



PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES  
JANUARY 22, 2020 4 PM  
PENROSE LIBRARY – 20 N. CASCADE AVENUE

- I. CALL TO ORDER
- II. ITEMS TOO LATE FOR THE AGENDA
- III. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- IV. CORRESPONDENCE AND PRESENTATIONS
  - A. Correspondence
    - 1. Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting (pp. 1-4)
  - B. Presentations
    - 1. Introduction of New Staff (L. James, M. Ray, M. Doherty, T. Sayles)
- V. BUSINESS ITEMS
  - A. Decision 20-1-1: Minutes of the December 10, 2019 Meeting (pp. 5-10)
  - B. Consent Items: Decision 20-1-2: Consent Items as Presented (pp. 11-28)  
*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".*
    - a. Resolution Designating Posting Places for 2020 Board Meetings
    - b. Resolution Designating the Official Custodians of Records
    - c. Property Disposal Guidelines
    - d. 2020 Contract/Vendor Approval
    - e. Conflict of Interest Statement
    - f. 2020 Insurance Policies
  - C. Unfinished Business
  - D. New Business
    - 1. Discussion: Board Meeting Time (S. Taylor)
    - 2. Discussion: Volunteer Agreement (S. Taylor) (pp. 29-30)
- VI. REPORTS
  - A. Friends of the Pikes Peak Library District Report (S. Adams) (p. 31)
  - B. Pikes Peak Library District Foundation Report (L. James) (p. 32)
  - C. Financial Reports (M. Varnet) (pp.33-62)
  - D. Public Services Report (T. Shainidze Krebs) (pp.63-67)
  - E. Library Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Safety, Social Services & Security Report (pp. 68-78)
  - F. Chief Librarian's Report (J. Spears)
  - G. Board Reports
    - 1. Governance Committee Report
    - 2. Internal Affairs Committee Report
    - 3. Public Affairs Committee Report
    - 3. Board President's Report
- VII. EXECUTIVE SESSION  
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)
- VIII. ADJOURNMENT

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

Providing resources and opportunities that impact individual lives and build community



**Government Finance Officers Association**

203 North LaSalle Street, Suite 2700

Chicago, Illinois 60601-1210

312.977.9700 fax: 312.977.4806

January 13, 2020

Michael Varnet, CPA, CPFO  
Chief Financial Officer  
Pikes Peak Library District  
1175 Chapel Hills Drive  
Colorado Springs, CO 80920

Dear Mr. Varnet:

We are pleased to notify you that your 2018 fiscal year end comprehensive annual financial report (CAFR) qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment. Congratulations for having satisfied the high standards of the program. We hope that your example will encourage others in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

A "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements are enclosed. We want to strongly encourage the recommended improvements be made in the next report, and that the report be submitted to the program within six months of your next fiscal year end. Certificate of Achievement Program policy requires that written responses to the comments and suggestions for improvement accompany the next fiscal year's submission. The written responses should provide details about how each item is addressed within this report. These responses will be provided to those Special Review Committee members participating in the review. If a comment is unclear or there appears to be a discrepancy, please contact the Technical Services Center at (312) 977-9700 and ask to speak with a Certificate of Achievement Program in-house reviewer.

When a Certificate of Achievement for Excellence in Financial Reporting is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. An AFRA is enclosed for the preparer as designated on the application.

Continuing participants will find a brass medallion enclosed with these results. First-time recipients will receive a plaque in about 10 weeks. We hope that appropriate publicity will be given to this notable achievement. A sample news release has been enclosed.

A current holder of a Certificate of Achievement may include a reproduction of the Certificate in its immediately subsequent CAFR. A camera-ready copy of your Certificate is enclosed for that purpose. If you reproduce your Certificate in your next report, please refer to the enclosed instructions. A Certificate of Achievement is valid for a period of one year.

Over the course of the year, we are anticipating some changes to our application process. We will still be asking governments for the same documents we asked for in the past, but we are encouraging electronic submissions to [cafrprogram@gfoa.org](mailto:cafrprogram@gfoa.org) and expect to be making other changes going forward. We will keep members informed of any changes via email, and application instructions will be updated on our website.

Your continued interest in and support of the Certificate of Achievement Program is most appreciated. If we may be of any further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine  
Director, Technical Services Center

# Certificate of Achievement For Excellence in Financial Reporting

## Summary of Grading

Name of Unit: Pikes Peak Library District  
 Fiscal Year of Report FY2018 Report # 3,834.00 GFOA Member ID Number 162212002

The Certificate of Achievement Program Special Review Committee (SRC) has completed its review of your comprehensive annual financial report (CAFR). Listed below are the grading categories used and a summary of the SRC's evaluation of your CAFR. The detailed comments and suggestions for reporting improvements on the attached listing are grouped under similar grading categories. Any category which received a grade of "Needs Significant Improvement" indicates an area of particular concern to the SRC and the related comments and suggestions for improvement in this category should be given special attention. An indication is provided on the list by the specific comments(s) or category(ies) that were the cause of receiving this grade. For each item, the notation also states whether it is 1) the basis or part of the basis for the CAFR not receiving the Certificate of Achievement, 2) a serious deficiency which will almost certainly preclude the awarding of the Certificate of Achievement if it is not corrected in your next CAFR, or 3) a deficiency, that if not corrected in future CAFRs, could result in the Certificate of Achievement not being awarded.

