



- I. CALL TO ORDER
- II. ITEMS TOO LATE FOR THE AGENDA
- III. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- IV. CORRESPONDENCE AND COMMUNICATIONS
  - A. Minutes (p. 1)
  - B. Correspondence
  - C. Presentation: Adult Reading Program: H. Buljung & M. Mitchell
- V. REPORTS
  - A. Friends of the Pikes Peak Library District Report: D. Gonzales (p. 9)
  - B. Pikes Peak Library District Foundation Report: L. James (p. 10)
  - C. Communications Report: M. Ray (p. 11)
  - D. Facilities Report: G. Syling
  - E. Financial Report: M. Varnet (p. 14)
  - F. Human Resources Report: S. Jensen
  - G. Information Technology Report: R. Peters
  - H. Public Services Report: T. Blevins & L. Proctor (p. 29)
  - I. Chief Librarian's Report (J. Spears)
  - J. Board Reports
    - 1. Governance Committee Report
    - 2. Internal Affairs Committee Report
    - 3. Public Affairs Committee Report
    - 4. Adopt-a-Trustee Reports
    - 5. Board President's Report
- VI. BUSINESS ITEMS
  - A. Consent Items: Decision 19-2-1 (p.36)  
*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. New Hires
  - B. Unfinished Business
  - C. New Business
    - 1. Decision 19-2-2: Studio Use Policy: T. Blevins (p. 37)
    - 2. Decision 19-2-3: Selection of Auditor for Audit of 2018 Financial Records: M. Varnet (p. 42)
- VII. EXECUTIVE SESSION
  - Executive Session to discuss the purchase of property for the Calhan Library as authorized by C.R.S. § 24-6-402(4)(a)
  
  - Executive Session to discuss personnel matters related to the annual goals of the Chief Librarian & CEO as authorized by C.R.S. § 24-6-402(4)(f)
- VIII. BUSINESS ITEMS CONTINUED
  - 3. Decision 19-2-4: Chief Librarian's 2019 Goals: S. Taylor (p. 52)
- IX. ADJOURNMENT

**PIKES PEAK LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
January 8, 2019  
4 pm  
Cheyenne Mountain Library**

**MEMBERS PRESENT**

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

**PIKES PEAK LIBRARY DISTRICT STAFF & OTHERS PRESENT**

Chief Librarian & CEO John Spears, Director of Library Services Tim Blevins, Security Manager Michael Brantner, Friends of the Pikes Peak Library District Board President Dora Gonzales, El Paso County Commissioner Longinos Gonzalez, Assistant to the Chief Librarian Sue Hammond, Development Officer & Foundation Executive Officer Lance James, Chief OD & HR Officer Sally Jensen, Social Worker Alicia Kwande, Cheyenne Mountain Library Manager Tiffany Paisley, Chief Information Officer Rich Peters, Director of Branches Lynne Proctor, Kathleen Owings, Chief Communications Officer Michelle Ray, Public Relations Specialist Kayah Swanson, Chief Facilities Management Officer Gary Syling, Caleb Taylor, Chief Finance Officer Michael Varnet, Video Producer/Director Danny Walter

---

**REGULAR MEETING OF THE PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES**

**CALL TO ORDER**

President Vanderschuere called the Regular Meeting of the Pikes Peak Library District Board of Trustees to order at 4:01 p.m.

**ITEMS TOO LATE FOR THE AGENDA**

There were no items to add to the agenda.

**PUBLIC COMMENT**

El Paso County Commissioner Longinos Gonzalez wished the Board of Trustees Happy New Year on behalf of the El Paso County Board of County Commissioners. Commissioner Gonzalez announced that Commissioner Cami Bremer will join him as the second El Paso County liaison to the PPLD Board. Commissioner Bremer was unable to attend today's meeting, but asked Commissioner Gonzalez to let the Board know that she is looking forward to meeting them.

**BOARD PHOTO**

Video Producer/Director Danny Walter shot the Board's official 2019 group photo.

## CORRESPONDENCE AND COMMUNICATIONS

### Minutes

The minutes of the December 11, 2018 meeting of the Board of Trustees were presented for review.

**Motion:** Cathy Grossman moved to approve the minutes of the December 11, 2018 meeting of the Board of Trustees as presented.

**Second:** The motion was seconded by Keith Clayton.

**Vote:** The motion was approved unanimously.

### Correspondence

A letter from the Government Finance Officers Association (GFOA) was included in the Board packet. The letter notifies Pikes Peak Library District that PPLD's 2017 fiscal year end comprehensive annual financial report qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. This is the 27<sup>th</sup> consecutive year that PPLD has received the certificate. Chief Librarian Spears thanked Chief Finance Officer Michael Varnet and the entire Finance Department for their parts in this amazing achievement.

### Introduction of New Staff

The following new staff were introduced:

- Alicia Kwande, Social Worker
- Michael Brantner, Security Manager

### Welcome – Cheyenne Mountain Library Staff

Cheyenne Mountain Library Manager Tiffany Paisley welcomed the Board to the Cheyenne Mountain Library. Ms. Paisley thanked the Trustees for their service. She noted that Cheyenne Mountain Library has a great, hard-working staff who deliver excellent service to PPLD patrons every day.

## REPORTS

### Friends of the Pikes Peak Library District

Friends Board President Dora Gonzales reported that the Friends new space at East Library is coming together, adding that Friends volunteers at East love the new space. Ms. Gonzales offered kudos to East Library Manager Janina Goodwin and Regional Manager Abby Simpson for making the space a reality.

### Pikes Peak Library District Foundation

Development Officer & Foundation Executive Officer Lance James noted that the Foundation received a \$5,000 Trustees Merit Grant from the El Pomar Foundation. El Pomar merit grants are awarded - as opposed to applied for - and are a recognition of PPLD's service to the community.

PPLD Foundation Board members recently made thank-you calls to donors. This stewardship activity provided an excellent opportunity to engage with donors and hear why the Library matters to them.

## Financial Report

The Financial Report for the period ending November 30, 2018 was included in the Board packet. Chief Finance Officer Michael Varnet provided a brief report, noting that interest income continues to do very well and the budget continues to be on track.

## Communications Report

The Communications Report was included in the Board packet. Chief Communications Officer Michelle Ray reported that American Library Association President Loida Garcia Febo highlighted the Sand Creek Library recording studio in a recent piece for *Reader's Digest*. A recent news story about PPLD's new Social Worker position was picked up by the Associated Press and received both statewide and national coverage. PPLD's video production team has done some fantastic work lately on two pieces in particular, *The Story of the North Pole* and a feature on the Air Force Academy Cadet Chapel. The *Southeast Express* is a new bi-monthly publication that will focus on Southeast Colorado Springs. The publication will launch from Sand Creek Library later in January. They will have office hours at Sand Creek Library to better connect with people in that community. Ms. Ray gave kudos to Public Relations Specialist Kayah Swanson for her work on the many recent news stories related to PPLD.

## Branch Report

Director of Branches Lynne Proctor offered praises for Security Manager Michael Brantner's work related to challenges at Penrose Library. She highlighted several activities that have taken place in the PPLD Libraries recently.

## Facilities Report

Chief Facilities Management Officer Gary Syling reported that construction projects at the Penrose Library Complex are nearing completion. He is coordinating the transition to a new elevator maintenance service company and working on the Library 21c skylight and roof projects.

## Human Resources Report

Chief OD & HR Officer Sally Jensen reported that Cody Logsdon has been hired as the new OD Manager. HR has just wrapped up open enrollment for benefits, and Heather Laslie was instrumental in making that a smooth process.

## Information Technology Report

Chief Information Officer Rich Peters reported that PPLD's new phone system will be installed next week.

## Library Services & Circulation Report

Director of Library Services Tim Blevins reported Adult Services and Young Adult Services have launched "program menus" which are lists of selections for Spring programming from which the PPLD Libraries may select. This is part of the new centralization of programming and represents a significant milestone in that new direction.

With the exception of Penrose Library, all PPLD locations had decreases in visitors in December 2018. Circulation of all physical materials declined somewhat, while circulation of electronic materials continued to

increase. Total circulation has declined about 1% from 2017 and reflects the lowest decline in annual circulation in several years.

### **Chief Librarian's Report**

Chief Librarian & CEO John Spears reported that Pikes Peak Library District has been invited to host Library Journal's Design Institute two-day symposium this fall.

Chief Librarian Spears met recently with Pikes Peak Community College President Lance Bolton and others to discuss a proposal by Pikes Peak Community College to utilize the lower parking lot at Penrose Library as the site for an affordable housing project. Dr. Bolton noted that 30% of Pikes Peak Community College students face housing challenges. The project would provide affordable housing to PPCC students and others, as well as provide needed expansion for Penrose Library and it would include a multi-level parking garage. The site is uniquely located within two opportunity zones that could offer incentives to builders. President Bolton has requested that the PPLD Board of Trustees express their interest in exploring the project through a non-binding letter of intent. The Board of Trustees believes that the project as explained merits further exploration and Chief Librarian Spears will work with legal counsel to construct a non-binding letter of intent that includes several stop points that would allow PPLD to pull out at any time.

Chief Librarian Spears recognized Security Manager Michael Brantner, Social Worker Alicia Kwande, Penrose Library Manager Antonia Krupicka-Smith, Public Relations Specialist Kayah Swanson, Regional Manager Michael Doherty and Chief Communications Officer Michelle Ray for their efforts over the past weeks related to issues surrounding people experiencing homelessness at Penrose Library. Chief Librarian Spears noted that these staff members have all contributed greatly to maintaining a safe environment for everyone in the community – both homed and unhomed.

Mr. Spears reported that increased numbers of overnight campers at Penrose Library had made it impossible for the Library to maintain a safe environment for overnight campers, so changes were made to disallow overnight camping. He reiterated that these changes were made for the safety of those experiencing homelessness and that the goal is not to keep those experiencing homelessness out of Library facilities.

Signs indicating no trespassing on Library property between the hours of 10:00 p.m. and 8:00 a.m. were posted on Monday, January 7. Mr. Spears noted that the Penrose Security staff did an outstanding job talking with campers and others experiencing homelessness, informing them of the new rules and assisting them with lists of resources. Response to the camping ban was met with an overwhelmingly positive reaction from Colorado Springs City officials.

Staff have researched how other libraries handle personal belongings in public spaces and have developed a Personal Belongings Policy that is designed to eliminate the large piles of personal belongings while being fair to all Library users. In conjunction with the Personal Belongings Policy, staff has set up an area in the Penrose Library lower parking lot where shopping carts and other conveyances can be parked during Library open hours. Several bins will also be available for people to stow their personal belongings during open hours. This amenity is being offered on a trial basis for a few weeks to see if it will be sustainable.

Trustee Grossman noted that the Board of Trustees is very appreciative of the work that the staff is doing to support the rights of all citizens to access the public library. She noted that the work is challenging, but that the ultimate reward is tremendous. Trustee Grossman suggested that staff attempt to track the success of their efforts to assist those experiencing homelessness and that PPLD can set the example that will help our whole community begin to make a difference.

## Board Reports

### Governance Committee

Governance Committee Chair Keith Clayton reported that the Governance Committee had not met since the December 11, 2018 Board meeting.

### Internal Affairs Committee

Wayne Vanderschuere reported that the Board Internal Affairs Committee met on January 2, 2019. At the January 2 meeting the Committee reviewed the Personal Belongings Policy and lease agreements for both the Rockrimmon and Ruth Holley libraries. The Committee discussed a potential agreement with Pikes Peak Community College (PPCC) to explore the feasibility of construction to create affordable housing units between the PPCC and PPLD downtown facilities.

### Public Affairs Committee

Public Affairs Committee Chair Cathy Grossman reported that the Committee had not met.

### Adopt-a-Trustee Reports

President Vanderschuere asked the Board members to select their 2019 Adopt-a-Trustee assignments.

### Board President's Report

President Vanderschuere noted that Board committees will meet on the third Wednesday in January and the fourth Wednesday in February. Meeting times will be revisited after the February meetings and a permanent meeting schedule will be determined.

