease. The lessor will recognize a lease receivable and deferred inflow of resources that will be recognized over the term of the lease in both the governmental funds and the government-wide financial statements. For contracts that have been entered into that did not specify an interest rate, an estimate for the District's incremental borrowing rate was used. Adoption of GASB 87 had no effect on beginning net position or fund balance as of January 1, 2022. Amortization is computed using the straight-line method over the shorter of the estimated useful life (see next disclosure) or the lease term.

I-E-7. 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.

Pikes Peak Library District

Notes to Financial Statements

December 31, 2022

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:

<u>Description</u>	<u>Estimated Lives</u>
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-8. 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

Notes to Financial Statements

December 31, 2022

I-E-9. 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-10. 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.

Pikes Peak Library District

Notes to Financial Statements

December 31, 2022

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 reduced first, followed by assigned amounts and then unassigned amounts.

I-E-11. 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.

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 2022) 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.
4. 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.
5. 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.

Pikes Peak Library District

Notes to Financial Statements

December 31, 2022

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	\$ 39,927,994	\$ 40,742,973	\$ 814,979
Designated Purpose Fund	-	100,688	100,688
Library 21c Capital Project Fund	194,500	499,735	305,235
East Library Renovation Fund	117,000	230,493	113,493
Penrose Library Renovation Fund	1,191,200	1,534,177	342,977
Capital Reserve Fund	1,837,745	5,313,860	3,476,115

6. 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 more than 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 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 Custodial Fund of \$57,337, as of December 31, 2022 was \$648,054. The bank balances, excluding the cash held in the Custodial Fund of \$57,337, were \$1,007,269, of which \$507,269 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 \$17,961 in cash on hand as of December 31, 2022.

Pikes Peak Library District

Notes to Financial Statements

December 31, 2022

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.

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 more than \$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.

Pikes Peak Library District

Notes to Financial Statements

December 31, 2022

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%

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 \$19,400,572 are held in COLOTRUST, which was rated AAAM by Standard & Poor's on December 31, 2022. The District policy also encourages diversification of investments, limited to the Colorado Revised Statute CRS 24-75-701.

Pikes Peak Library District

Notes to Financial Statements

December 31, 2022

Cash and Investment Reconciliation

	Cash and Cash Equivalents	Investments	Total
Governmental activities - statement of net position	\$ 666,015	\$ 19,400,572	\$ 20,066,587
Custodial Fund	57,337	-	57,337
Less cash on hand and petty cash	(17,961)	-	(17,961)
Total deposits and investments	<u>\$ 705,391</u>	<u>\$ 19,400,572</u>	<u>\$ 20,105,963</u>
Per note disclosure above			
Deposits			\$ 705,391
Investments			19,400,572
Primary government total			<u>\$ 20,105,963</u>

The Foundation's cash and investments are comprised of the following as of December 31, 2022:

	2022 Amount	Institutions	Insurance or Collateral	Credit Ratings of Underlying Securities *
Money market savings account	\$ 966,329	ENT Federal Credit Union	\$966,329	N/A
Investments (stocks, bonds, mutual funds)	2,049,558	Members Trust Company	-	A/AAA
Investment level money market account	54,765	Members Trust Company	-	A1/P1
Total	<u>\$ 3,070,652</u>			

* As applicable

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. At December 31, 2022, the Foundation's cash accounts exceeded insurance limits by approximately \$715,000. Uninvested money market accounts included in investment accounts are not considered to be cash and cash equivalents.

Pikes Peak Library District

Notes to Financial Statements

December 31, 2022

Investment in a State Investment Pool

During the year, the District invested in COLOTRUST, a public fund investment pool established for local government entities in Colorado pursuant to Part 7 of Article 75 of Title 24 of the Colorado Revised Statutes, to pool surplus funds for investment purposes. COLOTRUST operates similarly to a money market fund and each share is equal in value to \$1.00. The value of the position in the pool is the same as the value of the pool shares. The designated custodial bank provides safekeeping and depository services in connection with the direct investment and withdrawal functions. Substantially all securities owned by the pool are held by the Federal Reserve Bank in the account maintained for the custodial bank. The custodian's internal records identify the investments owned by the pool.

The District's investment in COLOTRUST is rated AAAM by S&P. COLOTRUST is routinely monitored by the Colorado Division of Securities with regard to operations and investments. Separately issued financial statements may be obtained at the following address:

COLOTRUST
717 17th Street, Suite 1850
Denver, CO 80202
www.colotruster.com

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 2022 are certified to the County in December 2021 and are available for collection on the due date, January 1, 2022. 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.

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.

Pikes Peak Library District

Notes to Financial Statements

December 31, 2022

III-C. Interfund Receivables, Payables, and Transfers

The following schedule reflects the District’s interfund receivables and payables as of December 31, 2022:

Receivable Fund	Payable Fund
	General Fund
Designated Purpose Fund	\$ 74,712
Internal Service Fund	373,298
Library 21c Project Fund	342,669
East Library Renovation Fund	197,754
Penrose Library Renovation Fund	712,297
Capital Reserve Fund	3,359,166
Total	\$ 5,059,896

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:

Transfers In	Transfers Out
	General Fund
Library 21c Project Fund	\$ 171,601
East Library Renovation Fund	321,738
Penrose Library Renovation Fund	1,191,200
Capital Reserve Fund	2,058,935
Internal Service Fund	400,000
	\$ 4,143,474

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.

Pikes Peak Library District

Notes to Financial Statements

December 31, 2022

III-D. Leases

The District, as lessee, leases library space and equipment, the terms of which expire in various years through 2028. The initial values of the lease liabilities and lease assets were approximately \$2,525,000 as of the adoption date of January 1, 2022.

The changes in the right to use lease assets for the year ended December 31, 2022 are as follows:

	Balance at January 1, 2022 (Restated)	Additions	Disposals	Balance at December 31, 2022
Right to Use Lease Assets - Library Space	\$ 2,405,691	\$ -	\$ -	\$ 2,405,691
Right to Use Lease Assets - Library Equipment	117,174	-	-	117,174
	<u>\$ 2,522,865</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,522,865</u>
Accumulated Amortization - Library Space	\$ -	\$ 602,747	\$ -	\$ 602,747
Accumulated Amortization - Library Equipment	-	58,587	-	58,587
	<u>-</u>	<u>661,334</u>	<u>-</u>	<u>661,334</u>
	<u>\$ 2,522,865</u>	<u>\$ 661,334</u>	<u>\$ -</u>	<u>\$ 1,861,531</u>

The following is a schedule by year of payments under the leases as of December 31, 2022:

Year	Total	Principal	Interest
2023	\$ 682,086	\$ 633,141	\$ 48,945
2024	623,186	591,877	31,309
2025	291,746	273,729	18,017
2026	252,377	242,980	9,397
2027	164,205	160,900	3,305
2028	14,094	14,058	36
	<u>\$ 2,027,694</u>	<u>\$ 1,916,685</u>	<u>\$ 111,009</u>

The changes in the lease liabilities for the year ended December 31, 2022 are as follows:

Balance at January 1, 2022 (Restated)	Additions	Deletions	Balance at December 31, 2022	Due Within One Year
<u>\$ 2,522,865</u>	<u>\$ -</u>	<u>\$ 606,180</u>	<u>\$ 1,916,685</u>	<u>\$ 633,141</u>

Pikes Peak Library District

Notes to Financial Statements

December 31, 2022

III-E. Capital Assets

Capital asset activity for the year ended December 31, 2022 was as follows:

	Balance January 1, 2022	Additions	Deletions	Balance December 31, 2022
Governmental activities				
Capital assets not being depreciated				
Land	\$ 5,317,363	\$ 89,401	\$ -	\$ 5,406,764
Collections of historical treasures	9,350,180	-	(12,659)	9,337,521
Fine art	247,106	-	-	247,106
Construction in progress	11,520	151,727	(11,520)	151,727
Total capital assets not being depreciated	<u>14,926,169</u>	<u>241,128</u>	<u>(24,179)</u>	<u>15,143,118</u>
Capital assets, being depreciated				
Land improvements	942,891	-	-	942,891
Leasehold improvements	1,304,703	783,799	-	2,088,502
Buildings	45,192,133	962,604	-	46,154,737
Equipment, furniture and fixtures	5,769,173	1,245,708	-	7,014,881
Vehicles	818,123	47,266	-	865,389
Books and audio visual materials	12,958,166	1,224,613	(2,196,205)	11,986,574
Total capital assets being depreciated	<u>66,985,189</u>	<u>4,263,990</u>	<u>(2,196,205)</u>	<u>69,052,974</u>
Less accumulated depreciation for				
Land improvements	(228,306)	(47,119)	-	(275,425)
Leasehold improvements	(1,056,130)	(33,198)	-	(1,089,328)
Buildings	(32,763,430)	(746,034)	-	(33,509,464)
Equipment, furniture and fixtures	(4,556,911)	(495,232)	-	(5,052,143)
Vehicles	(762,979)	(31,612)	-	(794,591)
Books and audio visual materials	(10,208,914)	(1,696,649)	2,196,205	(9,709,358)
Total accumulated depreciation	<u>(49,576,670)</u>	<u>(3,049,844)</u>	<u>2,196,205</u>	<u>(50,430,309)</u>
Total capital assets, being depreciated, net	<u>17,408,519</u>	<u>1,214,146</u>	<u>-</u>	<u>18,622,665</u>
Governmental activities capital assets, net	<u>\$ 32,334,688</u>	<u>\$ 1,455,274</u>	<u>\$ (24,179)</u>	<u>\$ 33,765,783</u>
Governmental activities depreciation expense				
Public services				\$ 1,752,820
Administrative services				1,058,062
Information Technology				238,962
Total governmental activities depreciation expense				<u>\$ 3,049,844</u>

Pikes Peak Library District

Notes to Financial Statements

December 31, 2022

III-F. Long-term Liabilities

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

Long-term liability activity of the District for the year ended December 31, 2022 was as follows:

	Balance January 1, 2022	Additions	Reductions	Balance December 31, 2022	Due Within One Year
Governmental activities					
EPCRP net pension liability	\$ 14,373,553	\$ 5,320,573	\$ -	\$ 19,694,126	\$ -
Compensated absences *	2,141,735	1,734,335	(2,294,976)	1,581,094	474,328
Total governmental activities long-term liabilities	<u>\$ 16,515,288</u>	<u>\$ 7,054,908</u>	<u>\$ (2,294,976)</u>	<u>\$ 21,275,220</u>	<u>\$ 474,328</u>

Compensated absences are generally liquidated by the General Fund.

* Reported in accrued compensation payable in the Statement of Net Position, which also includes accrued wages.

III-F-2. Computation of Legal Debt Margin

Assessed valuation	<u>\$ 9,692,241,300</u>
Debt limitation - 1.5% of total assessed value	<u>145,383,620</u>
Total debt (excluding compensated absences)	<u>-</u>
Total debt applicable to limitation	<u>-</u>
Legal debt margin	<u>\$ 145,383,620</u>

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

Pikes Peak Library District

Notes to Financial Statements

December 31, 2022

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. The District's pension funding is derived exclusively from the General Fund.

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, 2022 (the most recent actuarial valuation date):

Inactive plan members or beneficiaries currently receiving benefits	1,950
Inactive plan members entitled to but not yet receiving benefits	735
Active plan members	<u>2,922</u>
Total	<u><u>5,607</u></u>

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 affect 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,

Pikes Peak Library District

Notes to Financial Statements

December 31, 2022

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, 2021, participants contributed 8% of their monthly compensation to the Plan. 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 2021 and 18.2% for 2022.

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 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 \$1,345,629 for 2022.

Administrative Expenses — The Plan's administrative expenses are paid from the assets of the Plan accumulated from contributions and investment earnings.

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

Pikes Peak Library District

Notes to Financial Statements

December 31, 2022

participant's normal retirement date. The participant may elect to receive a reduced retirement benefit beginning on the first day of any month after 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.

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

Pikes Peak Library District

Notes to Financial Statements

December 31, 2022

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:

If 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

On December 31, 2022, the District reported a liability of \$19,694,126 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of January 1, 2022. Standard update procedures were used to roll forward the total pension liability to December 31, 2022. 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 2022 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, 2022.

As of December 31, 2022, the District's proportion was 7.05%, which was a decrease of 0.17% from its proportion measured as of December 31, 2021.

Pikes Peak Library District

Notes to Financial Statements

December 31, 2022

For the year ended December 31, 2022, the District recognized pension expense of \$1,810,697. As of December 31, 2022, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows	Deferred Inflows
Difference between expected and actual experience	\$ 377,249	\$ 482,061
Changes in actuarial assumptions	5,871,699	15,585,123
Net difference between projected and actual earnings on pension plan investments	2,271,060	-
Changes in proportion	1,064,597	806,484
Total	\$ 9,584,605	\$ 16,873,668

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
2023	\$ (2,569,818)
2024	(3,684,716)
2025	(2,148,437)
2026	1,113,908
2027	-
Total	\$ (7,289,063)

The Plan determined that the average of expected remaining service lives for active and inactive members on January 1, 2022 was 4.33 years.

Actuarial Assumptions — The total pension liability was determined by an actuarial valuation as of January 1, 2022 and rolled forward to the measurement date of December 31, 2022. The liability reflects various actuarial assumption changes adopted by the Board. The following is a summary of the actuarial assumptions:

Inflation	2.5%
Salary increases	Graded by service and including inflation, from 8.00% in 2017 to 3.00% in 2018 -2022
Investment rate of return	7.0%, net of investment expenses. This is based on an average inflation rate of 2.5% and a real rate of return of 4.5%
Discount rate	7.0%

Pikes Peak Library District

Notes to Financial Statements

December 31, 2022

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
Equities	7.74%
Fixed income	4.74%
Real assets	6.53%
Diversifying alternative investments	5.60%

Discount Rate — The discount rate used to measure the total pension liability was 7.0%. 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.