<b><u>Grading Category</u></b>	<b><u>Grade</u></b>
Cover, table of contents, and formatting	Proficient
Introductory section	Proficient
Report of the independent auditor	Proficient
Management's discussion and analysis (MD&A)	Proficient
Basic financial statements (preliminary considerations)	Proficient
Government-wide financial statements	Proficient
Fund financial statements (general considerations)	Proficient
Governmental fund financial statements	Proficient
Proprietary fund financial statements	Proficient
Fiduciary fund financial statements	Proficient
Summary of significant accounting policies (SSAP)	Proficient
Note disclosure (other than the SSAP and pension-related disclosures)	Proficient
Pension-related note disclosures	Proficient
Required supplementary information (RSI)	Proficient
Combining and individual fund information and other supplementary information	Proficient
Statistical section	Proficient
Other considerations	Proficient



Government Finance Officers Association

Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting

Presented to

**Pikes Peak Library District  
Colorado**

For its Comprehensive Annual  
Financial Report  
for the Fiscal Year Ended

**December 31, 2018**

*Christopher P. Morrill*

Executive Director/CEO

**PIKES PEAK LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
December 10, 2019  
4 p.m.  
Penrose Library**

**BOARD MEMBERS, PIKES PEAK LIBRARY DISTRICT STAFF & OTHERS PRESENT**

President Wayne Vanderschuere, Vice President Debbie English, Trustee Keith Clayton, Trustee Cathy Grossman, Trustee Mina Liebert, Trustee Ned Stoll

Chief Librarian & CEO John Spears, PPLD Foundation Member Mike Berniger, Chief Safety, Social Services & Security Officer Michael Brantner, Friends of the Pikes Peak Library District Board of Directors President Dora Gonzales, Assistant to the Chief Librarian Sue Hammond, Chief Development Officer & Foundation Executive Officer Lance James, Chief Public Services Officer Teona Shainidze Krebs, Penrose Library Manager Antonia Krupicka-Smith, Chief HR & OD Officer Heather Laslie, PPLD Foundation Board of Directors President James Pagonis (5:15 p.m.), Chief Information Officer Rich Peters, Friends of the Pikes Peak Library District Member Diane Pfalzgraf, PPLD Foundation Member Paula Pollet (4:35 p.m.), Chief Communications Officer Michelle Ray, Chief Facilities Management Officer Gary Syling, Chief Financial Officer Michael Varnet, Elevated Insights Staff Members Debbie Balch and Erin Bradley

**BOARD MEMBERS ABSENT**

Secretary/Treasurer Scott Taylor

**PUBLIC HEARING FOR THE PIKES PEAK LIBRARY DISTRICT 2020 BUDGET**

**CALL TO ORDER**

President Vanderschuere called the Public Hearing for the Pikes Peak Library District 2020 Budget to order at 4:00 p.m.

**PUBLIC COMMENT REGARDING THE 2020 BUDGET**

There was no public comment regarding the 2020 Budget.

**ADJOURNMENT**

President Vanderschuere adjourned the Public Hearing for the Pikes Peak Library District 2020 Budget at 4:01 p.m.

## REGULAR MEETING OF THE BOARD OF TRUSTEES

### CALL TO ORDER

President Vanderschuere called the December 10, 2019 regular meeting of the Pikes Peak Library District Board of Trustees to order at 4:02 p.m.

### ITEMS TOO LATE FOR THE AGENDA

There were no items to add to the agenda.

### PUBLIC COMMENT

There was no public comment.

### BUSINESS ITEMS

#### Board Minutes

##### **Decision 19-12-1: Minutes of the November 12, 2019 Meeting**

The minutes of the November 12, 2019 regular meeting of the Pikes Peak Library District Board of Trustees were included in the Board packet.

**Motion:** Cathy Grossman moved to approve the minutes of the November 12, 2019 regular meeting of the Pikes Peak Library District Board of Trustees as presented.

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

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

#### Consent Items

No consent items were presented.

#### Unfinished Business

There was no unfinished business.

#### New Business

##### **Decision 19-12-2: 2020 Budget for Pikes Peak Library District**

The 2020 Budget for Pikes Peak Library District was included in the Board Packet.

A public hearing for the 2020 Budget for Pikes Peak Library District was held on December 10, 2019. No public comment was made.

The Board discussed the 2020 Budget at its regular meetings on October 8, 2019 and November 12, 2019. The Board of Trustees received the draft 2020 Budget on October 15, 2019.