## BUSINESS ITEMS

### Decision 19-1-1: Consent Items

Consent Items Presented:

1. New Hires
2. Resolution Designating Posting Places for 2019 Board Meetings
3. Resolution Designating the Official Custodian of Records
4. Disposition of PPLD Property
5. 2019 Contract/Vendor Approval
6. Conflict of Interest Statement
7. 2019 Insurance Policies

**Motion:** Ned Stoll moved to approve all items in the consent agenda as presented.

**Second:** Keith Clayton seconded the motion.

**Vote:** The motion was approved unanimously.

## New Business

### Decision 19-1-2: Personal Belongings Policy

PPLD's Personal Belongings Policy has been designed to foster a safe and welcoming environment in the Library that will allow all people to use the Library's resources. The new policy applies to inside and outside Library facilities. All Library users must keep:

- Access to resources available to all users
- Walkways and exits open and clear for everyone's safety
- Personal belongings with them at all times, except in designated areas

The policy includes procedures for lost and found property.

Trustee Clayton requested that PPLD ask legal counsel to review the policy and comment in writing on any liability related to the procedures put forth in the Personal Belongings Policy. Staff will do so and report back to the Board at the next regular Board meeting.

**Motion:** Debbie English moved that the Pikes Peak Library District Board of Trustees approve Board Policy as presented in the Pikes Peak Library District Personal Belongings Policy.

**Second:** Scott Taylor seconded the motion.

**Vote:** The motion was unanimously approved.

### Decision 19-1-3: Lease Extension for Ruth Holley Library

The lease for the Ruth Holley Library facility at 685 N. Murray Boulevard expires September 30, 2020. The landlord has offered an 88-month extension for October 1, 2020 through January 31, 2028. Base rent will be \$13.00 per square foot with annual escalations of 3%.

It was noted that PPLD hopes to eventually relocate the Ruth Holley Branch to the Powers Corridor, however the current facility can be converted to an Adult Education Center should an opportunity arise to relocate prior to the end of the new lease.

**Motion:** Keith Clayton moved that the Pikes Peak Library District Board of Trustees approve the terms of the lease extension for the Ruth Holley Library for the period October 1, 2020 through January 31, 2028 as presented.

**Second:** The motion was seconded by Mina Liebert.

**Vote:** The motion was unanimously approved.

### Decision 19-1-4: Lease Extension for Rockrimmon Library

The lease for the Rockrimmon Library facility at 832 Village Center Drive expires December 31, 2019. PPLD staff worked with the landlord to develop terms for a 5-year lease extension. The annual rent for 2020 will be \$174,833.52 and the new lease includes one month of free rent.

**Motion:** Ned Stoll moved that the Pikes Peak Library District Board of Trustees approve the terms of the lease extension for the Rockrimmon Library for the period January 1, 2020 through December 31, 2024 as presented.

**Second:** Scott Taylor seconded the motion.  
**Vote:** The motion was approved unanimously.

## EXECUTIVE SESSION

**Motion:** Keith Clayton moved that the Pikes Peak Library District Board of Trustees convene in Executive Session to discuss personnel matters related to the annual performance evaluation of the Chief Librarian & CEO as authorized by C.R.S. § 24-6-402(4)(f).

**Second:** Scott Taylor seconded the motion.  
**Vote:** The motion was approved unanimously.

The Board of Trustees convened in Executive Session to discuss personnel matters related to the annual performance evaluation of the Chief Librarian & CEO as authorized by C.R.S. § 24-6-402(4)(f) at 5:55 p.m.

President Vanderschuere invited Kathleen Owings to join them in Executive Session.

The following left the meeting at that time: Chief Librarian & CEO John Spears, Director of Library Services Tim Blevins, Security Manager Michael Brantner, Friends of the Pikes Peak Library District Board President Dora Gonzales, Assistant to the Chief Librarian Sue Hammond, Development Officer & Foundation Executive Officer Lance James, Rich Peters, Director of Branches Lynne Proctor, Chief Communications Officer Michelle Ray, Public Relations Specialist Kayah Swanson, Chief Facilities Management Officer Gary Syling, Caleb Taylor, Chief Finance Officer Michael Varnet

Chief Librarian John Spears was invited to join the Board in Executive Session at 6:50 p.m.

There being no further discussion related to personnel matters related to the annual performance evaluation of the Chief Librarian & CEO as authorized by C.R.S. § 24-6-402(4)(f), President Vanderschuere called for a motion to return to Open Session.

**Motion:** Ned Stoll moved that the Pikes Peak Library District Board of Trustees reconvene in Open Session.

**Second:** Keith Clayton seconded the motion.  
**Vote:** The motion was unanimously approved.

The Board convened in Open Session at 7:30 p.m. Assistant to the Chief Librarian joined the meeting at that time.

## Decision 19-1-5: Action Relevant to the Chief Librarian's Annual Performance Evaluation

There was no discussion.

**Motion:** Keith Clayton moved that in recognition of John Spears's performance as the executive director and Chief Librarian of PPLD for the 2018 year that the Board of Trustees increase his salary and compensation by 3% effective January 1, 2019.



**Second:** The motion was seconded by Mina Liebert.  
**Vote:** The motion passed unanimously.

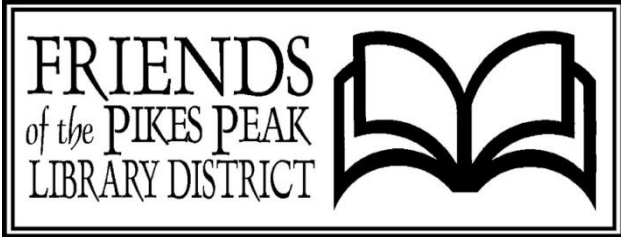
#### ADJOURNMENT

There being no further business to conduct, President Vanderschuere adjourned the January 8, 2019 meeting of the Pikes Peak Library District Board of Trustees at 7:32 p.m.

*Danny Walter left the meeting at 4:12 p.m.*

*Longinos Gonzalez left the meeting at 5:00 p.m.*

*Sally Jensen left the meeting at 5:05 p.m.*



*Mission: To support, promote, and advocate for the Pikes Peak Library District's dynamic and evolving role.*

*Vision: Expand and enhance the Pikes Peak Library District's ability to positively impact our community*

**E-Commerce Sales:**

Amazon Sales:      Jan 2019  
                             \$3,591  
                             109 units  
                             \$32.95 average sale

E-bay Sales:         Jan 2019  
                             \$ 429.00  
                             3 transactions  
                             \$143.00 average sale

**Book Recycling Company Update**

Thrift Books has picked up four shipments totaling 16,000 lbs. of materials. PPLD Friends has earned over \$800; we earn half of whatever is sold. Our cost was \$1216 half of the total cost of \$2432. Jenny Pierce will continue monitoring the process before making a partnership decision and where the contract will be housed; with PPLD or Friends.

**Annual Meeting**

About 40 Friends members & community members attended; Kathleen Esmiol provided additional information about Fannie May Duncan with photos. Jim Ciletti sold books & Kathleen held a book signing. Thank you to Wayne Vandeschuere & Lynne Proctor for your support. Thank you to PPLD staff for set-up. I also thank Friends Board for attending & being supportive.



## **Pikes Peak Library District Foundation Report February 12, 2019**

The Foundation Board of Directors met on 17 January for the first of its four quarterly meetings. The Foundation board members are proud to announce Pamela Street was elected as its newest board member at the January meeting to serve a three-year term.

El Pomar approached PPLD with the idea of renaming the El Pomar Non Profit Resource Center in memory of Rob Hilbert, former El Pomar and PPLD Trustee, to preserve the legacy of his contributions to PPLD. The reception will be hosted in the Carnegie Library on Wednesday 27 February at 5 pm. Gifts from El Pomar (\$5,000) and the Joseph Henry Edmondson Foundation (\$2,500) have been received in Rob Hilbert's memory.

Following John Spears and Lance James' visit with Randy Pieper, Farmers State Bank's Chief Executive Officer, Randy Pieper called to alert PPLD of a potential alternate location for the Calhan library location owned by the Calhan Youth Education and Recreation Foundation.

Lance James presented to more than 90 Yardi, Inc. employees to report on some of the programs and services their year-end (2018) corporate gift of \$4,500 would support.

The PPLD Foundation staff worked with various PPLD staff members to submit grant applications to the Kerr Foundation (Young Adult Services), the National Endowment for the Humanities (Special Collections), and a collaborative grant application with the Fine Arts Center at Colorado College and UCCS (Ent Center) to the Doris Duke Charitable Foundation (Children's Services). A final report was also submitted to the Woodford Foundation for a grant received in 2018.

# Communications Department: Board of Trustees' Report

February 2019

---

**PPLD compliments** (compiled by Antonia Krupicka-Smith, Manager of Penrose Library):

- [January 2019 Compliments](#)

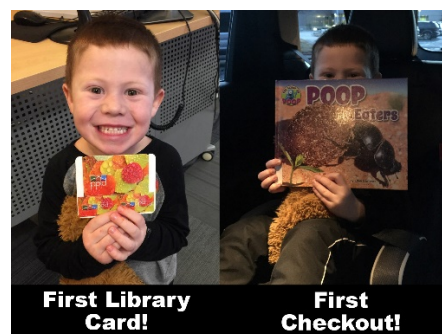
**News coverage from January 2018** (compiled by Kayah Swanson, Public Relations Specialist):

- [Colorado Springs library hires social worker to help homeless visitors](#) (*Colorado Springs Gazette*; Jan. 1, 2019)
- [News Roundup: Colorado Springs library hires social worker](#) (*Colorado Independent*; Jan. 2, 2019)
- [Colorado City's library hires social work to help homelessness](#) (*Colorado Politics*; Jan. 2, 2019)
- [Pikes Peak Library District adds social worker to its staff](#) (FOX21 News; Jan. 4, 2019)
- [Colorado Springs libraries add social worker to help homeless patrons](#) (*Denver Post*; Jan. 5, 2019)
- [Colorado libraries add social worker to help homeless patrons](#) (*U.S. News & World Report*; Jan. 5, 2019)
- [Camping banned at Colorado Springs area libraries](#) (*Colorado Springs Gazette*; Jan. 8, 2019)
- [Camping banned at Colorado Springs area libraries](#) (*Colorado Politics*; Jan. 8, 2019)
- [Camping ban outside Colorado Springs libraries to take effect next week](#) (KOAA; Jan. 8, 2019)
- [Some Libraries Posting Camping Ban Signs](#) (KKTU; Jan. 8, 2019)
- [A little public money can get positive results](#) (*Grand Junction Sentinel*; Jan. 8, 2019)
- [Colorado Springs library hires social worker to help homeless visitors](#) (*Cheyenne Edition*; Jan. 9, 2019)
- [Why it's time to invest in Manitou's public library](#) (*Pikes Peak Bulletin*; Jan. 10, 2019)
- [Colorado town's upcoming drag queen story time prompts support and backlash](#) (*Fort Collins Coloradoan*; Jan. 10, 2019)
- [Pikes Peak Library District Earns Top Government Finance Honor](#) (*Colorado Springs Business Journal*; Jan. 11, 2019)
- [COLUMN: Seeing through the fog to our libraries' true value](#) (*Colorado Springs Gazette*; Jan. 14, 2019)
- [PPLD board president retires after 10 years](#) (*Woodmen Edition*; Jan. 14, 2019)
- [PPLD Camping Ban Goes Into Effect](#) (*Colorado Springs Gazette*; Jan. 14, 2019)
- [Residents receive Medicare eligibility update at Cheyenne Mountain Library](#) (*Cheyenne Edition*; Jan. 14, 2019)
- [PPLD earns top government finance honor](#) (*Cheyenne Edition*; Jan. 14, 2019)
- [Library asks people to stay off property overnight](#) (KKTU; Jan. 15, 2019)
- [LETTERS: Colorado Springs library's unhealthy environment is shocking; have a more positive impact](#) (*Colorado Springs Gazette*; Jan. 15, 2019)
- [2 ticketed for trespassing at Colorado Springs library; new visitor policy implemented](#) (*Colorado Springs Gazette*; Jan. 16, 2019)
- [Commissioners hire Landmeier to library board](#) (*Grand Junction Sentinel*; Jan. 16, 2019)