Pikes Peak Library District

Notes to Financial Statements

December 31, 2022

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 7.0%, 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 (6.0%) or 1-percentage-point higher (8.0%) than the current rate:

	1% Decrease (6.00%)	Current Discount Rate (7.00%)	1% Increase (8.00%)
District's proportionate share of the net pension liability	\$ 25,825,943	\$ 19,694,126	\$ 14,684,860

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

Additional Information - Additional information supporting the Schedule of Employer Allocations and the Schedule of Pension Amounts by Employer is 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 2022 excluding catch-up provisions, was the lesser of \$19,500 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.

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.

Pikes Peak Library District

Notes to Financial Statements

December 31, 2022

The following is a summary of claims activity for the District’s employee health plan for the years ended December 31, 2022 and 2021:

	<u>Claims Payable Beginning of Year</u>	<u>Claims Incurred</u>	<u>Claims Paid</u>	<u>Claims Payable End of Year</u>
Fiscal Year 2022	\$ 300,510	\$ 1,690,085	\$ (1,803,692)	\$ 186,903
Fiscal Year 2021	\$ 151,552	\$ 1,826,349	\$ (1,677,391)	\$ 300,510

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”.
- 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.

Pikes Peak Library District

Notes to Financial Statements

December 31, 2022

IV-D. Commitments

Total encumbrances outstanding as of December 31, 2022 by fund are as follows:

Fund	Balance
General Fund	\$ 387,371
Penrose Library Fund	81,748
East Library Capital Projects Fund	26,623
Capital Reserve Fund	494,325
North Facility Project Fund	42,629

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Required Supplementary Information

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

	<u>12/31/2022</u>	<u>12/31/2021</u>	<u>12/31/2020</u>	<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	\$ 50,114,523	\$ 49,855,920	\$ 70,562,293	\$ 55,348,696	\$ 49,488,139	\$ 34,179,173	\$ 30,304,461	\$ 30,891,857
Proportionate share of fiduciary net position	(30,420,397)	(35,482,367)	(29,225,013)	(28,630,807)	(23,587,708)	(24,631,386)	(20,673,246)	(20,867,698)
Proportionate share of net pension liability	<u>\$ 19,694,126</u>	<u>\$ 14,373,553</u>	<u>\$ 41,337,280</u>	<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>7.05%</u>	<u>7.22%</u>	<u>6.79%</u>	<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>\$ 13,301,631</u>	<u>\$ 12,704,072</u>	<u>\$ 12,074,763</u>	<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>149.28%</u>	<u>113.14%</u>	<u>342.34%</u>	<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>60.70%</u>	<u>71.17%</u>	<u>41.42%</u>	<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>12/31/2022</u>	<u>12/31/2021</u>	<u>12/31/2020</u>	<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	\$ 1,345,629	\$ 1,016,389	\$ 965,981	\$ 919,931	\$ 806,737	\$ 766,774	\$ 676,535	\$ 685,782
Actual contributions	(1,345,629)	(1,016,389)	(965,981)	(919,931)	(806,737)	(766,774)	(676,535)	(685,782)
Contributions deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
District's covered payroll	\$ 13,301,631	\$ 12,704,072	\$ 12,074,763	\$ 11,499,138	\$ 10,084,281	\$ 9,584,675	\$ 8,456,687	\$ 8,572,275
Contributions as a percentage of covered payroll	10.2%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%

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 2022:

- * Inflation from 3.5% in 2017 to 2.5% in 2018 - 2022.
- * Graded by service, including inflation, from 7.76% to 3.75% in 2017 to 8.0% to 3.0% in 2018 - 2022.
- * Investment rate of return from 8.0% in 2017 to 7.5% in 2018 and 2019, and 7.0% in 2020 - 2022.
- * Discount rate from 8.00% in 2017 to 5.23% in 2018 to 5.37% in 2019 to 3.39% in 2020 to 7.0% in 2021 and 2022.

Pikes Peak Library District
Schedule of Revenues, Expenditures, and Changes in
Fund Balance – Budget and Actual
General Fund
Year Ended December 31, 2022

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Taxes				
Local property taxes				
Current	\$ 33,120,736	\$ 33,120,736	\$ 33,231,556	\$ 110,820
Delinquent	18,500	18,500	6,378	(12,122)
Omitted	7,200	7,200	3,964	(3,236)
Specific ownership taxes	3,800,000	3,500,000	3,517,120	17,120
Interest on taxes	37,500	37,500	46,767	9,267
Payment in lieu of taxes	10,000	10,000	10,459	459
Total taxes	36,993,936	36,693,936	36,816,244	122,307
Intergovernmental	1,004,630	808,005	697,213	(110,792)
Fines and fees	67,500	67,500	91,779	24,279
Interest earnings	15,750	165,750	429,895	264,145
Donations/grants	225,000	481,750	405,987	(75,763)
Miscellaneous				
Copy sales	45,000	30,000	39,728	9,728
Sale of assets	5,000	5,000	2,625	(2,375)
Parking lot collections	10,000	3,000	12,709	9,709
Other	4,500	4,500	7,952	3,452
Total miscellaneous	64,500	42,500	63,014	20,514
Total revenues	38,371,316	38,259,441	38,504,132	244,690
Expenditures				
Public Service				
Personnel services	14,319,799	14,261,278	13,627,036	634,242
Supplies	367,966	404,036	172,014	232,022
Library materials	5,014,569	5,011,120	4,929,585	81,535
Contractual services	1,053,550	1,008,004	857,033	150,971
Repairs and maintenance	20,000	20,000	3,963	16,037
Other services	337,512	339,036	254,450	84,586
Total Public Service	21,113,396	21,043,474	19,844,081	1,199,393

Pikes Peak Library District
Schedule of Revenues, Expenditures, and Changes in
Fund Balance – Budget and Actual
General Fund
Year Ended December 31, 2022

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Human Resources Office				
Personnel services	519,613	519,613	559,902	(40,289)
Supplies	4,000	4,550	1,502	3,048
Contractual services	80,367	38,417	25,118	13,299
Other services	135,055	162,608	76,996	85,612
Total Human Resources Office	739,035	725,188	663,518	61,670
Chief Librarian and CEO Office				
Personnel services	265,155	265,155	255,180	9,975
Supplies	500	500	149	351
Other services	30,300	30,300	9,714	20,586
Total Chief Librarian and CEO Office	295,955	295,955	265,043	30,912
Development Office				
Personnel services	173,275	173,275	160,208	13,067
Supplies	2,000	2,000	2,462	(462)
Contractual services	61,500	61,500	44,445	17,055
Other services	73,400	73,400	69,798	3,602
Total Development Office	310,175	310,175	276,913	33,262
Finance Office				
Personnel services	566,393	566,393	491,153	75,240
Supplies	8,500	8,500	4,868	3,632
Contractual services	115,600	151,414	151,414	-
Other services	27,500	31,686	30,188	1,498
Total Finance Office	717,993	757,993	677,623	80,370
Facilities Office				
Personnel services	774,825	774,825	759,030	15,795
Supplies	82,350	93,016	57,521	35,495
Utilities	743,697	743,697	806,674	(62,977)
Contractual services	845,345	845,345	811,216	34,129
Repairs and maintenance	482,200	496,615	409,369	87,246
Other services	97,190	97,190	121,838	(24,648)
Total Facilities Office	3,025,607	3,050,688	2,965,648	85,040

Pikes Peak Library District
Schedule of Revenues, Expenditures, and Changes in
Fund Balance – Budget and Actual
General Fund
Year Ended December 31, 2022

	<u>Original</u>	<u>Final</u>	<u>Actual Amounts</u>	<u>Positive (Negative)</u>
Information Technology Office				
Personnel services	1,247,356	1,247,356	1,141,231	106,125
Supplies	412,128	496,658	386,225	110,433
Telecommunications	554,000	637,319	532,230	105,089
Contractual services	120,450	66,397	67,726	(1,329)
Repairs and maintenance	402,950	337,283	240,961	96,322
Other services	39,000	44,331	39,166	5,165
Total Information Technology Office	<u>2,775,884</u>	<u>2,829,344</u>	<u>2,407,539</u>	<u>421,805</u>
Communications Office				
Personnel services	710,811	710,811	614,236	96,575
Supplies	8,850	8,304	2,501	5,803
Contractual services	272,750	259,885	183,909	75,976
Repairs and maintenance	2,000	2,000	-	2,000
Other services	278,440	261,986	148,743	113,243
Total Communications Office	<u>1,272,851</u>	<u>1,242,986</u>	<u>949,389</u>	<u>293,597</u>
Security Services				
Personnel services	923,438	923,438	903,585	19,853
Supplies	39,150	38,750	19,248	19,502
Repairs and maintenance	2,300	2,300	1,384	916
Other services	39,370	42,620	38,501	4,119
Total Security Services	<u>1,004,258</u>	<u>1,007,108</u>	<u>962,718</u>	<u>44,390</u>
Other Administrative				
Personnel services	3,528,001	2,933,843	3,141,225	(207,382)
Supplies	30,470	57,463	27,394	30,069
Library materials	173,674	180,579	183,000	(2,421)
Contractual services	984,381	1,083,334	993,980	89,354
Other services	193,387	516,236	369,963	146,273
Lease principal	639,317	639,317	606,180	33,137
Interest expense	63,516	63,516	60,224	3,292
Total Other Administrative	<u>5,612,746</u>	<u>5,474,288</u>	<u>5,381,966</u>	<u>92,322</u>
Capital outlay	<u>15,000</u>	<u>25,147</u>	<u>20,688</u>	<u>4,459</u>
Total expenditures	<u>36,882,900</u>	<u>36,762,346</u>	<u>34,415,126</u>	<u>2,347,220</u>
Excess of revenues over expenditures	<u>1,488,416</u>	<u>1,497,095</u>	<u>4,089,006</u>	<u>2,591,911</u>
Other financing uses				
Transfers out	<u>(3,045,095)</u>	<u>(3,743,474)</u>	<u>(4,143,474)</u>	<u>(400,000)</u>
Net change in fund balance	<u>(1,556,679)</u>	<u>(2,246,379)</u>	<u>(54,468)</u>	<u>2,191,911</u>
Fund balance, beginning of year	<u>13,328,480</u>	<u>13,328,480</u>	<u>13,328,480</u>	<u>-</u>
Fund balance, end of year	<u>\$ 11,771,801</u>	<u>\$ 11,082,101</u>	<u>\$ 13,274,012</u>	<u>\$ 2,191,911</u>

Pikes Peak Library District
Notes to Required Supplementary Information
Year Ended December 31, 2022

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 Financial 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, 2022 and 2021

	2022	2021
Assets		
Cash and investments	\$ 19,466,010	\$ 18,981,898
Receivables, net of allowance for uncollectible accounts		
Property taxes	33,583,970	33,216,253
Accounts	294,179	155,128
Due from discretely presented component unit	8,598	10,331
Due from other governments	288,549	294,524
Prepaid items	562,009	400,575
	Total assets	\$ 53,058,709
	\$ 54,203,315	\$ 53,058,709
Liabilities		
Accounts payable	\$ 1,126,102	\$ 1,081,415
Accrued compensation payable	1,031,376	968,869
Due to other funds	5,059,896	4,359,807
Other liabilities	24,074	-
	Total liabilities	6,410,091
	7,241,448	6,410,091
Deferred Inflows of Resources		
Unavailable revenue - property taxes	33,583,970	33,216,253
Unavailable fund resources	103,885	103,885
	Total deferred inflows of resources	33,320,138
	33,687,855	33,320,138
Fund Balances		
Nonspendable:		
Prepaid expenditures	562,009	400,575
Restricted for:		
Declared	1,110,885	1,058,065
Gifts and grants	386,968	334,408
Assigned to:		
Purchased contracts	387,370	171,806
Library materials	174,031	134,756
Unassigned	10,652,749	11,228,870
	Total fund balances	13,328,480
	13,274,012	13,328,480
	Total liabilities, deferred inflows of resources, and fund balances	\$ 54,203,315
	\$ 54,203,315	\$ 53,058,709

Pikes Peak Library District
Comparative Statements of Revenues, Expenditures,
and Changes in Fund Balance
General Fund
Years Ended December 31, 2022 and 2021

	2022	2021
Revenues		
Taxes		
Local property taxes		
Current	\$ 33,231,556	\$ 31,319,885
Delinquent	6,378	25,309
Omitted	3,964	1,681
Specific ownership taxes	3,517,120	3,720,458
Interest on taxes	46,767	45,574
Payment in lieu of taxes	10,459	10,107
Total taxes	36,816,244	35,123,014
Intergovernmental	697,213	823,325
Fines and fees	91,779	86,322
Interest earnings	429,895	9,250
Donations/fundraising	405,987	234,218
Miscellaneous		
Copy sales	39,728	47,340
Sale of assets	2,625	8,697
Parking lot collections	12,709	9,167
Other	7,952	7,481
Total miscellaneous	63,014	72,685
Total revenues	38,504,132	36,348,814
 Expenditures		
Current		
Public services	19,844,081	18,401,912
Human Resources Office	663,518	663,463
Chief Librarian and CEO Office	265,043	265,484
Development Office	276,913	243,646
Finance Office	677,623	653,170
Facilities Office	2,965,648	3,412,114
Information Technology Office	2,407,539	2,485,557
Communications Office	949,389	943,064
Security Services	962,718	902,251
Other administrative	4,715,562	4,000,992
Lease principal	606,180	-
Interest expense	60,224	-
Capital outlay	20,688	58,746
Total expenditures	34,415,126	32,030,399
Excess of revenues over expenditures	4,089,006	4,318,415
Other financing uses		
Transfers out	(4,143,474)	(2,310,026)
Net change in fund balance	(54,468)	2,008,389
Fund balance, beginning of year	13,328,480	11,320,091
Fund balance, end of year	\$ 13,274,012	\$ 13,328,480

Pikes Peak Library District
Schedule of Expenditures by Natural Classification -
Budget and Actual
General Fund
Year Ended December 31, 2022

	<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	\$ 23,028,666	\$ 22,375,987	\$ 21,652,786	\$ 723,201
Supplies	955,914	1,113,777	673,884	439,893
Library materials	5,188,243	5,191,699	5,112,585	79,114
Utilities	743,697	743,697	806,674	(62,977)
Telecommunication costs	554,000	637,319	532,230	105,089
Contractual services	3,533,943	3,514,296	3,134,841	379,455
Repairs and maintenance	909,450	858,198	655,677	202,521
Other services/expenditures	1,251,154	1,599,393	1,159,357	440,036
Lease principal	639,317	639,317	606,180	33,137
Interest expense	63,516	63,516	60,224	3,292
Capital outlay	15,000	25,147	20,688	4,459
Total expenditures	<u>\$ 36,882,900</u>	<u>\$ 36,762,346</u>	<u>\$ 34,415,126</u>	<u>\$ 2,347,220</u>

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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 is reporting one, consolidated Special Revenue Fund, the Designated Purpose Fund, which is used for this purpose and tracks activities for three distinct locations: Cheyenne Mountain Library, High Prairie Library, and Sand Creek Library.