Chief Librarian Spears thanked the Board members for their guidance in preparing the 2020 Budget. He also thanked Chief Financial Officer Michael Varnet, the Pikes Peak Library District Leadership Team, and the Pikes Peak Library District Management Team for the tremendous amount of work they all put towards the 2020 Budget.

President Vanderschuere requested that the record reflect that he continues to have concerns about reserve fund spending.

Chief Financial Officer Michael Varnet noted that minor changes had been made to the 2020 Budget since the last time it was reviewed and discussed by the Board.

- The assessed valuation increased by about \$3 million, which equates to about \$6,000 in revenues for PPLD.
- The Budget reflects a more refined estimate for 2019 year-end figures.
- The budget for substitute pay was increased by \$50,000 to cover what management would like to do for the new Parental and Bereavement Leave programs.
- There was about \$100,000 more in 2019 reserves than originally estimated.

**Motion:** Debbie English moved that the Pikes Peak Library District Board of Trustees approve the 2020 Budget for Pikes Peak Library District as presented.

**Second:** Ned Stoll seconded the motion.

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

### **Decision 19-12-3: Resolution to Recognize Keith E. Clayton, II**

Keith Clayton's second term on the Pikes Peak Library District Board of Trustees will end on December 31, 2019. A resolution recognizing Trustee Clayton was presented.

#### **Resolution in Recognition of Exemplary Service Presented to Keith E. Clayton, II**

- Whereas,** The Pikes Peak Library District Board of Trustees wishes to commend Keith E. Clayton, II for his exemplary service as a Pikes Peak Library District Board of Trustees Member from September 24, 2013 to December 31, 2019; and
- Whereas,** Keith held the following positions on the Board of Trustees: Vice President (2017); Secretary/Treasurer (2018); Governance Committee (2014, 2016-Chair, 2018-Chair, 2019); Internal Affairs Committee (2015); Public Affairs Committee (2017); and
- Whereas,** Keith's knowledge, professionalism, and accountability have made a significant, positive, and long lasting impact on the libraries, families, and children within this community; and
- Whereas,** Keith's personal ethics and attention to detail have contributed to the continued success of the Pikes Peak Library District; and
- Whereas,** Keith's thoughtful insights have significantly contributed to many Library initiatives that improved the overall quality of life for all citizens within the Pikes Peak Region; and
- Whereas,** Keith E. Clayton, II has been an advocate for public libraries, and a champion of intellectual freedom;



Now, therefore, the Board of Trustees of Pikes Peak Library District does hereby recognize and sincerely thank Keith E. Clayton, II for his commitment, dedication, and service to this Library District and to the community and for the many enduring accomplishments achieved during his tenure.

**Motion:** Mina Liebert moved that the Pikes Peak Library District Board of Trustees adopt the *Resolution in Recognition of Exemplary Service* to honor and thank Keith Clayton, II for his service to the Pikes Peak Library District Board of Trustees.

**Second:** Debbie English seconded the motion.

**Vote:** The Board of Trustees approved the motion unanimously and provided a round of applause for Trustee Clayton.

## REPORTS

Written reports were included in the Board Packet. President Vanderschuere called for any questions or comments regarding the written reports. There were no questions or comments.

### Chief Librarian's Report

Chief Librarian Spears provided an update on the Macmillan ebook embargo. The embargo took effect on November 1, 2019. Macmillan will allow libraries to purchase only one copy of new ebook releases for the first eight weeks after the ebook is released. Many libraries have made the decision to boycott Macmillan ebooks, and Mr. Spears reported that some PPLD staff have voiced a desire to join the libraries boycotting Macmillan.

The hoped for outcome in boycotting is that Macmillan will reconsider the embargo and other publishers will not want to join Macmillan in embargoing new materials to libraries. Libraries fear that if the ebook embargo is successful, publishers may embargo other formats. Some library patrons will be able to purchase ebooks rather than wait for very long holds lists that will be one impact of the embargo, but for many patrons purchase is not an option. Ebooks provide access to PPLD patrons who are stationed overseas, those with low vision, as well as patrons living with other disabilities.

Library systems that have made the decision to boycott Macmillan ebooks include King County, Columbus Metropolitan Library, Nashville Public Library, Des Moines Public Library, Multnomah County Library, Houston Public Library, and state library systems in Utah, North Dakota, Kansas, Kentucky, and Arkansas. In Colorado, the Poudre River Public Library and Estes Valley Library have made the decision to boycott.

The Board will discuss this issue further.

### Board Reports

#### Governance Committee

Governance Committee Member Keith Clayton reported that the Committee met on November 20, 2019. The Governance Committee discussed the following:

- The interviews for the upcoming Board vacancy.
- A letter thanking those who applied for the upcoming Board vacancy.
- The Chief Librarian's performance review, and how the process of collecting Board input can be carried out through an online survey tool.

- Board orientation. The Committee recommends that all Trustees participate in the 2020 orientation.

### **Internal Affairs Committee**

Internal Affairs Committee Chair Debbie English reported that the Internal Affairs Committee met on November 20, 2019. The Committee discussed the 2020 Budget.