- [Not your grandparent's library system](#) (*Woodmen Edition*; Jan. 16, 2019)
- [Not your grandparent's library system](#) (*Cheyenne Edition*; Jan. 16, 2019)
- [Not your grandparent's library system](#) (*Tri-Lakes Tribune*; Jan. 16, 2019)
- [PPLD Earns top government finance honor](#) (*Tri-Lakes Tribune*; Jan. 16, 2019)
- [Pikes Peak Libraries enforcing new policies aimed at tackling growing homeless population](#) (KRDO; Jan. 16, 2019)
- [LETTERS: Compassion, empathy make a difference](#) (*Colorado Springs Gazette*; Jan. 17, 2019)
- [LETTERS: Difference between homeless and bums in Colorado Springs](#) (*Colorado Springs Gazette*; Jan. 18, 2019)
- [Going to seed: Knowing what you like, length of growing season key to choosing garden seeds](#) (*Colorado Springs Gazette*; Jan. 18, 2019)
- [LETTERS: Start enforcing the laws; progress at the libraries](#) (*Colorado Springs Gazette*; Jan. 20, 2019)
- [Movers & Shakers: Wayne Vanderschuere](#) (*Colorado Springs Gazette*; Jan. 21, 2019)
- [Another indecent proposal](#) (*Grand Junction Sentinel*; Jan. 23, 2019)
- [Paws to Read: Storytime with Sky](#) (*Colorado Springs Gazette*; Jan. 24, 2019)
- [Colorado Springs-area libraries to eliminate late fees, implement automatic renewal](#) (*Colorado Springs Gazette*; Jan. 25, 2019)
- [Pikes Peak Library District eliminating overdue fines](#) (KKTU; Jan. 25, 2019)
- [Pikes Peak Library District eliminates late fees](#) (KRDO; Jan. 25, 2019)
- [Pikes Peak Library District to drop late fees](#) (KOAA; Jan. 25, 2019)
- [Pikes Peak Library District gets rid of overdue fines](#) (KOAA; Jan. 27, 2019)
- [Service Need for Mesa County Library](#) (KREX; Jan. 28, 2019)
- [Northwest Notes: Downtown Colorado Springs memories](#) (*Woodmen Edition*; Jan. 30, 2019)
- [Community Brief: PPLD surpasses 1 million ebook and audiobook checkouts in 2018](#) (*Woodmen Edition*; Jan. 30, 2019)
- [EDITOR'S DESK: On the library ending overdue-book penalties](#) (*Westside Pioneer*; Jan. 30, 2019)

**Digital marketing stats and highlights** (compiled by Virginia Franklin, Website Manager, and Jeremiah Walter, Digital Marketing Specialist):

- Statistics:
  - **PPLD.org** had a total of 134,270 users, with 266,242 sessions and 493,086 pageviews, during January 2019.
  - Our district-wide **Facebook** account has 6,324 Likes and **Twitter** has 4,922 followers.
- Social media highlights:
  - The “**first**” **library experience** image (to the right) garnered 2,124 engagements (i.e., reactions, comments, shares, and clicks) on [Facebook](#), and 587 likes and comments on [Instagram](#).
  - Our **fine-free announcement** had 2,340 engagements on [Facebook](#), as well as 94 likes and comments on [Instagram](#).



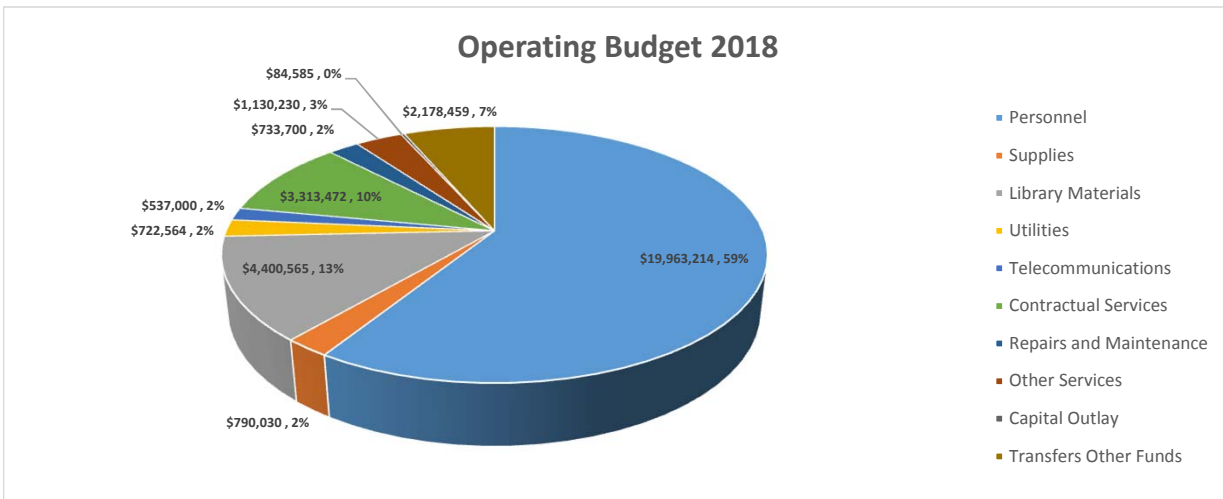
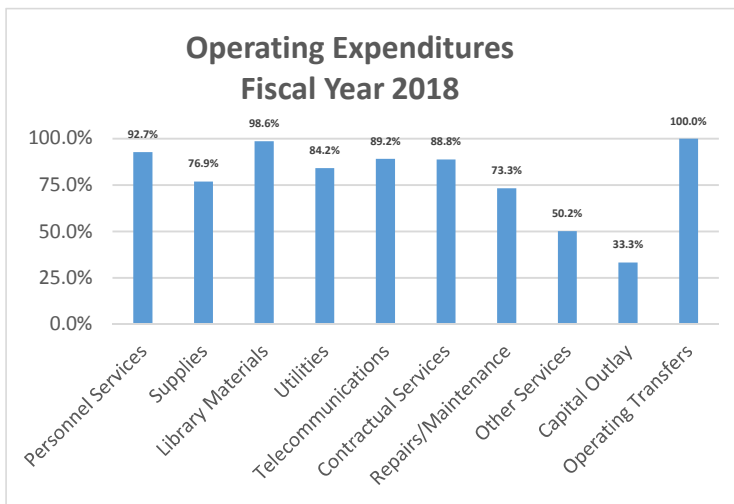
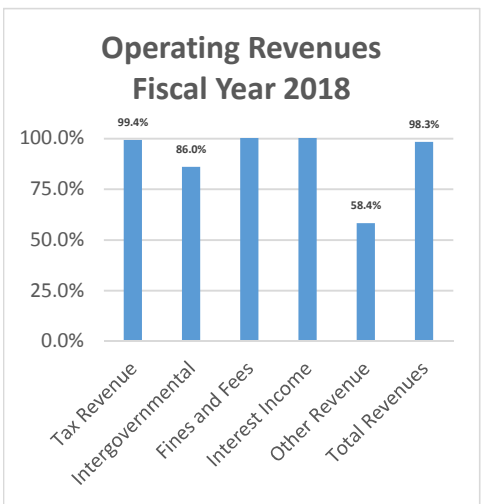
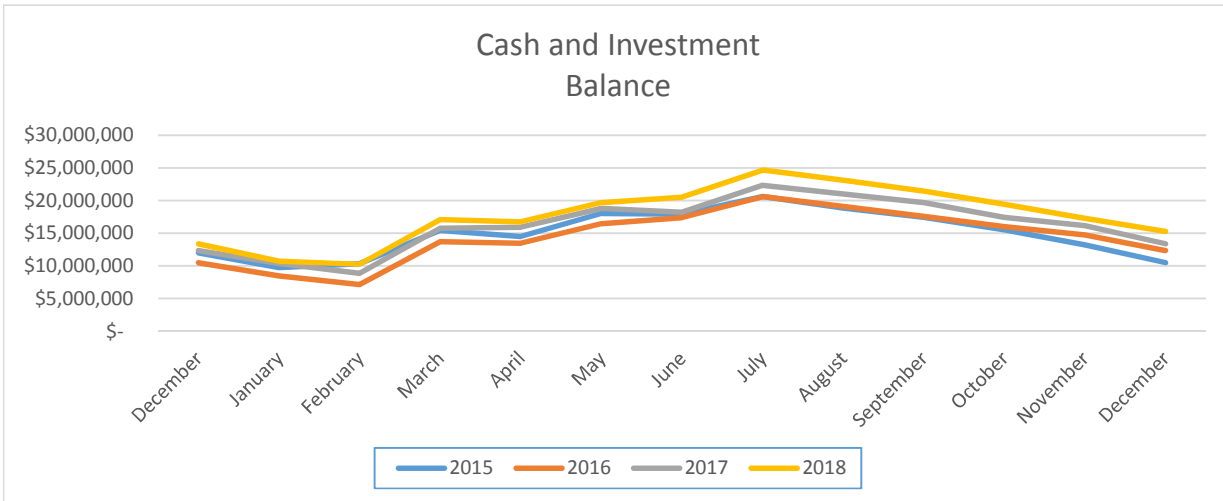
- A link to ***The Gazette's* article about hiring a social worker** received 1,458 engagements on [Facebook](#).
- As a follow-up to last month's report, the **Studio 21c-produced video on the Air Force Academy's Cadet Chapel** received over 39,500 views with 14,313 engagements on [Facebook](#).

**Community partnerships, events & other happenings** (compiled by Elyse Jones, Community Partnership Coordinator, and David Kelly, Marketing Manager):

- The **Winter Adult Reading Program**, with a theme of "A Universe of Stories," is underway through March 31. Adults are encouraged to read books and participate in library-sponsored programs to win prizes. Learn more at [ppld.org/WARP](http://ppld.org/WARP).
- **Ruth Holley Library will host a rededication ceremony and ribbon cutting** on Feb. 12, beginning at 11 a.m. In addition to honoring Ruth Holley, the Library and community partners will host a "Celebrating Womxn" writing workshop and "Listen to Black Womxn" open mic.
- Pikes Peak Library District, in conjunction with Pikes Peak Women, is a partner for the Media Literacy Series' final event called "**Beyond Dialogue: Tools for Reclaiming Truth with Shaun King**." The sold-out event will take place on Feb. 20 from 7-8:30 p.m. at Colorado College.
- [Mountain of Authors](#) is seeking authors of the Pikes Peak region to be part of our Author Showcase. The deadline for applications is Feb. 19.
- **Library 21c will host "[Community Listening Forum: Recovery](#)"** on Feb. 27 from 6-8:30 p.m. to raise awareness about addiction in the community, inspire positive dialogue about recovery, and provide information to local stakeholders.
- **AARP Foundation** will be at Library 21c on Tuesdays and Thursdays through April 11 for free tax-preparation. Walk-ins are allowed but interested patrons can schedule appointments by calling (719) 237-6757.
- Pikes Peak Library District's Green Team is participating in a **podcast collaborative for "[Peak Environment](#)" with Studio 809**.
- Heads up and save the date:
  - Pikes Peak Library District will launch **automatic renewals** for many checked-out materials beginning mid-February. More details coming soon!
  - The **Career Online High School graduation ceremony** for Spring 2019 will take place on March 9 from 2-3:30 p.m. in Penrose Library's new Columbine Room.
  - **Human Library** will occur at East Library on March 23.

# Pikes Peak Library District Financial Dashboard

December 2018



# **Pikes Peak Library District**

## **December 2018 Financial Report**

Presented to Board of Trustees February 12, 2019



**Pikes Peak Library District  
General Fund Summary  
For the Year Ended December 31, 2018**

General Fund	Year-To-Date				Notes
	2018	2017	Change	% Chg.	
<b>Revenues</b>					
Property taxes	\$ 26,834,122	\$ 25,772,652	\$ 1,061,470	4.1%	
Specific ownership taxes	3,410,423	3,547,865	(137,442)	-3.9%	
Fines/fees	129,637	277,083	(147,446)	-53.2%	1
Investment earnings	386,590	187,890	198,700	105.8%	2
Other	807,492	1,137,451	(329,959)	-29.0%	3
<b>Total Revenues</b>	<b>\$ 31,568,265</b>	<b>\$ 30,922,941</b>	<b>\$ 645,324</b>	<b>2.1%</b>	

- 1 Beginning in October 2017, PPLD temporarily stopped collecting fines for all library materials. At its April Board meeting, the Board of Trustees approved to permanently stop assessing/collecting fines on substantially all materials that can be checked out to the public.
- 2 Interest rates are higher in 2018 than they were during the same period of 2017.
- 3 During 2017, PPLD received \$551,018 in donations from the PPLD Foundation. During 2018, PPLD received \$300,096 from the PPLD Foundation (the figure excludes the State grant for library materials of \$143,026 which is shown as a separate line item).