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, 2022

	Special Revenue Fund	Capital Project Funds			Total Nonmajor Governmental Funds	
	Designated Purpose Fund	Library 21c Project Fund	East Library Renovation Fund	Penrose Library Renovation Fund		Capital Reserve Fund
Assets						
Accounts receivable	\$ -	\$ -	\$ -	\$ -	\$ 8,694	\$ 8,694
Due from other funds	74,712	342,669	197,754	712,297	3,359,166	4,686,598
Total assets	<u>\$ 74,712</u>	<u>\$ 342,669</u>	<u>\$ 197,754</u>	<u>\$ 712,297</u>	<u>\$ 3,367,860</u>	<u>\$ 4,695,292</u>
Liabilities						
Accounts payable	\$ 10,921	\$ 50,387	\$ 3,847	\$ 54,032	\$ 97,064	\$ 216,251
Fund Balance						
Restricted for:						
Gifts and grants	812	-	-	-	-	812
Committed to:						
Capital projects	62,979	292,282	193,907	658,265	3,270,796	4,478,229
Total fund balance	<u>63,791</u>	<u>292,282</u>	<u>193,907</u>	<u>658,265</u>	<u>3,270,796</u>	<u>4,479,041</u>
Total liabilities and fund balance	<u>\$ 74,712</u>	<u>\$ 342,669</u>	<u>\$ 197,754</u>	<u>\$ 712,297</u>	<u>\$ 3,367,860</u>	<u>\$ 4,695,292</u>

Pikes Peak Library District
Combining Statement of Revenues, Expenditures,
and Changes in Fund Balances
Nonmajor Governmental Funds
Year Ended December 31, 2022

	Special Revenue Fund	Capital Project Funds			Total Nonmajor Governmental Funds	
	Designated Purpose Fund	Library 21c Project Fund	East Library Renovation Fund	Penrose Library Renovation Fund		Capital Reserve Fund
Revenues						
Donations	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000
Other	-	-	-	-	-	-
Total revenues	-	-	-	-	100,000	100,000
Expenditures						
Capital outlay	36,897	194,722	898,075	875,912	2,365,921	4,371,527
Deficiency of revenues over expenditures	(36,897)	(194,722)	(898,075)	(875,912)	(2,265,921)	(4,271,527)
Other financing sources						
Transfers in	-	171,601	321,738	1,191,200	2,058,935	3,743,474
Insurance proceeds	-	-	680,066	-	-	680,066
Total financing sources	-	171,601	1,001,804	1,191,200	2,058,935	4,423,540
Net change in fund balances	(36,897)	(23,121)	103,729	315,288	(206,986)	152,013
Fund balances, beginning of year	100,688	315,403	90,178	342,977	3,477,782	4,327,028
Fund balances, end of year	\$ 63,791	\$ 292,282	\$ 193,907	\$ 658,265	\$ 3,270,796	\$ 4,479,041

Pikes Peak Library District

Comparative Balance Sheets

Designated Purpose Fund

December 31, 2022 and 2021

	<u>2022</u>	<u>2021</u>
Assets		
Due from other funds	\$ 74,712	\$ 100,688
Liabilities		
Accounts payable	\$ 10,921	\$ -
Fund Balance		
Restricted for:		
Gifts and grants	\$ 812	\$ 812
Committed to:		
Capital projects	62,979	99,876
Total fund balance	<u>63,791</u>	<u>100,688</u>
Total liabilities and fund balance	<u>\$ 74,712</u>	<u>\$ 100,688</u>

Pikes Peak Library District
Comparative Statements of Revenues, Expenditures,
and Changes in Fund Balance
Designated Purpose Fund
Years Ended December 31, 2022 and 2021

	2022	2021
Expenditures		
Capital outlay	\$ 36,897	\$ 5,033
Deficiency of revenues over expenditures	(36,897)	(5,033)
Net change in fund balance	(36,897)	(5,033)
Fund balance, beginning of year	100,688	105,721
Fund balance, end of year	\$ 63,791	\$ 100,688

Pikes Peak Library District
Schedule of Revenues, Expenditures,
and Changes in Fund Balance – Budget and Actual
Designated Purpose Fund
Year Ended December 31, 2022

	<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	\$ -	\$ 100,688	\$ 36,897	\$ 63,791
Net change in fund balance	-	(100,688)	(36,897)	63,791
Fund balance, beginning of year	100,688	100,688	100,688	-
Fund balance, end of year	<u>\$ 100,688</u>	<u>\$ -</u>	<u>\$ 63,791</u>	<u>\$ 63,791</u>

Pikes Peak Library District
Comparative Balance Sheets
Library 21c Project Fund
December 31, 2022 and 2021

	<u>2022</u>	<u>2021</u>
Assets		
Due from other funds	<u>\$ 342,669</u>	<u>\$ 315,403</u>
Liabilities		
Accounts payable	<u>\$ 50,387</u>	<u>\$ -</u>
Fund Balance		
Committed to:		
Capital projects	<u>292,282</u>	<u>315,403</u>
Total liabilities and fund balance	<u>\$ 342,669</u>	<u>\$ 315,403</u>

Pikes Peak Library District
Comparative Statements of Revenues, Expenditures,
and Changes in Fund Balance
Library 21c Project Fund
Years Ended December 31, 2022 and 2021

	2022	2021
Expenditures		
Capital outlay	\$ 194,722	\$ 39,461
Deficiency of revenues over expenditures	(194,722)	(39,461)
Other financing sources		
Transfers in	171,601	165,000
Net change in fund balance	(23,121)	125,539
Fund balance, beginning of year	315,403	189,864
Fund balance, end of year	\$ 292,282	\$ 315,403

Pikes Peak Library District
Schedule of Revenues, Expenditures,
and Changes in Fund Balance – Budget and Actual
Library 21c Project Fund
Year Ended December 31, 2022

	<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	\$ 194,500	\$ 499,735	\$ 194,722	\$ 305,013
Total expenditures	<u>194,500</u>	<u>499,735</u>	<u>194,722</u>	<u>305,013</u>
Deficiency of revenues over expenditures	<u>(194,500)</u>	<u>(499,735)</u>	<u>(194,722)</u>	<u>305,013</u>
Other financing sources				
Transfers in	<u>194,500</u>	<u>194,500</u>	<u>171,601</u>	<u>(22,899)</u>
Net change in fund balance	-	(305,235)	(23,121)	282,114
Fund balance, beginning of year	<u>315,403</u>	<u>315,403</u>	<u>315,403</u>	<u>-</u>
Fund balance, end of year	<u>\$ 315,403</u>	<u>\$ 10,168</u>	<u>\$ 292,282</u>	<u>\$ 282,114</u>

Pikes Peak Library District
Comparative Balance Sheets
East Library Renovation Fund
December 31, 2022 and 2021

	2022	2021
Assets		
Due from other funds	\$ 197,754	\$ 113,493
Liabilities		
Accounts payable	\$ 3,847	\$ 23,315
Fund Balance		
Committed to:		
Capital projects	193,907	90,178
Total fund balance	\$ 193,907	\$ 90,178
Total liabilities and fund balance	\$ 197,754	\$ 113,493

Pikes Peak Library District
Comparative Statements of Revenues, Expenditures,
and Changes in Fund Balance
East Library Renovation Fund
Years Ended December 31, 2022 and 2021

	2022	2021
Expenditures		
Capital outlay	\$ 898,075	\$ 68,364
Deficiency of revenues over expenditures	(898,075)	(68,364)
Other financing sources		
Transfers in	321,738	84,200
Insurance proceeds	680,066	-
Total financing sources	1,001,804	84,200
Net change in fund balance	103,729	15,836
Fund balance, beginning of year	90,178	74,342
Fund balance, end of year	\$ 193,907	\$ 90,178

Pikes Peak Library District
Schedule of Revenues, Expenditures,
and Changes in Fund Balance – Budget and Actual
East Library Renovation Fund
Year Ended December 31, 2022

	<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	\$ 117,000	\$ 230,493	\$ 898,075	\$ (667,582)
Deficiency of revenues over expenditures	<u>(117,000)</u>	<u>(230,493)</u>	<u>(898,075)</u>	<u>(667,582)</u>
Other financing sources				
Transfers in	117,000	117,000	321,738	204,738
Insurance proceeds	-	-	680,066	
Net change in fund balance	-	(113,493)	103,729	(462,844)
Fund balance, beginning of year	<u>90,178</u>	<u>90,178</u>	<u>90,178</u>	<u>-</u>
Fund balance, end of year	<u>\$ 90,178</u>	<u>\$ (23,315)</u>	<u>\$ 193,907</u>	<u>\$ (462,844)</u>

Pikes Peak Library District
Comparative Balance Sheets
Penrose Library Renovation Fund
December 31, 2022 and 2021

	2022	2021
Assets		
Due from other funds	\$ 712,297	\$ 342,977
Liabilities		
Accounts payable	\$ 54,032	\$ -
Fund Balance		
Committed to:		
Capital projects	\$ 658,265	\$ 342,977
Total liabilities and fund balance	\$ 712,297	\$ 342,977

Pikes Peak Library District
Comparative Statements of Revenues, Expenditures,
and Changes in Fund Balance
Penrose Library Renovation Fund
Years Ended December 31, 2022 and 2021

	2022	2021
Expenditures		
Capital outlay	\$ 875,912	\$ 75,492
Deficiency of revenues over expenditures	(875,912)	(75,492)
Other financing sources		
Transfers in	1,191,200	524
Net change in fund balance	315,288	(74,968)
Fund balance, beginning of year	342,977	417,945
Fund balance, end of year	\$ 658,265	\$ 342,977

Pikes Peak Library District
Schedule of Revenues, Expenditures,
and Changes in Fund Balance – Budget and Actual
Penrose Library Renovation Fund
Year Ended December 31, 2022

	<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	\$ 1,191,200	\$ 1,534,177	\$ 875,912	\$ 658,265
Deficiency of revenues over expenditures	<u>(1,191,200)</u>	<u>(1,534,177)</u>	<u>(875,912)</u>	<u>658,265</u>
Other financing sources				
Transfers in	1,191,200	1,191,200	1,191,200	-
Net change in fund balance	-	(342,977)	315,288	658,265
Fund balance, beginning of year	<u>342,977</u>	<u>342,977</u>	<u>342,977</u>	<u>-</u>
Fund balance, end of year	<u>\$ 342,977</u>	<u>\$ -</u>	<u>\$ 658,265</u>	<u>\$ 658,265</u>

Pikes Peak Library District

Comparative Balance Sheets

Capital Reserve Fund

December 31, 2022 and 2021

	<u>2022</u>	<u>2021</u>
Assets		
Accounts receivable	\$ 8,694	\$ 8,694
Due from other funds	<u>3,359,166</u>	<u>3,487,246</u>
Total assets	<u>3,367,860</u>	<u>3,495,940</u>
Liabilities		
Accounts payable	<u>97,064</u>	<u>18,158</u>
Fund Balance		
Committed to:		
Capital projects	<u>3,270,796</u>	<u>3,477,782</u>
Total liabilities and fund balance	<u>\$ 3,367,860</u>	<u>\$ 3,495,940</u>

Pikes Peak Library District
Comparative Statements of Revenues, Expenditures,
and Changes in Fund Balance
Capital Reserve Fund
Years Ended December 31, 2022 and 2021

	2022	2021
Revenues		
Donations	\$ 100,000	\$ 75,000
Other	-	10,203
Total revenues	100,000	85,203
 Expenditures		
Capital outlay	2,365,921	981,666
Deficiency of revenues over expenditures	(2,265,921)	(896,463)
 Other financing sources		
Transfers in	2,058,935	2,060,302
Net change in fund balance	(206,986)	1,163,839
Fund balance, beginning of year	3,477,782	2,313,943
Fund balance, end of year	\$ 3,270,796	\$ 3,477,782

Pikes Peak Library District
Schedule of Revenues, Expenditures,
and Changes in Fund Balance – Budget and Actual
Capital Reserve Fund
Year Ended December 31, 2022