### **Public Affairs Committee**

The Public Affairs Committee did not meet.

## **CORRESPONDENCE AND PRESENTATIONS**

### **Presentation: Community Needs Assessment Survey**

Debbie Balch and Erin Bradley of Elevated Insights attended the meeting to provide a presentation very briefly summarizing the results of the recently completed Community Needs Assessment Survey. They shared some key slides from their report that included conclusions and recommendations.

Pikes Peak Library District's Community Needs Assessment was completed in November 2019. Objectives of the Community Needs Assessment included hearing from both library users and non-users to develop a better understanding of community needs, barriers to library use, and triggers for library use.

Elevated Insights utilized data mining, interviews with stakeholders, group discussions with community leaders, and focus groups. One survey was completed by 3,000 El Paso County Residents and a shorter, point-in-time survey was available in PPLD libraries. Surveys were presented in both English and Spanish and responses were anonymous.

Input from community leaders included the desire for more cohesive linkage of unique neighborhoods, equitable opportunities for all citizens, improved education, resources for teens, and help to train and equip the workforce.

Library trends showed that libraries are evolving to meet changing community needs. This includes acting as a safety net in some regions, moving from transactional to relational, providing social services and outreach, and serving as co-locations with other community service organizations.

The top personal desired areas of improvement identified by residents included improving physical and mental health, having more adventures/experiences, strengthening relationships with family and friends, and expanding job skills.

Sixty-two percent of respondents had interacted with Pikes Peak Library District in some way during the past twelve months, making PPLD second (Garden of the Gods was first) in the list of organizations with which citizens had interacted.

The perception of PPLD, and libraries in general, is that of a place to work alone and not as a place to connect with others. However, while eighty-six percent of residents are satisfied with their quality of life, less than one in four feel connected to their neighborhood.

When asked what PPLD could do to make their life better or easier, respondents listed more library materials and shorter wait times for materials, more programs and classes, more locations, extended hours, and better awareness of what the Library has to offer.

Elevated Insights saw many areas of overlap, with both community leaders and stakeholders desiring equity, education/training, and a place to connect.

Conclusions from Elevated Insights included the following:

PPLD Awareness

- Metrics are unclear
- Perceptions of PPLD are markedly different between users and non-users
- Awareness of PPLD's services is very low
- Patron experiences/perceptions vary widely by library location

Two areas of recommendations were suggested:

Meeting Community Needs

- Partner with foundations and donors with shared visions (equity, increased connections, opportunities)
- Work with other organizations
- Strive to increase equity

Optimizing PPLD's Offerings

- More community/neighborhood libraries are needed
- Launch a major marketing effort to increase awareness
- Align with a new strategic plan
- Prioritize programs and events to meet the needs of specific communities
- Revamp library hours
- Balance facility upgrades with an eye to equity

Chief Librarian Spears thanked Chief Communications Officer Michelle Ray and her entire department for their work on this project.

## ADJOURNMENT

There being no further business to conduct, President Vanderschuere adjourned the December 10, 2019 meeting of the Pikes Peak Library District Board of Trustees at 5:31 p.m.

**Resolution Approving Designated Posting Places for Notices of all Meetings of the Pikes Peak Library District Board of Trustees, as Required by State Statutes**

**Whereas**, the Board of Trustees must designate and post the time and place for all Board meetings; and

**Whereas**, the Board of Trustees must pass a resolution at the first regular meeting of each year as to the posting place of the agenda notice; and

**Whereas**, the Board of Trustees must designate at least one place to post the notice of all meetings of a quorum of the Board at which public business is discussed in a designated public place no less than 24 hours prior to said meeting, the notice of which must include specific agenda items when possible (C.R.S. 24-6-402(2)(c)).

**Now, therefore**, be it resolved by the Board of Trustees of the Pikes Peak Library District that:

1. The public bulletin board located on the main floor at the Penrose Public Library is the designated place to post the 24-hour notices as required by State Statute for all meetings of the Board of Trustees during 2020.
2. In addition, meeting notices and agendas are to be posted in at least three other District facilities no later than 24 hours prior to the meeting.
3. In addition, meeting notices, agendas, and meeting documents are to be posted on the District's web site no later than 24 hours prior to the meeting.