Pikes Peak Library District  
Statement of Revenues  
General Fund  
For the Year Ended December 31, 2018

Percent of Year 100.0%

Account Description	2018 Budget	YTD Actual	Variance	% Used
<b>Tax Revenue</b>				
Property taxes				
Current	\$ 27,082,219	\$ 26,912,744	\$ 169,475	99.4%
Abatements/refunds	(110,000)	(145,629)	35,629	132.4%
Omitted properties	4,000	5,451	(1,451)	136.3%
Delinquent	15,000	17,132	(2,132)	114.2%
Penalties/interest	33,000	35,319	(2,319)	107.0%
Specific ownership taxes	3,400,000	3,410,423	(10,423)	100.3%
Local government in lieu of prop. taxes	10,500	9,105	1,395	86.7%
<b>Total Tax Revenue</b>	<b>30,434,719</b>	<b>30,244,545</b>	<b>190,174</b>	<b>99.4%</b>
<b>Intergovernmental</b>				
Federal - eRate Funding	225,000	175,292	49,708	77.9%
State Grant - library materials	145,000	143,026	1,974	98.6%
<b>Total Intergovernmental</b>	<b>370,000</b>	<b>318,318</b>	<b>51,682</b>	<b>86.0%</b>
<b>Fines and Fees</b>	<b>120,800</b>	<b>129,637</b>	<b>(8,837)</b>	<b>107.3%</b>
<b>Interest Income</b>	<b>335,000</b>	<b>386,590</b>	<b>(51,590)</b>	<b>115.4%</b>
<b>Other Revenue</b>				
Donations/grants/gifts				
PPLD Foundation	659,725	300,096	359,629	45.5%
Civic organizations	15,000	17,500	(2,500)	116.7%
Other	20,000	18,773	1,227	93.9%
Copier charges	36,600	48,050	(11,450)	131.3%
Patron Management system printing fees	48,400	56,564	(8,164)	116.9%
Parking lot collections	34,000	27,439	6,561	80.7%
Merchandise sales	4,800	5,528	(728)	115.2%
Miscellaneous	15,200	10,393	4,807	68.4%
Asset sales proceeds	4,200	4,831	(631)	115.0%
<b>Total Other Revenue</b>	<b>837,925</b>	<b>489,174</b>	<b>348,751</b>	<b>58.4%</b>
<b>Total General Fund Revenues</b>	<b>\$ 32,098,444</b>	<b>\$ 31,568,265</b>	<b>\$ 530,179</b>	<b>98.3%</b>

**Pikes Peak Library District  
General Fund Summary  
For the Year Ended December 31, 2018**

General Fund	Year-To-Date				Notes
	2018	2017	Change	% Chg.	
<b>Expenditures</b>					
Personnel	\$ 18,408,928	\$ 17,652,308	\$ 756,620	4.3%	
Supplies	677,683	688,447	(10,764)	-1.6%	
Library materials	4,598,195	4,393,364	204,831	4.7%	
Utilities	616,812	583,149	33,663	5.8%	
Telecommunication costs	479,181	461,483	17,698	3.8%	
Contractual services	2,977,349	2,902,377	74,972	2.6%	
Repairs and maintenance	538,902	584,866	(45,964)	-7.9%	
Other services	571,192	598,545	(27,353)	-4.6%	
Capital outlay	54,741	535,430	(480,689)	-89.8%	1
Operating transfers - other funds	2,441,064	786,341	1,654,723	210.4%	2
<b>Total Expenditures</b>	<b>\$ 31,364,048</b>	<b>\$ 29,186,310</b>	<b>\$ 2,177,738</b>	<b>7.5%</b>	

- 1 In 2017, the Sand Creek Library MakerSpace and Studio project was in progress. This large one-time capital expenditure was not repeated in 2018.
- 2 The total for operating transfers to other funds have been made in accordance with the approved budgets.

Pikes Peak Library District  
Statement of Expenditures  
General Fund  
For the Year Ended December 31, 2018

Percent of Year 100.0%

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
<b>Personnel Services</b>				
Regular employees	\$ 15,251,566	\$ 14,003,674	\$ 1,247,892	91.8%
Temporary employees	24,111	25,573	(1,462)	106.1%
Substitute employees	496,592	455,480	41,112	91.7%
Work-Study And internship	28,439	4,340	24,099	15.3%
Social security contributions	1,201,923	1,063,601	138,322	88.5%
Retirement contributions	924,770	836,844	87,926	90.5%
Health Plan contributions	1,650,000	1,747,902	(97,902)	105.9%
Unemployment insurance	45,000	55,636	(10,636)	123.6%
Workers compensation	85,000	61,832	23,168	72.7%
Vision Plan insurance	55,000	51,781	3,219	94.1%
Life A&D insurance	51,000	58,573	(7,573)	114.8%
Tuition assistance	50,092	43,692	6,400	87.2%
<b>Total Personnel Services</b>	<b>19,863,493</b>	<b>18,408,928</b>	<b>1,454,565</b>	<b>92.7%</b>
<b>Supplies</b>				
General	233,106	148,196	84,910	63.6%
Microform	2,450	-	2,450	0.0%
Software purchases/licenses	289,882	235,675	54,207	81.3%
Computer supplies	41,000	43,509	(2,509)	106.1%
Processing	95,000	74,312	20,688	78.2%
Office	147,890	139,730	8,160	94.5%
Other	71,480	36,261	35,219	50.7%
<b>Total Supplies</b>	<b>880,808</b>	<b>677,683</b>	<b>203,125</b>	<b>76.9%</b>
<b>Library Materials</b>				
Audio-visual materials	705,024	650,672	54,352	92.3%
Books	1,286,263	1,174,659	111,604	91.3%
e-materials	1,775,284	1,891,703	(116,419)	106.6%
Library materials - other	230,030	223,987	6,043	97.4%
Microforms	1,000	-	1,000	0.0%
Periodicals	191,896	101,710	90,186	53.0%
Serials	30,536	23,110	7,426	75.7%
Databases - online services	445,032	528,490	(83,458)	118.8%
Memorials	350	3,864	(3,514)	100.0%
<b>Total Library Materials</b>	<b>4,665,416</b>	<b>4,598,195</b>	<b>67,221</b>	<b>98.6%</b>
<b>Utilities</b>				
Gas	103,037	63,313	39,724	61.4%
Electric	509,688	444,485	65,203	87.2%
Water/sewer	110,545	107,053	3,492	96.8%

Pikes Peak Library District  
Statement of Expenditures  
General Fund  
For the Year Ended December 31, 2018

Percent of Year 100.0%

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Storm water fees	9,721	1,961	7,760	20.2%
<b>Total Utilities</b>	<b>732,991</b>	<b>616,812</b>	<b>116,179</b>	<b>84.2%</b>

**Telecommunications**

Data	356,449	370,353	(13,904)	103.9%
Voice	100,000	50,980	49,020	51.0%
Cellular	76,000	57,848	18,152	76.1%
Expansion	5,000	-	5,000	0.0%
<b>Total Telecommunications</b>	<b>537,449</b>	<b>479,181</b>	<b>58,268</b>	<b>89.2%</b>

**Contractual Services**

Janitorial services	277,000	275,173.20	1,827	99.3%
Carpet cleaning services	117,000	118,046.04	(1,046)	100.9%
Library facility rental	571,434	557,649.44	13,785	97.6%
Common area maintenance	152,485	133,691.28	18,794	87.7%
Storage rental	16,800	16,200.00	600	96.4%
Audit	43,500	40,935.00	2,565	94.1%
Legal	50,000	61,400.61	(11,401)	122.8%
Consultant	204,500	119,373.86	85,126	58.4%
Cataloging	50,600	32,425.34	18,175	64.1%
Trash removal	21,676	20,244.78	1,431	93.4%
Copier services	51,000	57,043.51	(6,044)	111.9%
Courier services	211,850	183,811.92	28,038	86.8%
Liability/property insurance	185,000	167,681.00	17,319	90.6%
Collection agency fees	35,000	39,138.35	(4,138)	111.8%
Printing	101,200	86,580.16	14,620	85.6%
Programming	355,506	209,994.90	145,511	59.1%
Treasurer fees	402,122	397,170.31	4,952	98.8%
Microfilming services	28,000	7,690.77	20,309	27.5%
Computer support agreements	311,500	304,291.97	7,208	97.7%
Computer equipment maintenance	104,000	91,181.00	12,819	87.7%
Software licenses	1,295	2,752.00	(1,457)	212.5%
Employee Assistance Program	20,000	14,853.78	5,146	74.3%
Parking	42,375	40,020.25	2,355	94.4%
<b>Total Contractual Services</b>	<b>3,353,844</b>	<b>2,977,349</b>	<b>376,494</b>	<b>88.8%</b>

**Repairs and Maintenance**

Grounds maintenance	73,500	62,176.59	11,323	84.6%
Vehicle operating costs	60,000	64,936.36	(4,936)	108.2%
Equipment maintenance	378,107	279,434.54	98,672	73.9%
Equipment repairs	55,213	19,846.71	35,366	35.9%
Furniture repairs	34,748	27,738.86	7,009	79.8%

Pikes Peak Library District  
Statement of Expenditures  
General Fund  
For the Year Ended December 31, 2018

Percent of Year 100.0%

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Building repairs	133,439	84,769.41	48,670	63.5%
<b>Total Repairs and Maintenance</b>	<b>735,007</b>	<b>538,902</b>	<b>196,105</b>	<b>73.3%</b>

**Other Services**

Translation services	2,500	-	2,500	0.0%
Advertising	3,250	1,006	2,244	31.0%
Bank And trustee Fees	16,600	7,229	9,371	43.5%
Information listing	15,000	11,955	3,045	79.7%
Mileage/Travel reimbursement	70,474	50,256	20,218	71.3%
Employee recruitment	62,500	31,955	30,545	51.1%
Employee testing	500	-	500	0.0%
Dues and memberships	64,619	37,050	27,569	57.3%
Merchandising	3,066	934	2,132	30.5%
Employee recognition	20,525	9,488	11,037	46.2%
Board of Trustees	3,000	3,849	(849)	128.3%
Community outreach	87,000	75,566	11,434	86.9%
Training	246,349	187,752	58,597	76.2%
Signage	10,000	2,761	7,239	27.6%
Bindery	5,000	4,851	149	97.0%
Summer Reading Club	43,774	31,608	12,166	72.2%
Patron reimbursement	1,000	174	826	17.4%
Postage	92,500	60,807	31,693	65.7%
Volunteer program	5,900	4,850	1,050	82.2%
Safety and wellness	18,500	10,879	7,621	58.8%
Other grant/donation expenditures	329,075	12,716	316,359	3.9%
Administrative support	10,500	-	10,500	0.0%
Equipment rental	3,278	639	2,639	19.5%
Other	22,190	24,867	(2,677)	112.1%
<b>Total Other Services</b>	<b>1,137,101</b>	<b>571,192</b>	<b>565,909</b>	<b>50.2%</b>

**Capital Outlay**

Buildings	59,835	19,397	40,438	32.4%
Equipment	72,936	31,189	41,747	42.8%
Furniture	14,950	3,758	11,192	25.1%
Other	16,785	397	16,388	2.4%
<b>Total Capital Outlay</b>	<b>164,506</b>	<b>54,741</b>	<b>109,765</b>	<b>33.3%</b>

**Operating Transfers to Other Funds**

Fund transfers out	2,441,064	2,441,064	-	100.0%
<b>Total Expenditures</b>	<b>\$ 34,511,678</b>	<b>\$ 31,364,048</b>	<b>\$ 3,147,630</b>	<b>90.9%</b>

**Pikes Peak Library District  
Special Revenue Funds  
For the Year Ended December 31, 2018**

<b>Fund Balance - January 1, 2018</b>	\$ 231,582
<b>Expenditures</b>	58,108
<b>Fund Balance - December 31, 2018</b>	<u>\$ 173,474</u>