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
Revenues				
Donations	\$ 100,000	\$ 100,000	\$ 100,000	\$ -
Total revenues	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>	<u>-</u>
Expenditures				
Capital outlay	1,837,745	5,313,860	2,365,921	2,947,939
Deficiency of revenues over expenditures	<u>(1,737,745)</u>	<u>(5,213,860)</u>	<u>(2,265,921)</u>	<u>2,947,939</u>
Other financing sources				
Transfers in	1,542,395	1,542,395	2,058,935	516,540
Net change in fund balance	(195,350)	(3,671,465)	(206,986)	3,464,479
Fund balance, beginning of year	<u>3,477,782</u>	<u>3,477,782</u>	<u>3,477,782</u>	<u>-</u>
Fund balance, end of year	<u>\$ 3,282,432</u>	<u>\$ (193,683)</u>	<u>\$ 3,270,796</u>	<u>\$ 3,464,479</u>

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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 Assets
Employee Health Plan Fund
December 31, 2022 and 2021

	2022	2021
Assets		
Current Assets		
Cash and cash equivalents	\$ 600,577	\$ 576,328
Due from other funds	373,298	703
Deposit	36,667	36,667
Total current assets	1,010,542	613,698
Liabilities		
Current Liabilities		
Claims payable	186,903	300,510
Total current liabilities	186,903	300,510
Net Assets		
Total Net Assets - Unrestricted	\$ 823,639	\$ 313,188

Pikes Peak Library District
Internal Service Fund
Comparative Statements of Revenues, Expenses,
and Changes in Fund Net Assets
Employee Health Plan Fund
Years Ended December 31, 2022 and 2021

	2022	2021
Operating revenues		
Employer contributions	\$ 2,291,398	\$ 2,070,811
Employee contributions	460,452	426,250
Total operating revenues	2,751,850	2,497,061
Operating expenses		
Claims incurred	1,690,085	1,826,349
Administrative	951,381	969,905
Total operating expenses	2,641,466	2,796,254
Operating income (loss)	110,384	(299,193)
Nonoperating revenues		
Investment earnings	67	41
Transfers-in	400,000	-
Change in net position	510,451	(299,152)
Total net assets, beginning	313,188	612,340
Total net assets, ending	\$ 823,639	\$ 313,188

Pikes Peak Library District
Internal Service Fund
Comparative Statements of Cash Flows
Employee Health Plan Fund
Years Ended December 31, 2022 and 2021

	<u>2022</u>	<u>2021</u>
Cash flows from operating activities		
Employee and employer contributions	\$ 2,751,850	\$ 2,497,061
Payment of claims and administrative expenses	<u>(3,127,668)</u>	<u>(2,647,999)</u>
Net cash used in operating activities	<u>(375,818)</u>	<u>(150,938)</u>
Cash flows from noncapital financing activities		
Transfer from general fund	<u>400,000</u>	<u>-</u>
Cash flows from investing activities		
Interest received	<u>67</u>	<u>41</u>
Net increase (decrease) in cash and cash equivalents	24,249	(150,897)
Cash and cash equivalents, January 1	<u>576,328</u>	<u>727,225</u>
Cash and cash equivalents, December 31	<u>\$ 600,577</u>	<u>\$ 576,328</u>
Reconciliation of operating loss to net cash provided by operating activities		
Operating income (loss)	<u>\$ 110,384</u>	<u>\$ (299,193)</u>
Adjustments to reconcile operating income (loss) to net cash used in operating activities:		
Change in due from other funds	(372,595)	(703)
Change in claims payable	<u>(113,607)</u>	<u>148,958</u>
Total adjustments	<u>(486,202)</u>	<u>148,255</u>
Net cash used in operating activities	<u>\$ (375,818)</u>	<u>\$ (150,938)</u>

STATISTICAL SECTION

This part of the Pikes Peak Library District’s annual comprehensive 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	128
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	137
These schedules contain information to help the reader assess the District’s most significant revenue source, the property tax.	
Debt Capacity	142
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	146
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	149
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								
Net Investment								
Fiscal Year	In Capital Assets		Restricted	Unrestricted	Total			
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
2020		33,556,137		1,298,802		(12,866,551)		21,988,388
2021		32,293,214		1,393,285		(11,939,086)		21,747,413
2022		33,505,299		1,498,665		(11,177,041)		23,826,923

Exhibit I-2

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

**Expenses
Governmental Activities**

Fiscal Year	Chief						
	Public Services	Human Resources	Administrative Services	Librarian & CEO's Office	Development Office	Finance Office	Facilities Office
2013	\$ 8,422,792	\$ -	\$ 11,964,223	\$ 386,564	\$ -	\$ 435,422	\$ -
2014	11,479,186	-	4,117,367	400,652	-	436,539	-
2015	13,250,047	-	3,785,191	398,398	-	476,755	-
2016	13,251,004	-	3,823,660	466,816	-	522,810	-
2017	20,382,695	-	3,914,245	474,077	-	551,716	-
2018	23,333,788	495,338	-	311,333	182,018	629,124	3,885,930
2019	24,175,768	615,099	-	346,106	205,177	718,925	4,196,460
2020	25,521,426	706,307	-	337,521	303,389	791,730	4,376,400
2021	21,439,663	740,806	-	295,077	268,937	724,847	3,938,656
2022	21,618,087	663,932	-	265,212	277,090	678,055	3,630,516

**Expenses
Governmental Activities**

Fiscal Year	Information Technology Office	Communi-cations Office	Security Services	Other Administration	Interest Expense	Total Primary Government
	2013	\$ 1,716,479	\$ 709,136	\$ -	\$ 2,489,209	\$ -
2014	7,814,245	766,469	-	2,652,230	-	27,666,688
2015	7,855,225	853,076	-	3,107,846	-	29,726,538
2016	7,631,440	764,629	-	3,116,763	-	29,577,122
2017	1,868,122	830,962	-	3,222,456	-	31,244,273
2018	2,794,960	979,183	-	3,299,412	-	35,911,086
2019	3,121,662	1,259,541	758,615	3,690,897	-	39,088,250
2020	3,214,137	1,147,285	1,058,946	4,178,464	-	41,635,605
2021	2,881,161	1,051,216	1,001,954	4,000,995	-	36,343,312
2022	2,649,778	950,097	963,291	5,448,405	60,224	37,204,687

Exhibit I-2 (continued)

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

Program Revenues
Governmental Activities

Fiscal Year	Charges for Services		Operating Grants and Contributions				
	Public Services	Total	Public Services	Administrative Services	Information Technology	Facilities	Total
2013	\$ 523,316	\$ 523,316	\$ 141,009	\$ 213,927	\$ -	\$ -	\$ 354,936
2014	530,364	530,364	136,227	-	142,433	-	278,660
2015	538,214	538,214	258,925	-	15,769	-	274,694
2016	494,493	494,493	233,889	-	143,982	-	377,871
2017	274,186	274,186	596,824	-	-	-	596,824
2018	114,964	114,964	426,310	-	-	-	426,310
2019	124,503	124,503	370,939	-	-	-	370,939
2020	63,530	63,530	784,756	-	35,354	46,319	866,429
2021	86,322	86,322	611,823	-	81,098	107,942	800,863
2022	91,779	91,779	940,423	-	126,442	136,334	1,203,199

Program Revenues
Governmental Activities

Fiscal Year	Capital Grants and Contributions					Total
	Public Services	Facilities Office	Administrative Services	Information Technology	Total	
2013	\$ 166,769	\$ -	\$ 240,217	\$ -	\$ 406,986	\$ 1,285,238
2014	229,665	-	88,553	170,380	488,598	1,297,622
2015	836,583	-	258,308	550,299	1,645,191	2,458,099
2016	142,378	-	41,939	85,304	269,621	1,141,985
2017	253,467	-	53,096	36,030	342,593	1,213,603
2018	709,178	118,863	-	86,512	914,553	1,455,827
2019	153,237	26,468	-	19,264	198,969	694,411
2020	145,873	24,563	-	18,749	189,185	1,119,144
2021	-	-	-	-	-	887,185
2022	-	-	-	-	-	1,294,978

Total
Net Expenses

Fiscal Year	Total Primary Government
2013	\$ (24,838,586)
2014	(26,369,066)
2015	(27,268,439)
2016	(28,435,137)
2017	(30,030,670)
2018	(34,455,259)
2019	(38,393,839)
2020	(40,516,461)
2021	(35,456,127)
2022	(35,909,709)

Exhibit I-3

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

<u>Governmental Activities</u>								
Fiscal Year	<u>General Revenues</u>					<u>TABOR Refund</u>		
	Property Taxes	Specific Ownership Taxes	Investment Earnings	Miscellaneous	Total	Fiscal Year Spending and Property Tax Revenue in Excess of Limit	Total Primary Government	
2013	\$ 23,930,258	\$ 2,413,142	\$ 21,912	\$ 264,051	\$ 26,629,363	\$ -	\$ 26,629,363	
2014	23,823,607	2,546,327	18,692	180,297	26,568,923	-	26,568,923	
2015	24,137,929	2,765,049	26,550	201,916	27,131,444	-	27,131,444	
2016	24,780,995	2,892,197	96,038	155,941	27,925,171	(57,073)	27,868,098	
2017	25,762,260	3,547,865	187,896	182,529	29,680,550	(543,196)	29,137,354	
2018	26,834,122	3,410,423	386,768	165,290	30,796,603	(5,830)	30,790,773	
2019	28,235,667	3,486,228	426,392	154,564	32,302,851	-	32,302,851	
2020	30,095,828	3,344,277	116,945	139,939	33,696,989	(180,108)	33,516,881	
2021	31,402,556	3,720,458	9,250	82,888	35,215,152	-	35,215,152	
2022	33,299,124	3,517,120	429,895	63,014	37,309,153	-	37,309,153	

<u>Total Changes in Net Position</u>	
Fiscal Year	Total Primary Government
2013	\$ 199,857
2014	(136,995)
2015	(567,039)
2016	(893,316)
2017	(3,664,486)
2018	(6,090,987)
2019	(6,999,579)
2020	(6,999,580)
2021	(240,975)
2022	2,079,510

Exhibit I-4

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

General Fund

Fiscal Year	Non-spendable	Restricted	Committed	Assigned	Unassigned	Total
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
2020	382,929	1,297,990	-	243,769	9,395,403	11,320,091
2021	400,575	1,392,473	-	306,562	11,228,870	13,328,480
2022	562,009	1,497,853	-	561,401	10,652,749	13,274,012

Other Governmental Funds

Fiscal Year	Non-spendable	Restricted	Committed	Assigned	Total
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
2020	-	812	3,101,003	-	3,101,815
2021	-	812	4,326,216	-	4,327,028
2022	-	812	4,478,229	-	4,479,041

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)			Net Change in Fund Balance	Ratio of Debt Service Expenditures to Noncapital Expenditures
			Proceeds from Sale of Capital Assets	Proceeds from Insurance Reimbursement	TABOR Refund Fiscal Year Spending and Property Tax Revenue In Excess of Limit		
2013	\$ 27,803,063	\$ 30,383,156	\$ 83,277	\$ 12,985	\$ -	\$ (2,483,831)	0.30%
2014	29,432,914	30,383,156	50,403	-	-	\$ (899,839)	0.27%
2015	29,432,914	30,785,347	28,060	18,703	-	(1,305,670)	0.00%
2016	29,109,072	27,246,156	17,345	-	(57,073)	1,823,188	0.00%
2017	30,942,008	29,824,093	11,640	-	(543,196)	586,359	0.00%
2018	32,258,020	30,630,672	19,505	-	(5,830)	1,641,023	0.00%
2019	32,994,312	33,774,905	2,948	-	-	(777,645)	0.00%
2020	34,588,026	33,154,864	17,629	-	(180,108)	1,270,683	0.00%
2021	36,434,017	33,200,415	-	-	-	3,233,602	0.00%
2022	38,604,132	38,786,653	-	680,066	-	97,545	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	Donations & Miscellaneous	Total
2013	\$ 26,343,399	\$ 160,887	\$ 523,316	\$ 21,912	\$ 774,928	\$ 27,824,442
2014	26,369,934	291,251	530,364	18,692	592,822	\$ 27,803,063
2015	26,902,978	305,794	538,214	26,550	1,659,378	29,432,913
2016	27,673,192	398,039	494,493	96,038	447,310	29,109,072
2017	29,310,125	458,187	274,186	187,896	711,614	30,942,008
2018	30,244,545	384,404	114,964	386,768	1,127,339	32,258,020
2019	31,721,895	392,810	124,503	426,392	328,712	32,994,313
2020	33,440,106	715,285	63,530	116,945	252,160	34,588,026
2021	35,123,014	823,325	86,322	9,250	392,106	36,434,017
2022	36,816,244	697,213	91,779	429,895	569,001	38,604,132