**Adopted**, this 22th day of January 2020

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Debbie English  
President  
Board of Trustees

**Resolution Designating Official Custodians of Records for the Pikes Peak Library District**

**WHEREAS**, the Board of Trustees of the Pikes Peak Library District ("District") is responsible for the management, control and supervision of all of the business and affairs of the District; and

**WHEREAS**, the Board of Trustees of the District has the authority to appoint an agent; and

**WHEREAS**, the Board of Trustees of the District has determined that it is appropriate to designate an official custodian of the District's records for the protection of such records and in order to permit their inspection by the person entitled to examine and copy such records in an orderly fashion.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Pikes Peak Library District that for calendar year 2020:

1. Official Custodians.
  - a. The Secretary of the Board of Trustees is hereby designated as the Primary Official Custodian responsible for the maintenance, care and keeping of all records of the District, except as provided herein.
  - b. The Executive Assistant to the Chief Librarian & CEO is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all official minutes of the regular, special and executive session meetings of the District, and all other legal records of the District. The location of all such records shall be the Penrose Library, 20 N. Cascade Ave., Colorado Springs, CO 80903.
  - c. The Chief Facilities Management Officer for the District's construction projects is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District's construction projects, subject to the control, supervision and direction of the Primary Official Custodian.
  - d. The Chief Financial Officer for the District is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District's finances, subject to the control, supervision and direction of the Primary Official Custodian.
  - e. The Chief Human Resources & Organizational Development Officer is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District's employee personnel records, subject to the control, supervision and direction of the Primary Official Custodian.
  - f. The Chief Public Services Officer is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District's patron records, subject to the control, supervision and direction of the Primary Official Custodian.
2. Agents of the Official Custodian. The Official Custodians shall have the authority to designate such agents as they shall determine appropriate to perform any and all acts necessary to enforce and execute the provision of the Resolution.

3. Inspection of Public Records. All public records of the District shall be open for inspection at the times designated herein, unless prohibited by the provisions of Part 2 of Title 24, Article 72 ("Open Records Act") or policies adopted by the Board of Trustees in conformance with the Open Records Act.
4. Request for Inspection. Request for inspection and copying of any public record(s) of the District shall be made to the office of the appropriate Official Custodian in writing and shall set forth the particular documents or record desired to be inspected or copied. If such document or record is available for inspection and copying, the appropriate Official Custodian will notify the applicant of the date, time and location where the material can be inspected or copied. If such public record is not available in such Official Custodian's office, the applicant shall be notified of this fact.
5. Times for Inspection. Inspection of the District's public records shall be made, where permitted by law, during normal business hours, Monday through Friday, except on holidays, at an hour specifically set by the appropriate Official Custodian for each particular request for inspection.
6. Copies, Print-Outs or Photographs of Public Records. In a case where a person has a right to inspect a public record under the control of the Official Custodian and requests in writing that the District furnish copies, print-outs or photographs thereof, the Official Custodian shall notify the applicant if such record is available for copying, and may furnish such copies, print-outs or photographs for a reasonable fee to be set by the Official Custodian, which shall not exceed twenty-five cents (\$.25) per page, unless the actual cost exceeds that amount, in which case the actual cost may be charged.
7. Exemptions. No person shall be permitted to inspect or copy any record of the District if, in the opinion of the Official Custodian after consultation with the District's general counsel, such inspection or copying would come within the prohibition of one or more exemptions set forth in the Open Records Act.

Adopted, this 22nd day of January 2020.

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Debbie English  
President  
Board of Trustees

**Resolution Approving Property Disposal Guidelines, Pursuant To State Statutes**

**Whereas**, State Statutes dictate the responsibilities for library Board of Trustees in terms of disposing library property; and

**Whereas**, the Board of Trustees of the Pikes Peak Library District (PPLD) should adopt a policy during January of each year that dictates how library property shall be disposed of during the year; and

**Whereas**, Colorado Revised Statute 24-90-109(1) states:

*"The Board of Trustees shall:*

*Sell, assign, transfer, or convey any property of the library, whether real or personal, which may not be needed within the foreseeable future for any purpose authorized by law, upon such terms and conditions as it may approve, and lease any such property, pending sale thereof, under an agreement of lease, with or without an option to purchase the same. The Board, prior to conveyance of such property, shall make a finding that the property may not be needed within the foreseeable future for library purposes, but no such finding shall be necessary if the property is sold or conveyed to a state agency or political subdivision of the state."*

**Whereas**, other library districts throughout Colorado have adopted a similar resolution on an annual basis to clearly dictate how property shall be disposed of during the year to comply with the State Statutes; and.

**Whereas**, the Library has several classes of assets the staff may identify for disposal, at such times PPLD may not need assets for library purposes in the near future, including:

- a. Library materials (books, CD's, etc)
- b. Information Technology (IT) and Audio/Visual (A/V) equipment (PC's, printers, monitors, servers, overhead projection system, large screen displays, etc.)
- c. Furniture and equipment (including, but not limited to, chairs, tables, shelving, telephones, other office items such as lamps and filing cabinets, book cases, cash registers, etc.)
- d. District fleet vehicles
- e. Real property (land and buildings owned by the Library)

**Now, therefore, the Board of Trustees of the Pikes Peak Library District resolves that the library staff will use the following guidelines for disposal of Library property during the year 2020:**

1. Any disposal of an item/system that has a value \$10,000.00 or more requires specific approval by the Board of Trustees before the asset can be disposed of in any manner.
2. PPLD staff may dispose of discarded or weeded library materials (books/materials weeded during 2020 calendar year which are no longer needed by PPLD) in one of the following methods:
  - a. Donated to the Friends of the Pikes Peak Library District for sale to the public.