**Fund Balance - By Fund - December 31, 2018**

Annual Fund	\$ 212
Cheyenne Mountain Library Fund	812
Fountain Branch Library Fund	11,561
High Prairie Library Fund	126,632
Sand Creek Library Fund	27,772
1905 Carnegie Library Facility Fund	4,374
Carnegie Garden Support Fund	998
Special Collections Support Fund	1,113
	<u>\$ 173,474</u>

**Pikes Peak Library District  
East Library Capital Projects Fund  
For the Year Ended December 31, 2018**

<b>Account Description</b>	<b>Original Approp</b>	<b>Mid-year Adj.</b>	<b>Revised Budget</b>	<b>Ytd Expended</b>	<b>Encumbrances</b>	<b>Available Budget</b>
<b>Expenditures</b>						
Roof inspection and repairs	\$ 3,500	\$ 3,385	\$ 6,885	\$ 650	\$ -	\$ 6,235
Window leak-2nd floor	-	7,500	7,500	-	-	7,500
Canvas roll awning materials	6,000	-	6,000	6,000	-	-
Replace public water fountains	5,200	-	5,200	4,706	494	-
Replace staff lounge blinds	5,500	-	5,500	5,358	-	142
Replace Storytime room divider	18,000	-	18,000	18,000	-	-
East Library update security equipment	-	5,000	5,000	-	-	5,000
Laminator	2,000	-	2,000	1,795	-	205
Enclose chiller pit	-	38,463	38,463	-	-	38,463
Additional study room chairs	3,500	-	3,500	-	-	3,500
Reface cabinets in Storytime office	15,000	5,500	20,500	-	15,000	5,500
Children's cabinets	-	5,478	5,478	-	-	5,478
Tractor replacement	12,000	-	12,000	9,999	-	2,001
Contingency	-	1,635	1,635	-	-	1,635
IT equipment	-	2,071	2,071	-	-	2,071
<b>Total Expenditures</b>	<b>70,700</b>	<b>69,032</b>	<b>139,732</b>	<b>46,508</b>	<b>15,494</b>	<b>77,730</b>
<b>Sources of Funds</b>						
Fundraising	-	32,501	32,501	32,501	-	-
<b>Excess Revenues over Expenditures</b>	<b>\$ (70,700)</b>	<b>\$ (36,531)</b>	<b>\$ (107,231)</b>	<b>(14,007)</b>	<b>\$ (15,494)</b>	<b>\$ (77,730)</b>
<b>Fund Balance - January 1, 2018</b>				107,231		
<b>Fund Balance - December 31, 2018</b>				<b>\$ 93,224</b>		



Pikes Peak Library District  
 Penrose Library Capital Projects Fund  
 For the Year Ended December 31, 2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
<b>Expenditures</b>						
Cobble conversion	\$ -	\$ 7,676	\$ 7,676	\$ 7,676	\$ -	\$ -
Penrose entry	-	2,500	2,500	2,130	-	370
Roof inspection and repairs	3,500	2,280	5,780	650	-	5,130
Replace existing parking meters	-	50,000	50,000	-	-	50,000
Elevator modernization - cab	-	8,914	8,914	-	-	8,914
Meeting room - lower level	275,000	(275,000)	-	-	-	-
Additional power/data ion reading area	15,000	(15,000)	-	-	-	-
UV film in reading room windows	13,000	(13,000)	-	-	-	-
Carpet replacement - reading room	15,000	(15,000)	-	-	-	-
Upgrade yeo interior elevators	58,000	(2,500)	55,500	50,923	-	4,577
Chiller replacement	55,000	-	55,000	-	-	55,000
27" laminator	2,500	-	2,500	1,795	-	705
HVAV heating loop and glycol	17,000	(7,676)	9,324	-	-	9,324
Reconfigure children's desk	5,000	(5,000)	-	-	-	-
Furniture Children's area	7,000	(7,000)	-	-	-	-
End caps and canopies for shelving area	20,000	(20,000)	-	-	-	-
Penrose/KCH renovation	865,000	765,291	1,630,291	716,398	606,205	307,688
Contingency	-	18,985	18,985	-	-	18,985
<b>Total Expenditures</b>	<b>1,351,000</b>	<b>495,470</b>	<b>1,846,470</b>	<b>779,572</b>	<b>606,205</b>	<b>460,693</b>
<b>Sources of Funds</b>						
Fundraising	11,000	415,291	426,291	426,291	-	-
Operating transfer - General Fund	1,335,841	-	1,335,841	1,335,841	-	-
<b>Total Sources of Funds</b>	<b>1,346,841</b>	<b>415,291</b>	<b>1,762,132</b>	<b>1,762,132</b>	<b>-</b>	<b>-</b>
<b>Excess Revenues over Expenditures</b>	<b>\$ (4,159)</b>	<b>\$ (80,179)</b>	<b>\$ (84,338)</b>	<b>982,560</b>	<b>\$ (606,205)</b>	<b>\$ (460,693)</b>
<b>Fund Balance - January 1, 2018</b>				<b>84,338</b>		
<b>Fund Balance - December 31, 2018</b>				<b>\$ 1,066,898</b>		

Pikes Peak Library District  
Library 21c Capital Projects Fund  
For the Year Ended December 31, 2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
<b>Expenditures</b>						
<b>2018 Budget</b>						
Venue improvements and equipment	\$ -	\$ 33,676	\$ 33,676	\$ -	\$ -	\$ 33,676
Concrete walkway parking lot area	19,500	-	19,500	-	-	19,500
Courtyard Improvements	20,000	-	20,000	-	2,180	17,820
Roof repairs	3,000	-	3,000	650	-	2,350
Improvements teen gaming area	-	18,134	18,134	8,725	-	9,409
Ent & Make li window treatment	9,000	-	9,000	4,848	-	4,152
Roof replacement project	60,000	-	60,000	19,800	10,100	30,100
Audio booth	-	2,000	2,000	-	-	2,000
New teen services desk	1,200	-	1,200	-	-	1,200
Tables public area	19,500	-	19,500	18,949	-	551
Contingency	-	47,317	47,317	-	-	47,317
Install additional lights	1,200	-	1,200	-	-	1,200
New display case with lighting	3,500	-	3,500	3,461	-	39
Signage	-	5,000	5,000	-	-	5,000
AV equipment maintenance	12,000	-	12,000	4,083	3,688	4,229
Increase stage size	15,000	-	15,000	10,092	1,638	3,270
Studio noise mitigation	25,000	-	25,000	-	2,695	22,305
Venue LED lighting	10,000	-	10,000	449	10,142	(591)
Production music	1,600	-	1,600	1,600	-	-
Public equipment end of life replacement	4,000	-	4,000	1,055	2,579	366
New public equipment	4,000	-	4,000	1,088	2,903	9
Record management system	-	30,000	30,000	-	-	30,000
<b>Total Expenditures</b>	<b>208,500</b>	<b>136,127</b>	<b>344,627</b>	<b>74,800</b>	<b>35,925</b>	<b>233,902</b>
<b>Sources of Funds</b>						
Fundraising	167,128	-	167,128	167,128	-	-
<b>Excess Revenues over Expenditures</b>	<b>\$ (41,372)</b>	<b>\$ (136,127)</b>	<b>\$ (177,499)</b>	<b>92,328</b>	<b>\$ (35,925)</b>	<b>\$ (233,902)</b>
<b>Fund Balance - January 1, 2018</b>				177,499		
<b>Fund Balance - December 31, 2018</b>				<u>\$ 269,827</u>		

Pikes Peak Library District  
 Capital Reserve Fund  
 For the Year Ended December 31, 2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
<b>Expenditures</b>						
<b>Facilities</b>						
Upgrade Children's area lighting	\$ 4,000	\$ -	\$ 4,000	\$ -	\$ -	\$ 4,000
Monument - access controls	-	12,000	12,000	7,928	150	3,922
Districtwide - concrete replacement	12,000	11,560	23,560	-	-	23,560
Districtwide - asphalt repairs	15,000	20,973	35,973	20,901	-	15,072
Staff lounge improvements	-	30,000	30,000	84	-	29,916
Adult Education area improvements	-	30,000	30,000	28,907	-	1,093
Water management system	-	25,000	25,000	6,627	8,373	10,000
Upgrade fire system dialers	15,000	-	15,000	-	-	15,000
Furniture replacement	10,600	19,402	30,002	10,744	10,136	9,122
Children's and Teen area furniture	7,000	-	7,000	-	-	7,000
Vehicles	-	49,954	49,954	41,329	-	8,625
Calhan facility project	125,000	422,956	547,956	30,639	1,143	516,174
Replace generator for bookmobile	12,500	-	12,500	-	-	12,500
Contingency	50,000	98,257	148,257	25,065	6,964	116,228
Furniture replacement contingency fund	25,000	-	25,000	748	-	24,252
<b>Sub-total Facilities</b>	<b>276,100</b>	<b>720,102</b>	<b>996,202</b>	<b>172,972</b>	<b>26,766</b>	<b>796,464</b>

**Information Technology**

Replace computers	-	161,000	161,000	121,514	2,091	37,395
Technology refresh (patrons)	-	68,795	68,795	-	-	68,795
Self check stations	20,000	(14,123)	5,877	5,877	-	-
Barcode scanners	-	15,102	15,102	-	-	15,102
Copier and printer replacement project	200,000	101,000	301,000	-	-	301,000
Telephone project	150,000	129,768	279,768	-	-	279,768
Firewall replacement	-	45,000	45,000	-	-	45,000
Switches and UPS replacement	-	40,000	40,000	-	-	40,000

**Pikes Peak Library District  
Capital Reserve Fund  
For the Year Ended December 31, 2018**

<b>Account Description</b>	<b>Original Approp</b>	<b>Carryover</b>	<b>Revised Budget</b>	<b>Ytd Expended</b>	<b>Encumbrances</b>	<b>Available Budget</b>
Archival management system	-	12,000	12,000	-	-	12,000
AMH bin project	-	20,000	20,000	-	-	20,000
Equipment initiatives security	42,000	58,121	100,121	100,282	-	(161)
Children's equipment	-	94,000	94,000	93,357	-	643
Local History equipment	-	29,000	29,000	-	15,380	13,620
Replace meeting room software	50,000	(50,000)	-	-	-	-
East Library tween computers	-	4,000	4,000	-	-	4,000
Datacenter upgrade project	-	111,399	111,399	-	-	111,399
AV equipment for standardization districtwide	50,000	-	50,000	-	-	50,000
Contingency	23,000	27,000	50,000	42,746	-	7,254
<b>Sub-total Information Technology</b>	<b>535,000</b>	<b>852,062</b>	<b>1,387,062</b>	<b>363,776</b>	<b>17,471</b>	<b>1,005,815</b>
<b>Creative Services/Video Center</b>						
Video projectors replacement	5,000	-	5,000	-	-	5,000
Equipment replacement fund	13,586	30,150	43,736	3,721	-	40,015
New machinery	12,932	-	12,932	4,061	-	8,871
<b>Sub-total Creative Services/Video Center</b>	<b>31,518</b>	<b>30,150</b>	<b>61,668</b>	<b>7,782</b>	<b>-</b>	<b>53,886</b>
<b>Total Expenditures</b>	<b>842,618</b>	<b>1,602,314</b>	<b>2,444,932</b>	<b>544,530</b>	<b>44,237</b>	<b>1,856,165</b>
<b>Sources of Funds</b>						
Fundraising	-	85,351	85,351	85,351	-	-
Operating transfer - General Fund	842,618	262,605	1,105,223	1,105,223	-	-
<b>Total Sources of Funds</b>	<b>842,618</b>	<b>347,956</b>	<b>1,190,574</b>	<b>1,190,574</b>	<b>-</b>	<b>-</b>
<b>Excess Revenues over Expenditures</b>	<b>\$ -</b>	<b>\$ 317,806</b>	<b>\$ 1,128,906</b>	<b>1,182,792</b>	<b>\$ -</b>	<b>\$ (53,886)</b>
<b>Fund Balance - January 1, 2018</b>				<b>1,254,357</b>		
<b>Fund Balance - December 31, 2018</b>				<b>\$ 2,437,149</b>		

**Pikes Peak Library District  
 Receipts and Disbursements by Cash Account  
 For the Month of December 2018**

	<b>ColoTrust Investments</b>	<b>US Bank Checking</b>	<b>Total Cash</b>
<b>Cash December 1, 2018</b>	\$ 17,352,409	\$ (27,039)	\$ 17,325,370
<b>Receipts November 2018</b>			
Property Taxes	299,346	-	299,346
Daily Cash Receipts	-	48,331	48,331
Credit Card Receipts	-	5,267	5,267
eRate funding		175,292	175,292
State grant	-	143,026	143,026
Interest	33,789	-	33,789
<b>Disbursements November 2018</b>			
Payment of Bills week of 12/07/2018	-	(387,953)	(387,953)
Payment of Bills week of 12/14/2018	-	(199,427)	(199,427)
Payment of Bills week of 12/21/2018	-	(641,270)	(641,270)
Payment of Bills week of 12/31/2018	-	(186,793)	(186,793)
Transfers to other funds	-	(39,743)	(39,743)
Payroll 12/14/2018	-	(642,175)	(642,175)
Payroll 12/28/2018	-	(646,110)	(646,110)
<b>Transfer between funds</b>	(3,100,000)	3,100,000	-
<b>Cash December 31, 2018</b>	<u>\$ 14,585,544</u>	<u>\$ 701,406</u>	<u>\$ 15,286,950</u>

## **Public Services Report**

### **Community**

Ruth Holley Library hosted a Community Food Faire with Colorado Springs Food Rescue on December 1 for more than 200 people. The program consisted of a pancake breakfast, free winter coats donated by Coats for Colorado, all-day crafts for kids, It's a Snack Food Truck \$5 coupons, a DJ, and the family film: *How the Grinch Stole Christmas*.