**Pikes Peak Library District
Governmental Fund Revenues
2013 - 2022**

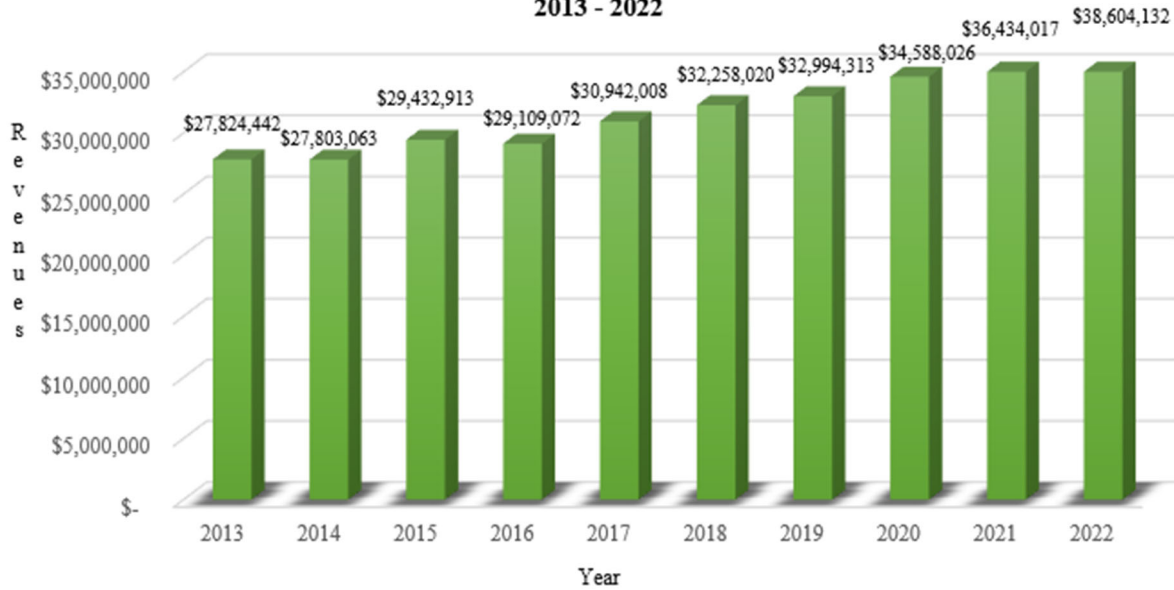


Exhibit I-7

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

Fiscal Year	Personnel Services	Supplies	Library Materials	Utilities	Telecommunication		Contractual Services	Repairs and Maintenance	Other Services	Total
					Costs					
2013	\$ 14,426,213	\$ 547,072	\$ 3,984,804	\$ 486,862	\$ 337,311	\$ 2,556,487	\$ 454,927	\$ 760,146	\$ 23,553,822	
2014	15,032,543	605,206	4,324,974	587,082	362,758	2,720,845	612,068	734,423	24,979,899	
2015	15,904,077	732,640	4,279,833	571,033	409,626	2,587,094	578,877	753,353	25,816,533	
2016	16,007,317	690,060	4,482,638	539,735	339,276	2,769,599	672,300	742,652	26,243,577	
2017	17,599,286	664,432	4,368,968	583,442	465,959	2,753,994	649,023	834,117	27,919,221	
2018	18,362,919	666,926	4,528,390	615,141	479,359	2,936,686	503,869	678,177	28,771,467	
2019	19,907,957	727,608	4,716,819	639,248	479,868	3,150,559	613,411	935,456	31,170,925	
2020	20,388,490	758,385	4,818,308	586,580	579,783	3,055,942	553,522	635,754	31,376,765	
2021	20,420,285	639,994	4,766,105	701,654	606,985	3,313,673	681,970	840,987	31,971,653	
2022	21,652,786	673,884	5,112,585	806,674	532,230	3,134,841	655,677	1,159,357	33,728,034	

Fiscal Year	Capital Outlay	Principal	Interest	Total Expenditures
2013	\$ 2,816,329	\$ -	\$ -	\$ 26,370,151
2014	5,403,257	-	-	30,383,156
2015	4,968,814	-	-	30,785,347
2016	1,002,579	-	-	27,246,156
2017	1,904,872	-	-	29,824,093
2018	1,859,205	-	-	30,630,672
2019	2,603,980	-	-	33,774,905
2020	1,778,099	-	-	33,154,864
2021	1,228,762	-	-	33,200,415
2022	4,392,215	606,180	60,224	38,786,653

**Pikes Peak Library District
Governmental Funds Expenditures
2013 - 2022**



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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
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
2019	2020	4,792,932,200	67,031,120,058	3,453,536,110	11,908,693,842
2020	2021	4,895,319,720	68,463,062,349	3,322,893,400	11,458,213,951
2021	2022	5,841,913,840	81,703,155,521	3,850,327,460	13,276,977,109

Assessment Year	Collection Year	Total Assessed Value	Total Mill Levy	Estimated Actual Value	Ratio of Total Assessed Value to Total Estimated Actual Value
					Estimated Actual Value
2012	2013	\$ 6,042,452,470	4.000	\$ 51,330,607,557	11.8%
2013	2014	6,028,899,300	4.000	51,083,591,917	11.8%
2014	2015	6,117,132,700	4.000	51,934,178,939	11.8%
2015	2016	6,516,617,460	3.857	57,205,868,359	11.4%
2016	2017	6,617,856,790	3.957	57,321,960,736	11.5%
2017	2018	7,080,595,440	3.812	65,469,899,358	10.8%
2018	2019	7,198,824,710	4.000	67,019,435,270	10.7%
2019	2020	8,246,468,310	3.731	78,939,813,900	10.4%
2020	2021	8,218,213,120	3.855	79,921,276,300	10.3%
2021	2022	9,692,241,300	3.490	94,980,132,630	10.2%

Notes:

The following are the assessment rates for collection years 2011 through 2022:

Collection Year	Residential	All Other Categories
2011-2017	7.96%	29.00%
2019-2020	7.20%	29.00%
2020-2021	7.15%	29.00%
2022	6.95%	29.00%

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

Exhibit I-9

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

Taxing Authority	Collection Year									
	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
Direct										
Pikes Peak Library District	3.490	3.855	3.731	4.000	3.812	3.957	3.857	4.000	4.000	4.000
Overlapping Governments										
El Paso County	7.450	8.085	7.552	8.068	7.965	7.919	7.869	7.791	7.714	7.663
Cities and Towns										
Calhan	17.563	17.563	17.563	17.563	17.563	17.563	17.563	17.563	17.563	17.563
Colorado Springs	3.929	4.279	4.279	4.279	4.279	4.279	4.279	4.279	4.279	4.279
Fountain	10.239	10.239	10.239	10.239	10.239	10.239	10.239	10.239	10.239	10.239
Green Mountain Falls	17.588	17.588	17.588	17.588	17.588	17.588	17.588	17.588	17.588	17.588
Manitou Springs	12.999	13.004	13.019	13.083	13.072	13.001	12.246	12.050	12.060	12.060
Monument	5.750	6.152	6.152	6.289	6.225	6.289	6.255	6.289	6.289	6.289
Palmer Lake	21.238	21.238	21.238	21.238	21.135	21.238	11.238	16.459	16.459	16.459
Ramah	19.827	19.827	19.827	19.827	19.827	19.827	19.827	19.827	19.827	19.827
Fire Districts										
Big Sandy	8.000	8.000	8.000	8.000	8.000	8.000	8.000	8.000	8.000	8.000
Black Forest	14.500	15.139	12.549	10.052	10.114	10.178	10.237	10.356	10.382	10.379
Black Forest (OPS)	-	0.639	0.653	0.837	0.899	0.963	1.022	1.141	1.167	1.164
Broadmoor	4.500	4.500	4.500	4.500	4.500	4.500	4.500	4.500	4.500	4.500
Calhan	17.563	17.563	17.563	6.402	6.049	5.971	6.061	6.552	6.523	6.536
Cascade	10.848	10.848	10.153	10.848	10.848	10.245	9.774	9.410	9.168	8.443
Cimarron Hills	16.200	16.200	16.200	16.200	16.200	15.286	15.286	15.290	14.390	14.390
Donald Wescott	7.000	7.000	7.000	7.000	7.000	7.000	7.000	7.000	7.000	7.000
Wescott N. Sub.	14.900	14.900	14.900	14.900	14.900	-	-	-	-	-
Edison	9.000	9.000	9.000	9.000	9.000	9.000	9.000	9.000	9.000	9.000
Elbert	7.484	7.715	7.528	8.500	8.500	8.500	8.500	4.575	4.575	4.575
Ellicott	8.113	8.496	8.589	9.451	9.515	9.850	9.760	10.220	10.290	10.168
Falcon	14.886	14.886	14.886	14.886	8.612	8.612	8.612	8.612	8.612	8.612
Green Mountain Falls/Chipita Park	17.090	17.090	16.615	17.460	16.950	9.763	9.812	9.293	8.788	8.542
Hanover	10.000	10.000	10.000	7.217	7.428	7.366	7.000	4.720	4.720	4.720
Northeast Teller City	13.182	13.547	0.000	-	-	-	-	-	-	-
Peyton	6.134	6.140	6.130	6.130	6.130	6.130	6.130	6.130	6.130	6.458
Security	16.400	10.002	10.002	10.002	10.002	10.002	10.002	10.002	10.001	10.001
SW Hwy 115	13.211	13.210	13.200	13.483	13.200	13.200	13.200	13.200	13.200	13.200
Stratmoor Hills Fire	13.083	13.810	13.251	13.200	12.582	12.811	12.768	12.686	12.002	12.423
Tri-County	3.000	3.000	3.000	3.000	3.000	3.000	3.000	3.000	3.000	3.000
Tri-Lakes/Monument	18.400	18.400	18.400	18.400	18.100	11.500	11.500	11.500	11.500	11.500
Woodman Valley	9.050	9.050	9.050	9.050	9.050	9.050	9.050	9.050	9.050	9.050
Water Districts										
Cheyenne Creek	0.500	1.000	1.000	1.000	1.000	1.000	0.500	0.500	0.500	0.500
Forest View	5.000	5.000	5.000	5.000	5.000	5.000	5.000	5.000	5.000	5.000
Park Forest	14.437	14.437	14.437	14.437	14.437	14.437	14.437	14.437	14.437	14.437
Red Rock Valley Estates	17.725	17.725	17.725	17.725	17.725	17.725	16.444	18.575	17.872	17.709
Stratmoor Hills Water	-	-	-	-	2.071	2.105	2.086	1.974	2.055	2.088
S.E. Colo. Water Conserv.	0.839	0.942	0.902	0.944	0.094	0.940	0.941	0.094	0.944	0.944
Security Water	4.283	5.000	5.007	5.679	5.703	5.695	5.654	5.955	5.980	5.947
Turkey Canyon Ranch	9.500	9.500	9.500	9.500	9.500	9.500	9.500	9.500	9.500	9.500
Upper Big Sandy	0.532	0.532	0.532	0.532	0.532	0.532	0.532	0.532	0.532	0.532
Upper Black Squirrel	1.005	1.056	1.029	1.065	1.065	1.063	1.057	1.082	1.082	1.082
Upper Arkansas Water Conserv.	0.398	0.445	0.435	0.479	0.481	0.478	0.471	0.478	0.478	0.478
Sanitation Districts										
Fountain Sanitation	5.707	6.340	6.030	6.637	6.328	6.248	6.040	6.101	5.755	5.534
Monument Sanitation	-	-	-	-	7.734	-	-	-	-	-
Security Sanitation	0.651	0.757	0.757	0.854	0.863	0.862	0.856	0.899	0.903	0.898
Stratmoor Hills	-	-	-	-	0.583	0.591	0.587	0.578	0.578	0.573
Water and Sanitation Districts										
Academy	2.937	2.937	2.937	2.937	2.937	2.937	2.937	2.937	2.937	24.755
Donala (Area A)	21.296	21.296	21.296	21.296	21.296	21.296	21.296	21.296	21.296	21.296
Donala (Area B)	10.648	10.648	10.648	10.648	10.648	10.648	10.648	10.648	10.648	10.648
Garden Valley	18.570	16.061	19.710	12.766	11.083	10.296	9.695	9.055	9.920	8.167
Garden Valley #2	-	-	-	-	4.308	5.196	5.816	5.736	5.613	5.805
Westmoor	-	37.165	34.998	38.277	36.953	36.836	34.943	41.288	34.956	37.471

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

Taxing Authority	Collection Year									
	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
School Districts										
Air Force Academy #20	56.507	60.216	60.216	60.216	60.216	60.216	60.216	60.216	60.216	60.216
Big Sandy #100J	31.080	32.294	35.473	37.666	38.189	38.782	38.860	40.379	40.787	42.128
Calhan #RJ-1	27.342	27.172	27.083	27.013	27.068	27.003	27.091	27.193	27.096	29.117
Cheyenne Mountain #12	55.000	55.000	55.000	55.000	55.000	53.000	53.000	53.000	50.000	50.000
Colorado Springs #11	44.054	51.104	51.558	56.084	52.499	40.878	40.803	43.165	44.264	43.445
Edison #54	31.603	36.501	36.501	36.503	36.504	36.502	40.834	37.340	37.861	37.044
Ellicott #22	30.534	31.673	31.921	31.863	37.011	37.046	37.001	37.126	37.124	41.147
Falcon #49	44.111	43.021	43.189	43.044	43.648	44.417	44.635	45.796	45.617	45.585
Fremont/Florence #39	29.381	28.665	29.378	28.816	29.762	29.300	28.908	29.251	28.776	28.774
Fountain/Ft. Carson #8	25.704	24.741	24.845	24.776	24.731	24.748	25.195	24.775	24.726	24.703
Hanover #28	28.393	26.664	32.439	33.708	35.736	34.679	35.112	27.759	31.103	27.463
Harrison #2	41.024	48.394	47.227	48.333	33.138	36.278	36.414	36.997	41.344	41.344
Lewis-Palmer #38	39.455	41.000	41.430	44.068	44.651	46.404	45.501	49.677	50.091	51.756
Manitou Springs #14	50.887	53.144	58.817	61.900	52.000	52.000	52.000	47.555	47.649	47.354
Miami/Yoder #60	27.182	27.687	29.263	30.006	28.079	28.303	28.504	41.926	42.710	43.194
Peyton #23	30.469	30.469	30.469	30.469	30.469	30.469	30.419	30.919	30.985	34.097
Widefield #3	49.384	56.164	56.396	60.294	61.320	45.657	-	-	-	-
Miscellaneous Districts	7,409.238	5,857.851	5,084.281	4,648.287	3,576.017	3,075.868	3,391.527	3,083.266	2,975.466	2,703.102