- b. Taken to and sold at an auction house, or sold through an on-line vendor service or some other establishment that sells used books to the public. The Library receives the proceeds less a commission to the establishment for their services.
  - c. The Chief Librarian and Chief Executive Officer (CL&CEO) or CL&CEO designated representative may direct donating assets to charities or other non-profit organizations.
  - d. The CL&CEO or CL&CEO designated representative may direct giving assets to other political subdivisions of the State of Colorado.
  - e. Recycled when the PPLD staff has exhausted other methods of disposal. PPLD staff may dispose of items that are broken, destroyed or otherwise have no value in the same manner.
3. PPLD staff may dispose of IT and A/V equipment with a value less than \$10,000.00 that the Chief Information Officer (CIO) has certified is no longer needed or obsolete in the following manner:
- a. Library staff shall hold a public sale, only if the CIO estimates proceeds from the sale exceeds the estimated cost of conducting the public sale by more than \$1,000.00.
  - b. IT staff may take the equipment to an auction house, or sell assets through an on-line vendor service or some other establishment selling used IT equipment. The Library receives the proceeds less a commission to the establishment for their services.
  - c. CIO shall place IT and A/V equipment on the Library's Internet web site for a period not less than 1 week for IT equipment whose estimated value exceeds \$1,000.00 (per item) for sale to the public and staff for bids. PPLD staff will sell item to the highest bidder. The Chief Financial Officer (CFO) may place a legal notice in the local newspaper that promotes the item for sale, as deemed appropriate.
  - d. CIO shall place IT and A/V equipment on the Library's Internet web site for a period not less than 1 week for public sale for IT equipment the CIO determines with an estimated value less than \$1,000.00 (per item). The CIO can establish a sale price based on comparable sales of similar items on internet sale sites (i.e., E-bay, Craigslist, etc.). The CIO can group items together for sale as necessary to ensure quick removal from inventory.
  - e. CIO may return to the supplier for credit any equipment excess to the needs of the district.
  - f. CIO with CL&CEO or CL&CEO designated representative approval may donate IT and A/V equipment to the Friends of the Pikes Peak Library District for sale to the public.
  - g. CIO with CL&CEO or CL&CEO designated representative approval may donate IT and A/V equipment to charities or other non-profit organizations.
  - h. CIO with CL&CEO or CL&CEO designated representative approval may transfer IT and A/V equipment to other political subdivisions of the State of Colorado.
  - i. CIO may dispose of IT and A/V equipment through regulated IT and A/V disposal companies after other methods of disposal listed in previous paragraphs are exhausted. Items that are broken or otherwise have no value may be disposed of in the same manner. The CIO has the authority to



provide IT and A/V equipment that is non-functioning to the public at no cost should the CIO determine it is less costly to "give away" the equipment vice paying recycling cost(s).

- j. The CL&CEO or CL&CEO designated representative may direct the CIO to dispose of IT and A/V assets to other state or local government entities (i.e., public schools, etc.)
  - k. The CIO will determine the cost effectiveness of selling items, recycling items or giving items away against the overall staff resources associated with executing a "retail" sale of IT and A/V equipment. If the CIO determines it is not cost effective to conduct retail sales then the CIO will request CL&CEO or CL&CEO designated representative approval to bypass retail sales and proceed to equipment disposal.
  - l. Computer equipment, when obsolete and not subject to donation or sale, will be sent to a computer recycling firm for disposal, according to legislation prohibiting the wholesale dumping of such equipment. Upon disposal of capital assets, adjustments will be made to record the reduction of assets and accumulated depreciation in the financial records.
4. Surplus furniture and equipment with a value less than \$10,000.00 that is no longer needed or obsolete shall be disposed of in the following manner:
- a. Library staff shall hold a public sale, only if the estimate of proceeds will exceed the estimated cost of conducting the garage sale by more than \$1,000.00.
  - b. PPLD staff can take surplus furniture and equipment to an auction house, sold through an on-line vendor service, or some other establishment that sells surplus furniture and equipment to the public. The Library receives the proceeds less a commission to the establishment for their services.
  - c. PPLD staff shall place surplus furniture and equipment with an estimated value less than \$1,000.00 (per item) on the Library's Internet web site for a period not less than 1 week for sale to the public and staff to place bids. The item shall be sold to the highest bidder. The Chief Financial Officer may place a legal notice in the local newspaper that promotes the item for sale, as deemed appropriate.
  - d. PPLD staff shall place surplus furniture and equipment on the Library's Internet web site for a period not less than 1 week for public sale for surplus furniture and equipment with an estimated value less than \$1,000.00 (per item). PPLD staff can establish a sale price based on comparable sales of similar items on internet sale sites (i.e., E-bay, Craigslist, etc.). PPLD staff can group items together for sale as necessary to ensure quick removal from inventory.
  - e. PPLD staff can donate surplus furniture and equipment to the Friends of the Pikes Peak Library District for sale to the public.
  - f. PPLD staff can donate surplus furniture and equipment, with CL&CEO approval, to charities or other non-profit organizations.
  - g. PPLD staff can give surplus furniture and equipment, with CL&CEO approval, to other political subdivisions of the State of Colorado.
  - h. Surplus furniture and equipment may be disposed of through recycling when other methods of disposal have been exhausted. Items that are broken, destroyed or otherwise have no value may be disposed of in the same manner.