Old Colorado City Library's Yule Ball was a smashing success with about 600 people in attendance. Courtney Hom and Joe Paisley did a great job planning and their resourcefulness made the event one of the most successful balls to date.

Children's Services' Summer Adventure committees are planning volunteer hiring and training, game card and bookmark design, performer scheduling, and have ordered some of the prizes for next summer. Members include Nancy Maday, Barb Huff, Christa Funke, Leigh Gaddy, Courtney Hom, Allison Presley, Lindsay Illsley, and Katie Smith.

### **Resources**

The computer lab is one of Sand Creek Library's most heavily used resources with 5,682 computer sessions on just 22 computers during December. Sand Creek patrons also heavily use the fax machine with 775 pages faxed during the month. There are times when the line for the fax machine is 5 people deep.

Cheyenne Library Manager Tiffany Paisley met with social worker Alicia Kwande and a representative from Colorado Department of Human Services Office of Behavioral Health to discuss peer navigators specializing in substance use disorders currently in the community.

Fountain Library's Family Place Workshop continues to be a success with the help of Melody Philbrick and Jordan Newby. An important component of these five week sessions is the local resource specialist who talks to parents and their children to see if/what support is needed for their developing toddler.

The Disability Resources Workgroup purchased an UbiDuo with remaining assistive tech funds. The device facilitates face-to-face communication between deaf or hard of hearing and hearing people.

### **Innovation/Creativity**

Rockimmon Library is trying a new program around various holidays inviting patrons to watch a classic movie with popcorn and discussion material. Attendance and patron comments have been encouraging. *A Raisin in the Sun* is scheduled for Black History Month.

Monument Library's Sandy Yates attracted 77 delighted patrons to her gingerbread craft event that included a photo opportunity with the gingerbread girl (thanks to Kate Pangelinan's craftiness), a drawing for a gingerbread apron, lots of gingerbread crafts, and gingerbread stories. Each child received an individually wrapped gingerbread man cookie.

Knit One, Manitou! and other branch knitters made 7 pairs of gloves, 67 adult hats, 49 adult scarves, 48 children's hats, 20 children's scarves, and 38 cage liners for Safe Place for Pets. Susan Griswold delivered them to Twain Elementary School and Westside Cares.

Creative Services Head Becca Cruz and Adult Education's Teona Shainidze Krebs and Lacey Miller attended a meeting at the Manitou Art Center with Natalie Johnson and representatives from Emily Griffith Technical College in Denver to discuss partnering on a workforce development project with culinary training.

### **Service**

The Library Explorers Holiday Party at Library 21c drew 50 new and returning attendees. Two multicultural crafts were taught alongside holiday refreshments and catered musical entertainment. The Library Explorers program targets people of all abilities and celebrates PPLD's accessible and inclusive services, resources, and programs for all.

### **Internal/Staff**

Regional History and Genealogy Head Brett Lobello complemented Ute Pass Library staff: "My family and I visited Ute Pass this Saturday. . . . The facility is awesome and I was very impressed by Karin [Swengel], who conducted a story time for my daughter and a couple other kids when we were there. She was very personable with the kids, learned my daughter's name, and provided a welcoming atmosphere. She talked about a gingerbread house workshop, that my wife wants to attend, even though we live East of Powers. That is a powerful statement and a credit to your staff."

Creative Services' Amber Cox, Ben Dahlby, and Becca Cruz attended the Colorado Maker Hub's annual member meeting at Pikes Peak Makerspace (PPM). They were able to meet more of the leadership at PPM, and Becca recruited John Norton, the manager of PPM, to join the Mini Maker Faire planning team.

### **Accountability**

East Circulation staff have spent 151 hours on the Reference Desk sharpening their skills and learning new things to prepare for merging desks. They also spent 47 hours in Make @ East.

In addition to the acquisition of materials for the Collection, PPLD also has to have a process for the removal of materials. Collection Management staff are investigating options for a new vendor to resell and recycle discarded materials and excess donations to the Friends of PPLD. There are about 100,000 items discarded and at least another 30,000 donations that had to leave PPLD in 2018. We strive to find a vendor that has the ability to absorb these materials into their sales stream, donate

them to organizations that want them, and recycle the items that are not otherwise used. With any luck, the sales revenue outweighs the vendor costs and that money goes to the Friends of the Library.



2019 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	47527	0	0	0	0	0	0	0	0	0	0	0	47527
Mobile Libraries Total	11278	0	0	0	0	0	0	0	0	0	0	0	11278
Cheyenne	30604	0	0	0	0	0	0	0	0	0	0	0	30604
Fountain	13965	0	0	0	0	0	0	0	0	0	0	0	13965
High Prairie	24346	0	0	0	0	0	0	0	0	0	0	0	24346
Holley	27152	0	0	0	0	0	0	0	0	0	0	0	27152
Manitou	3756	0	0	0	0	0	0	0	0	0	0	0	3756
Monument	30228	0	0	0	0	0	0	0	0	0	0	0	30228
Old Colorado City	16491	0	0	0	0	0	0	0	0	0	0	0	16491
Palmer Lake	2970	0	0	0	0	0	0	0	0	0	0	0	2970
Rockrimmon	30572	0	0	0	0	0	0	0	0	0	0	0	30572
Sand Creek	25926	0	0	0	0	0	0	0	0	0	0	0	25926
Ute Pass	2081	0	0	0	0	0	0	0	0	0	0	0	2081
Senior Van	1567	0	0	0	0	0	0	0	0	0	0	0	1567
Bookmobiles	9711	0	0	0	0	0	0	0	0	0	0	0	9711
East	112093	0	0	0	0	0	0	0	0	0	0	0	112093
Library 21c	72298	0	0	0	0	0	0	0	0	0	0	0	72298
Dispensers	0	0	0	0	0	0	0	0	0	0	0	0	0
Parenting	180	0	0	0	0	0	0	0	0	0	0	0	180
<b>Total Physical Materials</b>	<b>451467</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>451467</b>

YTD CIRC Comparison	2019	2018	% Change
Penrose	47527	55637	-14.6%
Mobile Libraries Total	11278	13901	-18.9%
Cheyenne	30604	30917	-1.0%
Fountain	13965	15729	-11.2%
High Prairie	24346	23625	3.1%
Holley	27152	29729	-8.7%
Manitou	3756	3645	3.0%
Monument	30228	31541	-4.2%
Old Colorado City	16491	17079	-3.4%
Palmer Lake	2970	3431	-13.4%
Rockrimmon	30572	30015	1.9%
Sand Creek	25926	28798	-10.0%
Ute Pass	2081	2331	-10.7%
Senior Van	1567	2103	-25.5%
Bookmobiles	9711	11798	-17.7%
East	112093	106165	5.6%
Library 21c	72298	78418	-7.8%
Dispensers	0	0	
Parenting	180	90	100.0%
<b>Total Physical Materials</b>	<b>451467</b>	<b>471051</b>	<b>-4.16%</b>

Current Month Comparison CIRCULATION	2019	2018	% Change
Penrose			#DIV/0!
Mobile Libraries Total			#DIV/0!
Cheyenne			#DIV/0!
Fountain			#DIV/0!
High Prairie			#DIV/0!
Holley			#DIV/0!
Manitou			#DIV/0!
Monument			#DIV/0!
Old Colorado City			#DIV/0!
Palmer Lake			#DIV/0!
Rockrimmon			#DIV/0!
Sand Creek			#DIV/0!
Ute Pass			#DIV/0!
Senior Van			#DIV/0!
Bookmobiles			#DIV/0!
East			#DIV/0!
Library 21c			#DIV/0!
Dispensers			#DIV/0!
Parenting			#DIV/0!
<b>Total Physical Materials</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>

**Circulation Report  
By Facility  
January 2019**

Current Month Comparison VISITORS	2019	2018	% Change
Penrose	61911	45043	37.4%
Mobile Libraries Total	3033	3626	-16.4%
Cheyenne	15965	18303	-12.8%
Fountain	7541	9198	-18.0%
High Prairie	8395	8898	-5.7%
Holley	14109	18051	-21.8%
Manitou	3981	3649	9.1%
Monument	14402	15783	-8.7%
Old Colorado City	11147	11624	-4.1%
Palmer Lake	1266	1850	-31.6%
Rockrimmon	15009	15664	-4.2%
Sand Creek	21088	22042	-4.3%
Ute Pass	1438	1585	-9.3%
Knights of Columbus Hall	0	236	-100.0%
East	46144	43611	5.8%
Library 21c	41968	44136	-4.9%
<b>TOTAL</b>	<b>267397</b>	<b>263299</b>	<b>1.6%</b>
Special Collections	1617	2686	-39.8%

2019 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	277784	0	0	0	0	0	0	0	0	0	0	0	277784
DVD	134871	0	0	0	0	0	0	0	0	0	0	0	134871
CD Music	12862	0	0	0	0	0	0	0	0	0	0	0	12862
CD Book	14932	0	0	0	0	0	0	0	0	0	0	0	14932
Playaway	6258	0	0	0	0	0	0	0	0	0	0	0	6258
Kit	1582	0	0	0	0	0	0	0	0	0	0	0	1582
Game	3178	0	0	0	0	0	0	0	0	0	0	0	3178
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL Physical Items</b>	<b>451467</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>451467</b>
ILL	2037	0	0	0	0	0	0	0	0	0	0	0	2037
CyberShelf-OverDrive	167140	0	0	0	0	0	0	0	0	0	0	0	167140
RB Digital Magazines	5910	0	0	0	0	0	0	0	0	0	0	0	5910
eReader	4	0	0	0	0	0	0	0	0	0	0	0	4
OneClick Audio	460	0	0	0	0	0	0	0	0	0	0	0	460
Hot Spots	58	0	0	0	0	0	0	0	0	0	0	0	58
Cameras & Equipment	65	0	0	0	0	0	0	0	0	0	0	0	65
													0
<b>TOTAL STATE Circ</b>	<b>627141</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>627141</b>
One Play													0
Freegal Music	7065	0	0	0	0	0	0	0	0	0	0	0	7065
Freeding	108	0	0	0	0	0	0	0	0	0	0	0	108
DVD Player	160	0	0	0	0	0	0	0	0	0	0	0	160
Hoopla	1948	0	0	0	0	0	0	0	0	0	0	0	1948
Comics	341	0	0	0	0	0	0	0	0	0	0	0	341
Kanopy	838	0	0	0	0	0	0	0	0	0	0	0	838
													0
CLC	9990	0	0	0	0	0	0	0	0	0	0	0	9990
Laptop Use	1373	0	0	0	0	0	0	0	0	0	0	0	1373
Active Users	255131	0	0	0	0	0	0	0	0	0	0	0	

Monthly Circ by Format			
	2019	2018	Change
Print	277784	282740	-2%
DVD	134871	144635	-7%
CD Music	12862	15390	-16%
CD Book	14932	17438	-14%
Playaway	6258	5120	22%
Kit	1582	1657	-5%
Game	3178	4071	-22%
		0	
<b>TOTAL Physical Items</b>	<b>451467</b>	<b>471051</b>	<b>-4.16%</b>
ILL	2037	2092	-3%
CyberShelf-OverDrive	167140	134584	24%
RB Digital Magazines	5910	3787	56%
eReader	4	27	-85%
OneClick Audio	460	491	-6%
Hot Spots	58	74	-22%
Cameras & Equipment	65	46	
<b>Total e-materials</b>	<b>173572</b>	<b>138963</b>	<b>25%</b>
<b>OnePlay</b>		0	
Freegal Music	7065	9425	-25%
Freeding	108	105	3%
DVD Player	160	94	70%
Hoopla	1948	1851	5%
Comics	341	475	-28%
Kanopy	838	122	587%
CLC	9990	10955	-9%
Laptop Use	1373	1434	-4%
Active Users	255131	258251	-1%

OnePlay no longer providing resources to PPLD

**Circulation Report  
Item Type  
January 2019**

MTD Total	2019	2018	Change
January	627141	612152	2%
February		560716	-100%
March		635120	-100%
April		601395	-100%
May		607959	-100%
June		652514	-100%
July		658303	-100%
August		632095	-100%
September		584033	-100%
October		627088	-100%
November		598931	-100%
December		#DIV/0!	