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

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 2022		Fiscal Year 2013	
		Assessed Valuation	Percent of Total Assessed Valuation	Assessed Valuation	Percent of Total Assessed Valuation
CELLCO Partnership	Investments	\$ 101,298,860	1.05%	\$ -	0%
Broadmoor Hotel, Inc.	Hotel/Resort	47,642,230	0.49%	29,949,610	0.50%
Comcast of CO/PA/WV LLC	Investments	46,827,430	0.48%	-	0%
Quest Corporation	Technology	36,663,400	0.38%		
Mountain View Electric	Utilities	30,686,240	0.32%	21,317,200	0.35%
Wal-Mart Real Estate	Merchandise/Retail	28,446,120	0.29%	29,762,100	0.49%
ENT Credit Union	Banking	23,251,650	0.24%		
Palmer Center LTD	Retail Mall	17,284,010	0.18%	-	0%
T. Rowe Price Colorado Springs LLC	Investments	16,081,760	0.17%		
Union Pacific Railroad Co.	Transportation	15,842,120	0.16%		
Century Link Corporation	Telecommunications	-	0.00%	73,185,230	1.21%
Black Hills Fountain Valley Power LLC	Utilities	-	0.00%	37,095,900	0.61%
dpiX, LLC	Technology	-	0.00%	26,407,220	0.44%
Verizon Wireless	Technology	-	0.00%	20,182,980	0.33%
Atmel Corp.	Investments	-	0.00%	16,142,290	0.27%
MCI Telecommunications Corp.	Telecommunications	-	0.00%	15,578,900	0.26%
Coyote Garrison Chapel Hills Mall LLP	Retail Mall	-	0.00%	13,840,450	0.23%
Total Top 10 Principal Taxpayers		\$ 364,023,820	3.76%	\$ 283,461,880	4.69%
Total Assessed Valuation		\$ 9,692,241,300	100.00%	\$ 6,042,452,470	100.00%

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	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
2012	2013	\$ 24,058,794	\$ 23,852,302	99.1%	\$ 30,559	\$ 41,758	\$ 5,639	\$ 23,930,258	99.5%	\$ 139,504	0.6%
2013	2014	23,978,299	23,691,576	98.8%	72,755	56,389	2,887	23,823,607	99.4%	55,656	0.2%
2014	2015	24,290,297	24,092,442	99.2%	12,160	29,628	3,699	24,137,929	99.4%	54,997	0.2%
2015	2016	24,926,355	24,730,868	99.2%	10,720	29,902	9,505	24,780,995	99.4%	62,246	0.2%
2016	2017	25,942,634	25,709,842	99.1%	14,007	33,187	5,224	25,762,260	99.3%	71,429	0.3%
2017	2018	27,187,071	26,767,115	98.5%	17,132	35,319	5,451	26,825,017	98.7%	92,436	0.3%
2018	2019	28,454,290	28,160,917	99.0%	20,995	38,420	6,145	28,226,476	99.2%	94,397	0.3%
2019	2020	30,374,738	30,042,362	98.9%	11,964	24,708	7,195	30,086,229	99.1%	101,564	0.3%
2020	2021	31,307,840	31,139,776	99.5%	25,309	45,574	1,681	31,212,340	99.7%	39,935	0.1%
2021	2022	33,457,987	33,231,556	99.3%	6,378	46,767	3,964	33,288,665	99.5%	58,404	0.2%

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

Exhibit I-12

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

Year Ended December 31,	LSA Population	Gross Debt	Funds Available in Debt Service Fund	Net Debt	Net Debt Per Capita	Personal Income	Debt as a Percentage of Personal Income	Assessed Value Used for Current Year Collections	Ratio of Net Bonded Debt to Assessed Value
2013	598,549	\$ -	\$ -	\$ -	\$ -	26,626,735	-	\$ 6,042,452,470	-
2014	607,457	-	-	-	-	28,079,165	-	6,028,899,300	-
2015	616,089	-	-	-	-	29,262,206	-	6,117,132,700	-
2016	623,805	-	-	-	-	30,315,645	-	6,516,617,460	-
2017	639,625	-	-	-	-	31,149,325	-	6,617,856,790	-
2018	650,185	-	-	-	-	35,603,678	-	7,080,595,440	-
2019	662,241	-	-	-	-	36,605,524	-	7,198,824,710	-
2020	669,874	-	-	-	-	36,825,059	-	8,246,468,310	-
2021	670,046	-	-	-	-	39,438,712	-	8,218,213,120	-
2022	677,964	-	-	-	-	43,258,594	-	9,692,241,300	-

Exhibit I-13

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

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Assessed valuation	\$ 9,692,241,300	\$ 8,218,213,120	\$ 8,246,468,310	\$ 7,198,824,710	\$ 7,080,595,440
Debt limitation - 1.5% of total assessed value	\$ 145,383,620	\$ 123,273,197	\$ 123,697,025	\$ 107,982,371	\$ 106,208,932
Total debt (excluding compensated absences)	-	-	-	-	-
Less: Certificates of Participation (1)	-	-	-	-	-
Capital leases (1)	-	-	-	-	-
Total debt applicable to limitation	-	-	-	-	-
Legal debt margin	<u>\$ 145,383,620</u>	<u>\$ 123,273,197</u>	<u>\$ 123,697,025</u>	<u>\$ 107,982,371</u>	<u>\$ 106,208,932</u>

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Assessed valuation	\$ 6,617,856,790	\$ 6,516,617,460	\$ 6,117,132,700	\$ 6,028,899,300	\$ 6,042,452,470
Debt limitation - 1.5% of total assessed value	\$ 99,267,852	\$ 97,749,262	\$ 91,756,991	\$ 90,433,490	\$ 90,636,787
Total debt (excluding compensated absences)	-	-	-	-	-
Less: Certificates of Participation (1)	-	-	-	-	-
Capital leases (1)	-	-	-	-	-
Total debt applicable to limitation	-	-	-	-	-
Legal debt margin	<u>\$ 99,267,852</u>	<u>\$ 97,749,262</u>	<u>\$ 91,756,991</u>	<u>\$ 90,433,490</u>	<u>\$ 90,636,787</u>

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).

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
	Principal Payments	Interest Payments	Total		
2013	\$ -	\$ -	\$ -	\$ 24,979,899	0.00%
2014	-	-	-	25,816,533	-
2015	-	-	-	26,243,577	-
2016	-	-	-	27,919,221	-
2017	-	-	-	28,771,467	-
2018	-	-	-	31,170,925	-
2019	-	-	-	31,376,765	-
2020	-	-	-	31,971,653	-
2021	-	-	-	31,971,653	-
2022	-	-	-	33,728,034	-

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Exhibit I-15

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

Fiscal Year	LSA Population	Total Personal Income*	Per Capita Personal Income*	Unemploy. Rate*	Households		Median Age	Public School Enrollment*
					Total	Average Size		
2013	598,549	26,626,735	40,642	8.0%	251,153	2.42	34.2	116,061
2014	607,457	28,079,165	42,360	5.1%	255,364	2.41	34.3	113,837
2015	616,089	29,262,206	43,385	4.6%	259,082	2.41	34.0	117,928
2016	623,805	30,315,645	44,409	3.2%	263,383	2.43	34.4	118,754
2017	639,625	31,149,325	46,511	3.4%	267,300	2.43	34.4	119,442
2018	650,185	35,603,678	48,467	4.5%	271,234	2.44	34.4	121,192
2019	662,241	36,605,524	51,117	2.8%	270,074	2.48	33.7	122,783
2020	669,874	36,825,059	54,151	7.2%	273,613	2.60	33.7	118,023
2021	670,046	39,438,712	57,765	4.1%	295,342	2.63	34.6	119,609
2022	677,964	43,258,594	**	3.0%	**	**	**	119,808

Notes:

*Data revised in 2022 with most recent information from the El Paso County Annual Comprehensive Financial Report and updated sources

**Statistics are unavailable for the current reporting year

Data sources:

2021 El Paso County ACFR, El Paso County 2023 Adopted Budget, Library Research Service Database, El Paso County Clerk and Recorder, Colorado Department of Education, Colorado Division of Local Government, Colorado Division of Labor and Employment, US Department of Commerce, Bureau of Economic Analysis, Occupational Employment and Wage Statistics Program

Exhibit I-16

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

<u>Employer</u>	<u>Fiscal Year 2022</u>		<u>Fiscal Year 2013</u>	
	<u>Employees</u>	<u>Percent of Total Employment</u>	<u>Employees</u>	<u>Percent of Total Employment</u>
Fort Carson	33,500	13.79%	31,800	11.48%
Peterson Air Force Base	17,400	7.16%	11,693	4.22%
Schriever Air Force Base *	8,000	3.29%	8,215	2.97%
United States Air Force Academy	7,700	3.17%	9,793	3.54%
UCHealth Memorial Health System	7,050	2.90%	3,600	1.30%
Colorado Springs School District #11	5,150	2.12%	3,980	1.44%
University of Colorado, Colorado Springs	3,700	1.52%	-	0.00%
Amazon	3,000	1.23%	-	0.00%
Academy School District #20	3,050	1.26%	2,750	0.99%
City of Colorado Springs	3,050	1.26%	2,455	0.89%
El Paso County Government	2,900	0.00%	2,601	0.94%
Penrose St. Francis Health Services / Centura	2,450	1.01%	2,833	1.02%
Total	<u>96,950</u>	<u>38.71%</u>	<u>79,720</u>	<u>28.79%</u>
Total Employment - El Paso County, Colorado	<u>242,943</u>		<u>276,894</u>	

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

	Full-time Equivalent Employees									
	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
Public Services										
Administration	1.00	1.00	1.00	2.00	2.00	2.00	1.00	1.00	3.00	3.00
Regional History and Genealogy	10.50	10.50	11.00	11.00	9.50	9.50	9.50	9.25	9.25	9.25
Creative Services	7.00	5.00	5.00	5.00	-	-	-	-	-	-
Adult Services	9.00	9.00	11.00	11.00	-	-	-	-	-	-
East Library	-	-	-	-	16.32	17.32	16.80	16.80	15.80	15.80
Penrose Library	-	-	-	-	21.22	21.22	21.22	20.24	20.24	20.24
Library 21c	-	-	-	-	8.25	8.25	8.25	8.25	8.25	-
Library 21c - Computer Commons	-	-	-	-	9.50	9.50	9.50	9.50	9.00	-
Family and Children Services	9.50	9.00	9.00	9.00	-	-	-	-	-	-
East Library	-	-	-	-	8.27	8.27	8.27	6.82	6.82	8.02
Penrose Library	-	-	-	-	6.12	6.12	6.12	6.12	6.12	5.32
Library 21c	-	-	-	-	7.88	8.88	7.88	7.88	6.88	-
Young Adult Services	6.00	6.00	6.00	6.00	-	-	-	-	-	-
Community Libraries										
Administration - West Region	4.00	3.50	3.50	3.00	5.00	-	-	-	-	-
Administration - Southeast Region	5.00	4.00	4.00	4.00	3.00	-	-	-	-	-
Administration - North Region	3.00	3.00	3.00	3.00	3.00	-	-	-	-	-
Briargate Library	-	-	-	-	-	-	-	-	-	14.50
Calhan Library	1.70	1.70	1.70	1.70	-	-	-	-	-	-
Cheyenne Mountain Library	9.98	10.08	10.58	10.58	10.55	10.55	10.93	10.93	10.93	11.43
Fountain Library	8.25	7.13	7.63	7.63	6.63	6.63	7.88	7.88	7.75	9.25
East Library	36.75	42.15	18.93	16.93	-	-	-	-	-	-
High Prairie Library	7.75	7.75	7.75	8.25	8.25	8.25	8.25	8.25	8.25	8.00
Ruth Holley Library	10.00	9.63	9.63	9.63	10.50	10.50	12.13	12.13	12.50	12.50
Library 21c	28.78	31.57	21.19	18.69	-	-	-	-	-	-
Manitou Springs Library	5.80	4.20	4.20	4.35	4.25	4.25	4.25	4.25	4.00	-
Monument Library	12.05	9.96	9.96	9.96	10.49	10.49	10.49	10.55	10.55	10.55
Old Colorado City Library	8.90	8.90	8.90	8.90	8.90	8.90	8.90	8.63	8.88	8.88
Palmer Lake Library	-	1.53	2.03	2.03	2.03	2.03	2.03	1.79	1.79	1.99
Penrose Library	29.33	30.54	17.64	17.64	-	-	-	-	-	-
Rockrimmon Library	9.80	9.85	9.85	9.45	10.08	10.08	10.65	10.65	10.65	10.85
Sand Creek Library	12.03	12.55	12.55	12.55	16.20	16.20	15.95	15.73	14.23	13.29
Ute Pass Library	0.75	1.35	1.35	1.35	1.28	1.28	1.28	1.28	1.80	1.80
Adult Education	7.00	7.00	8.00	7.00	6.50	6.50	3.85	4.20	3.45	3.10
Circulation										
East Library	-	-	15.35	16.35	18.84	18.84	20.62	20.62	20.22	19.56
Penrose Library	-	-	11.07	11.02	11.84	11.84	11.74	11.74	11.62	11.59
Library 21c	-	-	6.50	6.50	6.50	6.50	6.50	6.50	6.50	-
Shelving										
East Library	-	-	9.57	10.57	12.07	12.07	13.64	13.70	13.70	13.68
Penrose Library	-	-	4.88	4.88	6.12	6.12	7.99	7.99	7.99	8.32
Library 21c	-	-	5.75	5.25	5.25	5.25	5.18	5.55	5.18	-
Collection Management	25.00	23.52	23.52	23.52	19.25	18.40	19.00	19.65	19.30	19.80
Knights of Columbus Hall	1.00	1.00	1.00	1.00	-	-	-	-	-	-
Mobile Library Services	9.00	9.15	9.15	9.65	9.15	9.15	8.95	8.70	8.70	8.70
Diversity, Equity & Inclusion (DEI)	3.00	3.00	-	-	-	-	-	-	-	-
Total Public Services	281.85	283.56	292.18	289.38	284.74	274.89	278.75	276.58	273.35	249.42
Administrative Services										
Administration	-	-	-	-	-	-	-	-	1.00	1.00
Facilities										
East Library	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Penrose Library	5.00	5.00	5.00	5.00	5.00	6.00	6.00	6.75	6.75	7.00
Library 21c	6.00	6.00	6.00	5.00	3.00	3.00	3.00	2.00	2.00	-
Human Resources	6.75	6.25	6.25	6.25	5.15	5.15	5.15	5.15	5.15	5.15
Total Administrative Services	20.75	20.25	20.25	19.25	16.15	17.15	17.15	16.90	17.90	16.15
Information Technology										
Information Technology	14.00	16.60	16.60	16.10	13.10	14.10	14.10	14.10	14.00	13.00
Other Administrative Operations										
Chief Librarian and Chief Executive Officer Office	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	3.00
Communications Office	12.35	11.75	11.75	14.25	12.25	12.25	12.25	12.25	11.75	10.90
Development Office	2.00	3.00	3.00	3.00	2.50	2.50	2.50	2.50	2.50	2.50
Finance Office	8.00	7.75	7.75	7.75	7.75	6.75	6.75	6.75	5.75	5.75
Security	23.50	20.52	20.52	20.52	15.00	15.00	14.50	13.00	11.00	7.25
Total Other Administration Operations	47.85	45.02	45.02	47.52	39.50	38.50	38.00	36.50	33.00	29.40
Total Full Time Equivalents	364.45	365.43	374.05	372.25	353.49	344.64	348.00	344.08	338.25	307.97