- i. The CL&CEO may direct disposal of surplus furniture and equipment to other state or local government entities (i.e., public schools, etc.)
5. Library fleet vehicles and real property (land and buildings) owned by the Library requires approval by the Board of Trustees prior to disposal in any manner.

**Adopted**, this 22<sup>nd</sup> day of January 2020.

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Debbie English  
President  
Board of Trustees

**Resolution Approving Contracts and Vendors with Projected 2020 Activity Greater Than \$100,000**

**Whereas**, the Financial Guidelines) dictate that the Board of Trustees must approve all contracts and purchases (singularly and in aggregate) in excess of \$100,000 annually; and

**Whereas**, Attachment A to this resolution includes the list of contracts, other estimated obligations and estimated purchases with vendors that either are or may be in excess of \$100,000 during 2020; and

**Whereas**, the Board of Trustees legally approved the expenditures when they approved the 2020 budget.

**Now, therefore, be it resolved** by the Board of Trustees of the Pikes Peak Library District that:

The list of contracts and all other obligations included under Attachment A to this resolution are approved for 2020 for the purposes stated and at the specified amounts.

**Adopted**, this 22nd day of January 2020.

---

Debbie English  
President  
Board of Trustees

**Attachment A**

**List of Contracts/Vendors with Projected 2020 Activity greater than \$100,000**

**1. Contract Purpose:** Rent charges – Cheyenne Mountain Library.

**Vendor:** Monitor Cheyenne LLC

**Status:** This amount represents the total rent due for all of 2020 in accordance with the lease agreement.

**Amount:** \$124,728

**2. Contract Purpose:** CAM charges – Cheyenne Mountain Library

**Vendor:** Monitor Cheyenne LLC

**Status:** This amount represents an estimate of the CAM charges for the Cheyenne Mountain Library for 2020. The amount is calculated in accordance with the provisions of the lease agreement.

**Amount:** \$28,000

**3. Contract Purpose:** Rent charges – Rockrimmon Library

**Vendor:** Monitor Rockrimmon LLC

**Status:** This amount represents the total rent due for all of 2020 in accordance with the lease agreement.

**Amount:** \$179,168

**4. Contract Purpose:** CAM charges – Rockrimmon Library.

**Vendor:** Monitor Rockrimmon LLC

**Status:** This amount represents an estimate of the CAM charges for the Rockrimmon Library for 2020. The amount is calculated in accordance with the provisions of the lease agreement.

**Amount:** \$45,000

**5. Contract Purpose:** Rent charges – Monument Library

**Vendor:** Woodmoor Village, LLC

**Status:** This amount represents the total rent due for all of 2020 in accordance with the lease agreement.

**Amount:** \$125,672

**6. Contract Purpose:** CAM charges – Monument Library.

**Vendor:** Woodmoor Village, LLC

**Status:** This amount represents an estimate of the CAM charges for the Monument Library for 2020. The amount is calculated in accordance with the provisions of the lease agreement.

**Amount:** \$27,810

**7. Contract Purpose:** Rent charges – Ruth Holley Library

**Vendor:** Murray Square Investments

**Status:** This amount represents the total rent due for all of 2020 in accordance with the lease agreement.

**Amount:** \$136,097

**8. Contract Purpose:** CAM charges – Ruth Holley Library.

**Vendor:** Murray Square Investments

**Status:** This amount represents an estimate of the CAM charges for the Ruth Holley Library for 2020. The amount is calculated in accordance with the provisions of the lease agreement.

**Amount:** \$36,020

**9. Contract Purpose:** Estimated utilities costs for 2020 – various District facilities.

**Vendor:** Colorado Springs Utilities

**Status:** It is recommended that an open purchase order be prepared for the following estimated utility costs:

Penrose	Water and Sewer charges	\$33,280
Penrose	Electricity charges	\$125,000
Penrose	Gas charges	\$23,000
East	Water and Sewer charges	\$32,000
East	Electricity charges	\$130,000
East	Gas charges	\$14,000
Chy. Mtn.	Gas charges	\$3,000
Chy. Mtn.	Electricity charges	\$13,300
Library 21C	Water and Sewer charges	\$33,280
Library 21C	Gas charges	\$29,493
Ruth Holley	Gas charges	\$3,193
Ruth Holley	Electricity charges	\$11,936
OCCB	Water and Sewer charges	\$843
OCCB	Electricity charges	\$7,000
OCCB	Gas charges	\$1,700
Rockrimmon	Electricity charges	\$9,500
Rockrimmon	Gas charges	\$2,100
Sand Creek	Water and Sewer charges	\$2,600
Sand Creek	Electricity charges	\$16,126
Sand Creek	Gas charges	\$3,400

**Amount:** The total of all open purchase orders listed above is \$494,751.

**10. Contract Purpose:** Payment of the El Paso County Treasurer's Office fees during 2020, as mandated by State Statute.