YTD Total	2019	2018	Change
January	627141	612152	2%
February		1172868	-100%
March		1807988	-100%
April		2409383	-100%
May		3017342	-100%
June		3669856	-100%
July		4328159	-100%
August		4960254	-100%
September		5544287	-100%
October		6171375	-100%
November		6770306	-100%
December		#DIV/0!	

## **Pikes Peak Library District - Top Ten Lists for 2018**

*(Listed in order of greatest number of checkouts for each item type listed)*

### **Adult Fiction**

- The Great Alone, Kristin Hannah (2018)
- The Woman in the Window: A Novel, A.J. Finn (2018)
- Before We Were Yours: A Novel, Lisa Wingate (2017)
- The President is Missing: A Novel, Bill Clinton (2018)
- The Disappeared, C.J. Box (2018)
- The Fallen, David Baldacci (2018)
- Little Fires Everywhere: A Novel, Celeste Ng (2017)
- The Outsider, Stephen King (2018)
- A Gentleman in Moscow, Amor Towles (2016)
- An American Marriage: A Novel, Tayari Jones (2018)

### **Adult Nonfiction**

- The Newcomers: Finding Refuge, Friendship and Hope in an American Classroom, Helen Thorpe (2017)
- Educated: A Memoir, Tara Westover (2018)
- Fear: Trump in the White House, Bob Woodward (2018)
- Girl, Wash Your Face: Stop Believing the Lies about Who You Are So You Can Become Who You Were Meant to Be, Rachel Hollis (2018)
- The Plant Paradox: The Hidden Dangers in “Healthy” Foods that Cause Disease and Weight Gain, Steven R. Grundy (2018)
- Scott Standard Postage Stamp Catalogue (various, series)
- Killers of the Flower Moon: The Osage Murders and the Birth of the FBI, David Grann (2017)
- The Complete Peanuts, Charles M. Schulz (various, series)
- Braving the Wilderness: The Quest for True Belonging and the Courage to Stand Alone, Brene Brown (2017)
- Twelve Rules for Life: An Antidote to Chaos, Jordan B. Peterson (2018)

### **DVD**

- Jumanji (2018)
- Wonder Woman (2017)
- Spider-Man (2018)
- Black Panther (2018)
- The Greatest Showman (2017)
- Justice League (2017)
- Dispicable Me 3 (2017)
- A Bad Moms Christmas (2018)
- Thor: Ragnarok (2017)
- The Dark Tower (2017)

## **Adult eBook**

- Outlander: Outlander Series, Book 1 (2018)
- Come Sundown (2017)
- The Midnight Line: Jack Reacher Series, Book 22 (2017)
- The Fix: Amos Decker Series, Book 3 (2017)
- Origin: A Novel (2017)
- Before We Were Yours: A Novel (2017)
- Sharp Objects: A Novel (2006)
- Year One: Chronicles of The One, Book 1 (2017)
- Little Fires Everywhere (2017)
- Memory Man: Amos Decker Series, Book 1 (2015)

## **Juvenile Fiction**

- Rain Reign, Ann M. Martin (2014)
- Pete the Cat, James Dean (various, series)
- Hatchet, Gary Paulsen (1987)
- Diary of a Wimpy Kid, Jeff Kinney (various, series)
- Harry Potter and the Sorcerer's Stone, J.K. Rowling (1997)
- Fish in a Tree, Lynda Mullaly Hunt (2015)
- Number the Stars, Lois Lowry (2004)
- The One and Only Ivan, Katherine Applegate (2012)
- Three Times Lucky, Sheila Turnage (2012)
- Doll Bones, Holly Black (2013)

**Consent Item: New Hires**

The following individuals were hired by the Pikes Peak Library District for the positions indicated during the period of January 1, 2019 – January 31, 2019.

Morgan Sawicki: Senior Librarian: Creative, 21c (40 hrs)  
Jami Dykema: Senior Library Associate, EA (40 hrs)  
Mikayla Contreras: Senior Library Associate, EA (24 hrs)  
Ann Wiegand: Library Associate, RU (20 hrs)  
Victoria Johnson: Adult Education Instructor (40 hrs temp)  
Richard (Jon) Murphy: Adult Education Instructor (20 hrs)  
Caitlyn Zimmer: Library Associate, PE (20 hrs)  
Heather Laslie: HRIS Benefits Manager, 21c (40 hrs)  
Sarah Holland: Senior Library Associate, Creative Services (40 hrs)

### **Studio Use Policy**

The Studio Use Policy is a new policy for the District. The policy provides patrons and staff details specific to the public's use of the District's audio and video recording studio spaces, the equipment available for use in these spaces, and the equipment that is available for check-out. The Studio Use Policy balances equitable and responsible use of these resources while encouraging creativity and personal expression.



## Studio Use Policy

### BOARD POLICY

Pikes Peak Library District's (PPLD) makerspaces and studios promote creativity, ingenuity, and entrepreneurship by creating opportunities for individuals to collaborate, innovate, inspire one another, and generate content. The spaces support lifelong learning and the realization of ideas in a new way through technology and hands-on fabrication. Makerspaces and studios provide open access to a wide variety of equipment and tools in multiple ways, including guided exploration through classes and programs.

### I. DISTRICT PROCEDURES

- A. Patrons must be valid PPLD resident or non-resident cardholders to use the studios and related equipment. Colorado Library Card users (card numbers beginning with a 7) may attend classes and book studio time but cannot check out equipment.
- B. Patrons with blocked accounts can continue to reserve the studio for use but cannot check out equipment.
- C. Patrons under the age of 12 must be accompanied by a parent or guardian. Patrons must be at least 9 years old to handle the equipment in or make a reservation for the studio. Exceptions may occur in cases of library staff-led programming. Patrons who are 12 years and older may attend trainings and book studio time without an adult present.
- D. All patrons utilizing space and equipment in the studios must have a signed agreement and release of liability on file. Patrons under the age of 18 must have a legal guardian or legally responsible party sign the agreement.
- E. Completion of a studio orientation class is required for anyone wishing to utilize studio space or equipment. Additional classes, tutorials, and learning opportunities are available.
- F. Studio usage must be scheduled in advance.

- a. At Library 21c, patrons may reserve up to three hours at a time during set Studio Open Hours. Only one reservation may be held at a time.
  - b. At Sand Creek Library, patrons may reserve up to one hour at a time during set Studio Open Hours for a total of up to eight hours per month.
  - c. The patron reserving the studio will be liable for any breakage, damage, or theft of any Library property caused by members or guests of the group or organization. Liability includes all applicable court costs and attorney fees.
  - d. The Library, its employees, and Trustees do not assume responsibility for personal injury or damage or loss of personal property during the applicant's use of a studio.
  - e. The Library is a shared space. If any activity occurring in the studio is disruptive to others in the building, the group may be required to change the activity or reserve a different time that will cause less disruption.
  - f. Failure to show up for a studio reservation may result in loss of reservation privileges.
  - g. Patron use of the studios is intended for audio-visual (A/V) purposes only. They cannot be used for meetings, auditions, rehearsals, or other assemblies.
  - h. Studio personnel are on site to support use of the studio. The assistance available varies by location and other service demands.
  - i. Set up and tear down of sets and equipment must occur within the timeframe of the studio session.
  - j. Equipment used in the space must be returned by the patron to its original location in a tidy state. The studio also needs to be orderly before the patron leaves.
- G. PPLD is not responsible for content created using studio equipment either in-house or while equipment is checked out.
- H. PPLD does not retain rights or ownership to any content produced using PPLD equipment during patron reservations. All rights are retained by the content creator(s).
- I. PPLD does not create or claim ownership of patron content recorded within the studio or with use of studio equipment. Each patron affirms they are not breaking any copyright laws in the process of recording such content. Any person who knowingly infringes upon copyright policies will be solely liable for any actions taken and will not involve PPLD. For further information on copyright, visit [copyright.gov/title17](http://copyright.gov/title17).



- J. When equipment is out of order, staff will attempt to contact patrons with reservations. This courtesy cannot be guaranteed.
- K. Covered drinks are allowed in the studios. Please keep them away from equipment. Food is not permitted.
- L. PPLD reserves the right to halt, delete, or disallow the creation of items that violate PPLD policies, including activities that can potentially harm the patron or others, that may cause damage or stain the equipment or other studio resources, and those that involve weapons, nudity, and illegal materials.
- M. If a patron sees that any piece of equipment is unsafe or in a state of disrepair, the patron must immediately discontinue use of the tool and notify PPLD staff.
- N. Patrons must report any accident or incident that occurs in the studio or director's booth to a PPLD staff member.
- O. The patron who signed the agreement is responsible for payment of any cost for loss or damage to PPLD property or clean-up expense. Fees for damaged or missing property will be charged to the patron's PPLD library card. PPLD is not responsible for any damage to, or loss or theft of, the user's property. (SEE Personal Belongings Policy for lost and found procedures.)
- P. Patrons are responsible for bringing necessary data storage. At Library 21c, patrons will need to bring one or more SD cards. At Sand Creek Library, patrons will need a flash drive. For further recommendations, please contact the specific location.

## **II. EQUIPMENT CHECKOUT**

- A. Patrons must be valid PPLD resident cardholders in good standing to check out equipment. Colorado Library Card users (card numbers beginning with a 7) may attend classes and book studio time but cannot check out equipment.
- B. Patrons must have taken the studio orientation class to check out equipment.
- C. Equipment for checkout is available to patrons age 18 and older.
- D. Equipment kits may be reserved.
  - a. Equipment at Sand Creek Library may be placed on hold through a PPLD staff member. The equipment may not be reserved for a particular day.

- b. Equipment at Library 21c may be reserved online at [ppld.org/creative-services/studio/equipment-check-out-request-form](http://ppld.org/creative-services/studio/equipment-check-out-request-form). Only one reservation date may be held at a time. Three tiers of equipment are available, and the number of kits available to check out at one time varies by tier.
- E. At the time of checkout, the responsible patron must sign the Equipment Checkout Agreement form. This form will include the return date and time, as well as fine rates and replacement costs. The checkout period is seven days.
- F. If available, items may be renewed once for up to seven additional days by contacting the appropriate PPLD staff member. Any additional renewals must occur in person.
- G. If a kit is returned missing a component that costs less than the daily fine for the kit, the kit will be checked in and the missing piece will be billed to the patron's account. If the missing piece is worth more than the daily fine, the kit will not be checked in and fines will accrue until the item is returned.
- H. Costs for replacing or repairing missing or damaged equipment will be charged to the patron library account.
- I. Late fines and the number of items that can be checked out at a time vary by equipment kit.
- J. Fines on late-returned equipment accrue for up to five days. If an item is not returned within five days of the due date, the replacement cost for the item will be charged to the patron's account and could result in legal action.

### **Independent Auditors – 2018 Financial Records**

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

The District completed a formal Request for Proposal process for auditing services related to the District's financial records in 2011, and BKD, LLP was selected as the District's independent auditors. BKD has completed audits for fiscal years 2011 - 2017.