Data Source: District's Human Resources Office

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

Fiscal Year	Number of Volumes	Number of Audio Visual and eMaterials	Total Items	Acquisition Cost of Collections	Cost of New Acquisitions	Net Book Value of Collections	Number of Items in Circulation	Turnover Rate
2013	907,823	285,181	1,193,004	33,438,002	2,520,735	14,392,359	1,148,583	7.67
2014	918,701	316,647	1,235,348	34,256,218	2,663,493	14,599,576	1,189,875	7.09
2015	718,638	279,776	998,414	28,479,378	2,731,728	14,211,399	951,064	8.43
2016	689,980	353,667	1,043,647	27,162,050	2,313,177	13,806,198	995,151	7.73
2017	700,758	346,176	1,046,934	26,923,183	2,140,189	13,803,275	996,826	7.43
2018	684,908	362,788	1,047,696	25,614,835	1,812,545	13,245,127	996,698	7.35
2019	658,014	453,315	1,111,329	24,234,938	1,670,175	12,739,934	1,059,914	7.81
2020	630,270	461,230	1,091,500	23,209,685	1,135,208	12,152,697	1,041,060	5.89
2021	596,976	492,694	1,089,670	22,555,452	1,630,811	12,346,538	1,037,212	5.50
2022	585,430	511,405	1,096,835	21,324,095	1,224,613	11,614,737	1,043,673	5.60

Data Source: District's Collection Management Department

Exhibit I-19

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

Fiscal Year	Community Libraries										Old Colorado City
	East Library	Penrose Library	Library 21c	Briargate	Calhan	Cheyenne Mountain	Fountain	High Prairie	Manitou Springs	Monument	
2013	2,128,483	1,154,390	-	794,457	-	542,311	274,626	366,472	41,578	563,585	303,649
2014	1,983,752	1,049,901	464,794	283,986	-	503,092	249,356	341,333	48,404	502,640	294,604
2015	1,621,753	900,407	894,810	-	-	474,082	211,731	326,736	47,067	451,594	284,910
2016	1,533,028	776,925	888,192	-	-	437,569	199,196	307,167	46,452	415,012	246,141
2017	1,303,118	714,133	986,551	-	-	386,538	191,400	289,874	47,318	390,805	214,947
2018	1,325,067	626,308	904,180	-	-	374,674	187,269	284,624	40,953	383,845	193,591
2019	1,577,714	577,467	1,053,083	-	3,211	421,297	197,568	326,298	52,330	425,456	220,319
2020	842,299	280,922	565,421	-	13,993	234,309	111,849	182,899	19,148	248,858	120,102
2021	996,323	301,424	681,518	-	18,911	279,981	128,429	236,860	20,883	306,924	89,301
2022	1,081,138	279,901	753,940	-	20,547	269,920	126,729	274,513	26,764	295,388	108,515

Fiscal Year	Community Libraries										Inter-Library Loan	Total
	Palmer Lake	Rockrimmon	Ruth Holley	Sand Creek	Ute Pass	Mobile Library Services	Library Express Dispenser	Cyber-Shelf	Nook eReaders	Other Categories		
2013	63,566	536,706	576,746	554,733	45,673	195,332	42,272	533,026	740	63,485	27,184	8,809,014
2014	58,095	474,322	518,641	514,578	39,549	188,500	48,784	792,432	492	57,224	25,622	8,440,101
2015	50,653	431,335	457,623	463,715	33,806	179,297	28,993	1,068,783	70	60,608	25,835	8,013,808
2016	43,152	385,294	395,346	417,248	31,724	166,186	20,958	1,295,052	325	55,209	28,098	7,688,274
2017	44,718	368,714	367,831	370,525	31,623	157,979	2,363	1,459,032	467	54,764	26,154	7,408,854
2018	40,011	360,463	338,586	332,100	27,973	148,384	-	1,681,835	220	52,932	27,253	7,330,268
2019	47,399	394,445	355,739	361,589	26,234	148,737	-	1,976,428	67	84,496	24,796	8,274,673
2020	14,068	243,994	177,597	161,651	18,434	92,155	-	2,430,575	58	90,448	17,279	5,866,059
2021	7	288,091	177,529	155,569	24,510	102,001	-	2,504,503	18	55,259	12,694	6,380,735
2022	12,837	289,905	180,870	154,038	22,286	103,956	-	2,627,237	26	3,687	15,041	6,647,238

Exhibit I-20

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

Library	Address	Owned (O) Leased (L)	Open/Week FY 2022	Square Footage as of Fiscal Year-end										
				2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	
Briargate Library	9475 Briar Village Pt. Colorado Springs, CO 80920	L	-	-	-	-	-	-	-	-	-	-	8,627	8,627
Calhan Library	600 Bank Street Calhan, CO 80803	O	32	2,400	2,400	2,400	2,400	-	-	-	-	-	-	-
Cheyenne Mountain Library	1785 S. 8th Street, Suite 100 Colorado Springs, CO 80906	L	44	8,900	8,900	8,900	8,900	8,900	8,900	8,900	8,900	8,900	8,900	8,900
East Library	5550 N. Union Colorado Springs, CO 80918	O	60	70,153	70,153	70,153	70,153	70,153	70,153	70,153	70,153	70,153	70,153	70,153
Fountain Library	230 S. Main Street Fountain, CO 80817	O	56	9,582	9,582	9,582	9,582	9,582	9,582	9,582	9,582	9,582	9,582	9,582
High Prairie Library	7035 Old Meridian Rd. Falcon, CO 80831	O	55	6,008	6,008	6,008	6,008	6,008	6,008	6,008	6,008	6,008	6,008	6,008
Library 21C	1175 Chapel Hills Drive Colorado Springs, CO 80920	O	60	115,058	115,058	115,058	115,058	115,058	115,058	115,058	115,058	115,058	115,058	115,058
Manitou Springs Library	701 Manitou Avenue Manitou Springs, CO 80829	L	38	2,391	2,391	2,391	2,391	2,391	2,391	2,391	2,391	2,391	2,391	2,391
Monument Hill Library	1706 Lake Woodmoor Drive Monument, CO 80132	L	46	7,536	7,536	7,536	7,536	7,536	7,536	7,536	7,536	7,536	7,536	7,536
Old Colorado City Library	2418 W. Pikes Peak Colorado Springs, CO 80904	O	44	4,909	4,909	4,909	4,909	4,909	4,909	4,909	4,909	4,909	4,909	4,909
Palmer Lake Library	66 Lower Glenway Palmer Lake, CO 80133	L	21	1,574	1,574	1,574	1,574	1,574	1,574	1,574	1,574	1,574	1,574	1,574
Penrose Library	20 N. Cascade Colorado Springs, CO 80903	O	54	78,831	78,831	78,831	78,831	78,831	78,831	78,831	78,831	78,831	78,831	78,831
Rockrimmon Library	832 Village Center Drive Colorado Springs, CO 80919	L	56	8,668	8,668	8,668	8,668	8,668	8,668	8,668	8,668	8,668	8,668	8,668
Ruth Holley Library	685 N. Murray Colorado Springs, CO 80915	L	50	10,469	10,469	10,469	10,469	10,469	10,469	10,469	10,469	10,469	10,469	10,469
Sand Creek Library	1821 S. Academy Colorado Springs, CO 80916	O	52	14,060	14,060	14,060	14,060	14,060	14,060	14,060	14,060	14,060	14,060	14,060
Ute Pass Library	8010 Severy Cascade, CO 80809	L	20	2,123	2,123	2,123	2,123	2,123	2,123	2,123	2,123	2,123	2,123	2,123
Mobile Library Services - three vehicles		O	56	455	455	455	455	455	455	455	455	455	455	455
The Hall at PPLD, formerly Knights of Columbus Hall	25 W. Kiowa Colorado Springs, CO 80903	O	44	11,988	11,988	11,988	11,988	11,988	11,988	11,988	11,988	11,988	11,988	11,988
				788	355,105	355,105	355,105	355,105	352,705	352,705	352,705	352,705	361,332	361,332

Data Source: District's Facilities Office

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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 Pikes Peak Library District (the District), as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated August 3, 2023, which contained a paragraph explaining a matter regarding the financial statements. The financial statements of the Pikes Peak Library District Foundation, Inc. (the Foundation), a discretely presented component unit of the District, were not audited in accordance with *Government Auditing Standards*, and accordingly, this report does not include reporting on internal control over financial reporting or instances of reportable noncompliance associated with the Foundation.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion 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.

Board of Trustees
Pikes Peak Library District

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. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from 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 financial statements. 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.

FORVIS,LLP

Colorado Springs, Colorado
August 3, 2023

PIKES PEAK LIBRARY DISTRICT

2024 Employee Benefit Programs

BENEFIT AND POLICY REVIEW TEAM

The Benefits and Policy Review Team reviews employee benefit programs and makes recommendations to the Pikes Peak Library District's Chief Librarian & CEO and Leadership Team. Moody Insurance, the Employee Benefits Consultant for the District, has handled the 2024 benefits renewal process. This memo outlines the District's benefit options and presents recommendations to the Board of Trustees for the District's 2024 benefit programs.

HEALTH PLAN

The Health Plan is offered to District employees with a regularly scheduled workweek of 30 – 40 hours and in accordance with the provisions of the Patient Protection and Affordable Care Act.

2022 Health Plan Financial Data

The following chart depicts certain financial data for the period of January 1, 2022, through December 31, 2022:

Worst case expected (amount funded @120% of expected))	\$1,853,495
Expected claims	\$1,544,579
Cumulative Benefit Payments	\$1,804,856
Ratio of claims paid to expected claims	116%

For this twelve-month period, the financial position of the Plan remains negative; meaning total claims paid by the Plan are more than the expected claims for the Plan. The Plan is funded at a level that approximates the worst-case scenario, and the Plan has the resources to cover substantially ALL potential liabilities including incurred-but-not-reported claims. The Plan is liable for up to 120% of expected claims. The Plan has an insurance policy in place to cover claims paid in excess of the 120% maximum liability both on a monthly basis and on an annual basis. In addition, the Plan is covered for specific claims that exceed \$45,000 during 2023. This is congruent to catastrophic insurance coverage for specific claims. A total of \$891,237 in claims has exceeded the \$45k Individual Stop Loss level (SSL) through 12/31/2022.

The cost of the Plan is shared by District and eligible District employees who have elected to participate in the Plan. In 2023, the District will have contributed 89.7% to the Plan, and the employees contributed about 10.3%. In 2022, the library contributed \$2,691,398 to the Health Fund and employees contributed \$460,452 for a total of \$2,497,061.

2024 Medical Plan Options

For the 2024 renewal, Moody did not solicit proposals from other medical plan carriers. Moody solicited proposals from other carriers back in 2018.

Instead, our current carrier, Cigna, submitted the following renewal proposals for 2024:

No changes to benefits, continuing the \$7,000 wellness benefit, no change in the Individual Specific Stop Loss amount and continuing to bundle the dental, life insurance and long-term disability plans with Medical increase of 6.91% and Group Life AD&D and LTD came in with an 0% increase.

Plan Details

We have been offering a Network Only Plan since 2016. PPLD offers two networks: Cigna's Standard Network and the Local Plus Network. Cigna's standard network includes both major Colorado Springs area Hospital systems and provides access to the large, nationwide, Open Access Plus network of Cigna providers. Participants in the Local Plus option can only utilize members of the Local Plus Network which consists primarily of Memorial Hospital and UC Health Partners. PPLD began offering the Local Plus (smaller) Network option in 2019 as a way to reduce costs to

both the employee and the employer. While members do not have coverage for non-emergency services from out-of-network providers, emergency care is always treated as in-network regardless of the facility's network status.

PPLD offers two plan options for each of the available networks: The Cigna In-network Only High Plan and the Cigna In-network Only High Deductible Health Plan (HDHP).

Cigna Network Only High Plan

The **Cigna Network Only High Plan** is a Copayment Plan with a \$750/\$1,500 Calendar Year Deductible for single/family respectively, \$30.00 office co-pay, \$40.00 specialist co-pay and a \$10 (generic)/\$25 (preferred brand)/\$50 (nonpreferred brand) prescription drug co-pay. Coinsurance for network services is paid at 80% once the deductible has been met.

The significant provisions of the Plan are summarized below. This is a Network Only Plan and there is no benefit coverage/schedule for non-emergency services from out-of-network providers.

- a. In-network Only Physician Office Co-Pay – Office co-pays remain at \$30 office visits for 2024. Total charges for an office visit to a non-network provider are the responsibility of the member. Specialist Office Co-Pay will remain at \$40 for office visits in 2024. The member will be responsible for paying out-of-pocket, the total charges for non-network services.
- b. Coinsurance Percentages and Deductibles – The coinsurance percentage for network services is 80% (the percentage of cost to be borne by the insurance company). The member will be responsible for paying out-of-pocket the total charges for non-network services. The annual deductible remains at \$750 for single coverage and \$1,500 for family coverage. The member will be responsible for paying out-of-pocket, the total charges for non-network services.
- c. In-network Prescription Co-Pays – Currently, Choice Plan participants pay \$10 for generic drugs, \$25 for preferred drugs and \$50 for non-preferred drugs. HDHP participants pay retail for the generic, preferred, non-preferred and mail order drugs, respectively, until they meet their annual deductible. This will remain the same for 2024. The member will be responsible for paying out-of-pocket, the total charges for non-network services.
- d. Emergency Room Co-Pays – Currently, plan participants pay \$200 per visit. This will remain the same for 2024. Emergency Care is always treated as In-network regardless of the facility's Network status.
- e. Preventive Care – Paid at 100% when services rendered by an in-network provider. The member will be responsible for paying out-of-pocket, the total charges for non-network services.
- f. Network prescription co-pays accumulate towards the calendar year out-of-pocket maximum as required by PPACA.

Cigna Network Only High Deductible Health Plan (HDHP)

The **Cigna In-network Only High Deductible Health Plan (HDHP)** with a Health Savings Account funding mechanism is a qualified high deductible health plan offered as an alternative to the High Plan. The HSA is like a flexible spending account without the "use it or lose it" aspect. This Network Only plan offers a calendar year deductible of \$2,000 for individual and \$4,000 for family. Network Only coinsurance for services is paid at 80% once the deductible has been met. Participants in this plan access the same network as the Choice Plan participants. Network Only Preventive care is unlimited and is paid at 100%. The maximum contribution for 2024 is \$4,150 for individuals and \$8,300 for families, with participants over the age of 55 eligible to contribute an additional \$1,000 per year (catch-up contributions).

Participation in the High Deductible Health Plan with HSA funding mechanism has been steady and is attractive to staff because the savings are portable, permit a carry-over of unused balances, the savings account is funded by

the employee, and the savings are tax deductible. 2012 was the first year PPLD offered this benefit plan option.

Some of the HSA provisions presenting some disadvantages include: employees who participate cannot be eligible for Medicare or be covered by a spouse's medical or pharmacy plan, and cannot be a dependent on another's tax return. The maximum out of pocket is considerably higher than the High Plan. No prescription co-pay is allowed so participants must pay all prescription costs up to the calendar year deductible before 80% coinsurance kicks in. The relatively small difference between the employee only premium for the HDHP and OAP PPO but a significant difference in the deductible coupled with no employer contribution to Health Savings Accounts may help to explain the relatively low HDHP participation rate.

The monthly premium rates for the High Deductible Health Plan with an HSA funding mechanism are less than the OAP Plan but do not include the fees that would be charged the banking partner responsible for managing the savings accounts. Fees in 2024 will be \$2.45 per account per month with no change from 2023.

The High Deductible Health Plan with an HSA option does not offer the co-pay feature of the OAP Plan. This is a Network Only Plan and there is no benefit coverage/schedule for non-emergency services from out-of-network providers.

- a) In-network Only Calendar Year Deductible - \$2,000 individual and \$4,000 family. The entire family deductible must be met before coinsurance benefits apply to any individual within the family. Calendar Year Deductible accumulates toward the out-of-pocket maximum and is not applied after the out-of-pocket maximum has been met. The member will be responsible for paying out-of-pocket, the total charges for non-network services.
- b) The In-network only coinsurance percentage for network services is 80% (the percentage of cost to be borne by the insurance company). The member will be responsible for paying out-of-pocket, the total charges for non-network services.
- c) Out of Pocket Maximum – In-network Only: \$3,000 individual and \$6,000 family. The member will be responsible for paying out-of-pocket, the total charges for non-network services.
- d) In-network Only Preventive Care - Paid at 100% when services rendered by an In-network Provider. The member will be responsible for paying out-of-pocket, the total charges for non-network services.
- e) Emergency Room Care – Paid by participant and goes towards Calendar Year Deductible. Emergency care is always treated as In-network regardless of the facility's network status.
- f) In-network Only Prescription Drugs - Paid by participant and goes towards Calendar Year Deductible, once met paid at 80%. The member will be responsible for paying out-of-pocket, the total charges for non-network services.
- g) In-network Only Lab and X-Rays – Paid by participant and goes towards Calendar Year Deductible, once met paid at 80%. The member will be responsible for paying out-of-pocket, the total charges for non-network services.

Individual Specific Stop Loss (SSL)

The current plan (for 2024) includes Individual Specific Stop Loss (SSL) insurance for individual claims in excess of \$45,000. This means the insurance company pays all covered costs for claims that exceed \$45,000. As a partially Self-Insured plan, PPLD pays for all covered costs for each participant until they reach the SSL limit. Prescription drug costs are included under this individual (specific) stop loss. For 2024, we recommend the Specific Stop Loss insurance remain the same.

Premium Rates

Due to the proposed increase in plan costs, the monthly premium rates for 2024 should be adjusted. Employee rates for all categories in the OAP and High Deductible OAP Plans will increase by 7% across the board. PPLD's rates will increase approximately 6.91% for each category with slight differences resulting from minor differences in underwriting rates from year to year.

Affordable Care Act Fees

PPLD pays the following mandatory fees to comply with PPACA:

The Comparative Effectiveness Research Fee (CERF) was \$3.00 in 2023 based upon the rate of medical inflation. Fees are set by the federal government and are a mandate per the Affordable Care Act. The fee is scheduled to be \$3.13 for 2024 (it is due July 31, 2024).

Employee Meetings

The Human Resources Department will conduct Open Enrollment Meetings for employees during the fall to discuss the OAP and HDHP with a HSA funding mechanism and the two network options. It will provide plan design comparisons; describe both Networks, the employee premium rate changes for 2024, and instruction for completing the benefits enrollment process. The goal of these meetings is always to explain to eligible employees the benefit plans available through PPLD so they can make informed enrollment decisions that best meet their healthcare insurance needs.

Recommendation

Management recommends that the Board of Trustees:

1. Authorize management to renew PPLD’s contract with CIGNA for calendar year 2024 to provide health care insurance to PPLD employees based on the plan provisions discussed above.

Approve a premium rate plan that is discussed above as indicated in the monthly breakdown below:

<u>CIGNA OAP HIGH PLAN</u>	<u>Total Cost</u>	<u>Employee Cost</u>	<u>PPLD Cost</u>
Single	\$1006.76	\$109.08	\$897.68
Employee + Spouse	\$2132.92	\$356.16	\$1776.76
Employee + Child(ren)	\$1504.48	\$256.22	\$1248.26
Family	\$2607.22	\$431.58	\$2175.64

<u>CIGNA HSA OAP (HDHP)</u>	<u>Total Cost</u>	<u>Employee Cost</u>	<u>PPLD Cost</u>
Single	\$845.22	\$49.40	\$795.82
Employee + Spouse	\$1804.44	\$315.26	\$1489.18
Employee + Children	\$1280.16	\$231.90	\$1048.26
Family	\$2199.56	\$378.08	\$1821.48

<u>CIGNA HIGH PLAN LOCAL PLUS NETWORK</u>	<u>Total Cost</u>	<u>Employee Cost</u>	<u>PPLD Cost</u>
Single	\$939.56	\$94.16	\$845.40
Employee + Spouse	\$1990.58	\$334.94	\$1655.64
Employee + Child(ren)	\$1404.38	\$241.72	\$1162.66
Family	\$2433.32	\$405.34	\$2027.98

<u>CIGNA HSA (HDHP) LOCAL PLUS NETWORK</u>	<u>Total Cost</u>	<u>Employee Cost</u>	<u>PPLD Cost</u>
Single	\$788.66	\$40.40	\$748.26
Employee + Spouse	\$1683.60	\$296.04	\$1387.56
Employee + Children	\$1194.48	\$218.26	\$976.22
Family	\$2052.38	\$354.68	\$1697.70

BASIC LIFE, VOLUNTARY LIFE & LONG-TERM DISABILITY INSURANCE PLANS

Basic Life & Voluntary Life

PPLD purchases term life insurance benefits through New York Life for employees working 20 – 40 hours per week. The face value is equal to twice an employee’s annual salary up to a maximum of \$250,000.

Basic Life & Long-Term Disability premiums are 100% employer paid and voluntary life premiums are 100% employee paid.

Long-Term Disability Insurance

LTD insurance provides income protection when an employee working 20 – 40 hours per week is unable to work due to a long-term illness or injury. Our current plan through New York Life offers a benefit up to 50% of monthly earnings which is available after 120 days and until Social Security Normal Retirement Age (SSNRA).

We are in a rate guarantee with Cigna for our current plans. Cigna’s monthly premium rates for 2024 are presented below:

Basic Life – \$0.120 per month for each \$1,000 of insurance net premium LTD - \$0.141 per \$100.00 of salary net premium.

Voluntary Life – Age Based Rate Table with no changes to the age banding tiers.

Recommendation

Management recommends that the Board of Trustees authorize PPLD to continue to offer Life/LTD and Voluntary Life Insurance with Cigna, our current carrier and approve the 0% premium increase.

DENTAL PLAN

Background/Plan Summary

In 2023, the District offered two dental plans provided by Cigna. This is a 100% employee paid dental benefit that offers a choice between a Dental PPO and Dental Care Access plan. These plans are fully insured plans and the renewals for Dental PPO and Dental Care Access plans for 2024 have a \$0 increase for 2024.

Premium Rates Comparisons

Cigna D-PPO OPTION

	<u>2023 Employee Cost</u>	<u>2024 Employee Cost</u>
Employee Only	\$36.80	\$ 36.80
Employee + 1	\$72.38	\$ 72.38
Employee +2 or more	\$125.05	\$ 125.05

Cigna Dental Care Access OPTION

	<u>2023 Employee Cost</u>	<u>2024 Employee Cost</u>
Employee Only	\$9.45	\$ 9.45
Employee + 1	\$15.69	\$ 15.69
Employee + 2 or more	\$24.16	\$ 24.16

The Cigna Dental Care Access plan does not have deductibles and discounts apply to preventive, basic, endodontics and major services. Participants must go to network providers.

The plan design for the Cigna D-PPO is a true insurance product with deductibles, calendar year limits, and employees having the option of using in and out-of-network providers.

Recommendation

Employee participants in 2024 will see a 0% increase in premiums. Management recommends the Board of Trustees approve the premium rates and plans discussed above.

VISION PLAN

The District has been using Vision Service Plan (VSP) for several years for employee vision benefits.

The District covers all employees (employee only coverage) with a regularly scheduled workweek of 20 to 40 hours. Over the years, PPLD employees have expressed high satisfaction with the vision plan and its network of providers.

Considering this is a benefit that impacts all staff members and that the premiums changed last in 2021, we did not seek out any changes to the VSP benefit plan.

Premium Rates Comparisons for 2024

	Total Cost	Employee Cost	District Cost
Employee Only	\$12.08/month	\$0.00/month	\$12.08/month
Employee + 1	\$17.54/month	\$5.46/month	\$12.08/month
Employee + 2 or	\$31.42/month	\$19.34/month	\$12.08/month

Recommendation

Management recommends that the Board of Trustees authorize the contract renewal with Vision Plan Services (VSP) for calendar year 2024 to continue the current vision coverage plan as discussed above with zero plan changes and a 0% premium change.

FLEXIBLE SPENDING ACCOUNT

PPLD offers two FSA options administered by Rocky Mountain Reserve. One is a flexible spending account for healthcare costs. The second one is for dependent care costs, which can be used toward childcare while the staff member is working. These plans are fully funded by the employee and provide tax savings for eligible expenses.

Recommendation

Flexible Spending Accounting: We recommend continuing to offer Flexible Spending Accounts for 2024 with the

provisions noted above (no cost to PPLD).

PET INSURANCE

This employer offered, employee paid benefit according to Moody and the State of Colorado is very pet friendly. Moody has presented 2 options through Nationwide Insurance - Basic Protection and Protection with a Wellness Component. There are rates for Dogs, Cats and Avian & Exotic Pets. The annual maximum benefit paid is \$7,500. Rates are a monthly premium for dogs and cats or exotic pets and vary per employee based on age, breed and location of pet. Employees can receive 50 to 70% reimbursement for eligible veterinary expenses.

Recommendation

Pet Insurance: We recommend continuing to offer voluntary Pet Insurance for 2024 with the provisions noted above (no cost to PPLD).

2023: Chief Librarian and CEO proposed goals

1. Stable plan for a revised pay structure with positions and salaries by October 10. Increase staffing to cover employee gaps in branches, *consider a percentage pay increase across the board (depending on available budget)*.
2. Deliver a balanced budget for 2024 (black budget).
3. Engage with community leaders and elected officials quarterly and report to Board of Trustees quarterly at a Board meeting.