The recommendation for the District's independent auditor for its 2018 financial records was discussed with the District's Internal Affairs Committee during its January 2019 meeting. The main points of discussion included the following:

- The District has substantially completed its reorganization project by the end of 2018. Several key positions within the District's Leadership Team, the Finance Office, and Pikes Peak Library District, and numerous management/supervisory positions were vacant throughout 2018 and many have been filled during the latter half of 2018. This reorganization started during 2017 and again was substantially completed during 2018. Continuity of auditors is important when there are vacancies of such key positions. This issue will no longer be in play starting in 2019 as again most of these positions have been filled as of the beginning of 2019.
- Their proposed fee for the 2018 audit is \$34,250, which is higher (about 5%) than their fee of \$32,620 for the 2017 audit. See page 4 of the attached Engagement Letter.
- The Internal Affairs Committee previously indicated they were pleased with the outcome of the 2017 audit, and that they expressed no concerns related to the work done by BKD, LLP. This was confirmed during the January 2019 Internal Affairs Committee meeting. BKD offers numerous client services opportunities such as full day training sessions of various topics including governmental and not-for profit accounting and other issues, along with periodic updates on technical issues and a knowledge database for clients to further explain developments and issues. BKD has provided significant technical support over the years in relation to the implementation of new GASB pronouncements.
- Staff found BKD's audit work to be professional, thorough and efficient.

## **Recommendation**

The recommendations made to the Board of Trustees are as follows:

- a. The Board of Trustees select BKD, LLP to conduct a complete audit of the District's financial records for the period January 1, 2018 – December 31, 2018, as required by state statutes; and
- b. The Board of Trustees accept BKD, LLP's fee of \$34,250, plus reimbursable expenses; and
- c. The Board of Trustees authorize management to complete a formal RFP for auditing service during 2019 (August – October 2019 timeframe).

January 14, 2019

Internal Affairs Committee and Board of Trustees  
Wayne Vanderschuere, President  
Michael Varnet, Chief Finance and Business Officer  
Pikes Peak Library District  
Library 21C  
1175 Chapel Hills Drive  
Colorado Springs, Colorado 80920

We are pleased to confirm the arrangements of our engagement and the nature of the services we will provide to Pikes Peak Library District (the District).

### **ENGAGEMENT OBJECTIVES AND SCOPE**

We will audit the basic financial statements of Pikes Peak Library District as of and for the year ended December 31, 2018, and the related notes to the financial statements.

Our audit will be conducted with the objectives of:

- ✓ Expressing an opinion on the financial statements
- ✓ Issuing a report on your compliance based on the audit of your financial statements
- ✓ Issuing a report on your internal control over financial reporting based on the audit of your financial statements

### **OUR RESPONSIBILITIES**

We will conduct 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. Those standards require that we plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by fraud or error.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error or fraud. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance having a direct and material effect may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Also, in the future, procedures could become inadequate because of changes in conditions or deterioration in design or operation. Two or more people may also circumvent controls, or management may override the system.

We are available to perform additional procedures with regard to fraud detection and prevention at your request, subject to completion of our normal engagement acceptance procedures. The actual terms and fees of such an engagement would be documented in a separate letter to be signed by you and BKD.

Chris Telli, Partner, will oversee and coordinate the engagement. Steven Sauer, Director, is responsible for supervising the engagement and authorizing the signing of the report or reports.

We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Board of Trustees of the Pikes Peak Library District. You are responsible to distribute our reports to other officials who have legal oversight authority or those responsible for acting on audit findings and recommendations, and to others authorized to receive such reports. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis of matter or other matter paragraph(s), or withdraw from the engagement. If we discover conditions that may prohibit us from issuing a standard report, we will notify you as well. In such circumstances, further arrangements may be necessary to continue our engagement.

We will also express an opinion on whether your combining and individual fund statements (supplementary information) is fairly stated, in all material respects, in relation to the financial statements as a whole.

### **YOUR RESPONSIBILITIES**

Our audit will be conducted on the basis that management and, where appropriate, those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
3. For identifying and ensuring compliance with the laws, regulations, contracts and grants applicable to your activities; and
4. To provide us with:
  - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters;
  - b. Additional information that we may request from management for the purpose of the audit; and
  - c. Unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management and, where appropriate, those charged with governance, written confirmation acknowledging certain responsibilities outlined in this engagement letter and confirming:

- The availability of this information
- Certain representations made during the audits for all periods presented
- The effects of any uncorrected misstatements, if any, resulting from errors or fraud aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole

The results of our tests of compliance and internal control over financial reporting performed in connection with our audit of the financial statements may not fully meet the reasonable needs of report users. Management is responsible for obtaining audits, examinations, agreed-upon procedures or other engagements that satisfy relevant legal, regulatory or contractual requirements or fully meet other reasonable user needs.

With regard to supplementary information:

- Management is responsible for its preparation in accordance with applicable criteria
- Management will provide certain written representations regarding the supplementary information at the conclusion of our engagement
- Management will include our report on this supplementary information in any document that contains this supplementary information and indicates we have reported on the supplementary information
- Management will make the supplementary information readily available to intended users if it is not presented with the audited financial statements

### **OTHER SERVICES**

We may perform other services for you not covered by this engagement letter. You agree to assume full responsibility for the substantive outcomes of the services described above and for any other services that we may provide, including any findings that may result. You also acknowledge that those services are adequate for your purposes and that you will establish and monitor the performance of those services to ensure that they meet management's objectives. Any and all decisions involving management responsibilities related to those services will be made by you, and you accept full responsibility for such decisions. We understand that you will designate a management-level individual to be responsible and accountable for overseeing the performance of those services, and that you will have determined this individual is qualified to conduct such oversight.

### **ENGAGEMENT FEES**

Our fees for our services will be \$34,250. Our estimate of time assumes no substantial problems with obtaining the requested information needed to complete our audit.

Our pricing for this engagement and our fee structure are based upon the expectation that our invoices will be paid promptly. We will issue progress billings during the course of our engagement, and payment of our invoices is due upon receipt. Interest will be charged on any unpaid balance after 30 days at the rate of 10% per annum, or as allowed by law at the earliest date thereafter, and highest applicable rate if less than 10%.



Our engagement fee does not include any time for post-engagement consultation with your personnel or third parties, consent letters and related procedures for the use of our reports in offering documents, inquiries from regulators or testimony or deposition regarding any subpoena. Charges for such services will be billed separately.

Our fees may also increase if our duties or responsibilities are increased by rulemaking of any regulatory body or any additional new accounting or auditing standards.

If our invoices for this or any other engagement you may have with BKD are not paid within 30 days, we may suspend or terminate our services for this or any other engagement. In the event our work is suspended or terminated as a result of nonpayment, you agree we will not be responsible for any consequences to you.

#### **OTHER ENGAGEMENT MATTERS AND LIMITATIONS**

Our workpapers and documentation retained in any form of media for this engagement are the property of BKD. We can be compelled to provide information under legal process. In addition, we may be requested by regulatory or enforcement bodies to make certain workpapers available to them pursuant to authority granted by law or regulation. You agree that we have no legal responsibility to you in the event we provide such documents or information.

You agree to indemnify and hold harmless BKD and its personnel from any claims, liabilities, costs and expenses relating to our services under this agreement attributable to false or incomplete representations by management, except to the extent determined to have resulted from the intentional or deliberate misconduct of BKD personnel.

You agree that any dispute regarding this engagement will, prior to resorting to litigation, be submitted to mediation upon written request by either party. Both parties agree to try in good faith to settle the dispute in mediation. The American Arbitration Association will administer any such mediation in accordance with its Commercial Mediation Rules. The results of the mediation proceeding shall be binding only if each of us agrees to be bound. We will share any costs of mediation proceedings equally.

Either of us may terminate these services at any time. Both of us must agree, in writing, to any future modifications or extensions. If services are terminated, you agree to pay us for time expended to date.

If any provision of this agreement is declared invalid or unenforceable, no other provision of this agreement is affected and all other provisions remain in full force and effect.

Internal Affairs Committee and Board of Trustees  
Pikes Peak Library District  
January 14, 2019  
Page 6

This engagement letter represents the entire agreement regarding the services described herein and supersedes all prior negotiations, proposals, representations or agreements, written or oral, regarding these services. It shall be binding on heirs, successors and assigns of you and BKD.

We may from time to time utilize third-party service providers, *e.g.*, domestic software processors or legal counsel, or disclose confidential information about you to third-party service providers in serving your account. We remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information. In the event we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider.

We will, at our discretion or upon your request, deliver financial or other confidential information to you electronically via email or other mechanism. You recognize and accept the risk involved, particularly in email delivery as the internet is not necessarily a secure medium of communication as messages can be intercepted and read by those determined to do so.

You agree you will not modify these documents for internal use or for distribution to third parties. You also understand that we may on occasion send you documents marked as draft and understand that those are for your review purpose only, should not be distributed in any way and should be destroyed as soon as possible.

The District may wish to include our report on these financial statements in an exempt offering document. The District agrees that the aforementioned auditor's report, or reference to our firm, will not be included in any such offering document without notifying us. Any agreement to perform work in connection with an exempt offering document, including providing agreement for the use of the auditor's report in the exempt offering document, will be a separate engagement.

Any exempt offering document issued by the District with which we are not involved will clearly indicate that we are not involved by including a disclosure such as, "**BKD, LLP**, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. **BKD, LLP**, also has not performed any procedures relating to this offering document."

You agree to notify us if you desire to place these financial statements or our report thereon along with other information, such as a report by management or those charged with governance on operations, financial summaries or highlights, financial ratios, etc., on an electronic site. You recognize that we have no responsibility as auditors to review information contained in electronic sites.

Internal Affairs Committee and Board of Trustees  
Pikes Peak Library District  
January 14, 2019  
Page 7

Any time you intend to reference our firm name in any manner in any published materials, including on an electronic site, you agree to provide us with draft materials for our review and approval before publishing or posting such information.

BKD is a registered limited liability partnership under Missouri law. Under applicable professional standards, partners of **BKD, LLP** have the same responsibilities as do partners in a general accounting and consulting partnership with respect to conformance by themselves and other professionals in BKD with their professional and ethical obligations. However, unlike the partners in a general partnership, the partners in a registered limited liability partnership do not have individual civil liability, directly or indirectly, including by way of indemnification, contribution, assessment or otherwise, for any debts, obligations or liabilities of or chargeable to the registered limited liability partnership or each other, whether arising in tort, contract or otherwise.

In accordance with *Government Auditing Standards*, we have attached hereto a copy of our Firm's latest peer review report.

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities. If the signed copy you return to us is in electronic form, you agree that such copy shall be legally treated as a "duplicate original" of this agreement.

*BKD, LLP*

Acknowledged and agreed to on behalf of:

**PIKES PEAK LIBRARY DISTRICT**

BY \_\_\_\_\_  
Wayne Vanderschuere, President

DATE \_\_\_\_\_

BY \_\_\_\_\_  
Michael Varnet, Chief Finance and Business Officer

DATE \_\_\_\_\_



## Report on the Firm's System of Quality Control

To the Partners of  
BKD, LLP  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of BKD, LLP (the firm) applicable to engagements not subject to PCAOB inspection in effect for the year ended May 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under Single Audit Act; audits of employee benefit plans, audits performed under FDICIA, an audit of carrying broker-dealers, and examinations of service organizations [SOC 1 and SOC 2 engagements].

As part of our peer review, we considered reviews by regulatory entities as communicated to the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of BKD, LLP applicable to engagements not subject to PCAOB inspection in effect for the year ended May 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. BKD, LLP has received a peer review rating of *pass*.

*Postlethwaite & Netterville*

Baton Rouge, Louisiana  
October 6, 2017

### **2019 Goals for the Chief Librarian & CEO**

Prepared by the Pikes Peak Library District Board of Trustees

1. Develop a strategic facility plan for the PPLD system. This should include a plan that outlines what the Library system plans to achieve in the 2019 year and potentially in the near future (2020 or later).
2. Develop and implement a marketing plan to increase awareness of Library programs and services.
3. Implement a Government Communications plan which improves the overall communication from the PPLD library to the various city council and county commissioner teams. Where possible extend the communication to local business leaders.
4. Continue professional development strategy for the Chief Librarian as well as staff within the multiple PPLD systems.
5. Brief the Board periodically throughout the year about the progress of these goals.