**Vendor:** El Paso County Treasurer's Office

**Status:** State Statutes authorize all County Treasurers to withhold 1.5% of all property tax collections made on behalf of other governmental entities within their jurisdiction. This charge has been imposed on the District since inception.

**Amount:** \$445,000

**11. Contract Purpose:** Broadband services

**Vendor:** Comcast Business

**Status:** Comcast provides broadband service for PPLD to meet requirements for internet services.

**Amount:** \$250,000

**12. Contract Purpose:** Offsite hosting services for SIRSI system annual support, and other services

**Vendor:** SIRSIDYNIX

**Status:** This amount covers the off-site hosting charges for the SIRSI system for 2020, and the support for other related services.

**Amount:** \$250,000

**13. Contract Purpose:** The District's share of the estimated 2020 contribution to the El Paso County Retirement Plan.

**Vendor:** El Paso County Retirement Plan

**Status:** The District offers a retirement plan benefit for all of its full time employees. The District contributes 8.0% of all full time employee salary to the El Paso County Retirement Plan. The District has participated in this plan for many years. The amount below is an estimate of the District's cost (only) for 2020.

**Amount:** \$1,100,000

**14. Contract Purpose:** Library book purchases - an estimate for 2020.

**Vendor:** Baker and Taylor

**Status:** Baker and Taylor is the District's secondary vendor for book purchases, and the primary provider for standing orders. In addition, some pre-processing processes are set up with Baker and Taylor. Baker and Taylor has been the District's primary vendor for many years.

**Amount:** \$200,000

**15. Contract Purpose:** Purchases of library materials (CD's, DVD's or other items) – 2020 “not to exceed” estimate.

**Vendor:** Midwest Tape

**Status:** The amount below is simply an estimate of how much the District will spend on library materials with this vendor during 2020. It is based on total annual amounts spent with this vendor during prior years. The District's Collection Management Department determines which vendor to use to purchase selected items, and it generally selects the vendor that offers the best price.

**Amount:** \$700,000

**16. Contract Purpose:** Purchase of periodicals and serials for 2020 and certain databases

**Vendor:** EBSCO

**Status:** The amount below represents an estimate of what the Library will pay during 2020 for the purchase of periodicals and serials (subscriptions) and databases. The District has used this vendor in the past because they provided the best services at the most competitive price rates.

**Amount:** \$150,000

**17. Contract Purpose:** Purchases of library materials (eBooks, CD's, DVD's, online platforms or other items) – 2020 “not to exceed” estimate.

**Vendor:** Recorded Books, Inc.

**Status:** The amount below is simply an estimate of how much the District will spend on library materials with this vendor during 2020. It is based on total annual amounts spent with this vendor during prior years. The District's Collection Management Department determines which vendor to use to purchase selected items, and it generally selects the vendor that offers the best price.

**Amount:** \$150,000

**18. Contract Purpose:** Telecommunications equipment

**Vendor:** Flair Data Systems, Inc.

**Status:** This amount includes the following:

- Annual Smartnet Subscription service required to perform monitoring of Cisco switches to facilitate switch maintenance.
- Vendor required enabling purchase of Cisco switch equipment used throughout PPLD to support switch replacement and technology refresh.
- Annual cost for systems engineering professional services critical to supporting Network Administration

**Amount:** \$450,000

**19. Contract Purpose:** Purchases of library materials – 2020 “not to exceed” estimate.

**Vendor:** Overdrive, Inc.

**Status:** The amount below is simply an estimate of how much the District will spend on electronic library materials with this vendor during 2020. It is based on total annual amounts spent with this vendor during prior years.

**Amount:** \$2,200,000

**20. Contract Purpose:** Office supplies - 2020

**Vendor:** Staples

**Status:** This amount covers an estimated amount of office supply purchases from Sun Office products.

**Amount:** \$200,000

**21. Contract Purpose:** Courier services

**Vendor:** Stat Courier Services

**Status:** This amount covers delivery services for all district facilities during 2020.

**Amount:** \$225,000

**22. Contract Purpose:** Library book purchases – an estimate for 2020

**Vendor:** Ingram

**Status:** Due to the results of the RFP for processing services, Ingram is the District’s primary vendor for book purchases for most materials. Ingram has shown to have the best discounts for materials, as well as superior processing, cataloging and shipping services.

**Amount:** \$1,250,000

**23. Contract Purpose:** Janitorial and carpet cleaning services

**Vendor:** Frank Martin

**Status:** This vendor is used to provide janitorial and carpet cleaning services throughout the District.

**Amount:** \$480,000

**24. Contract Purpose:** Purchase of computer equipment

**Vendor:** Dell Computer Corporation

**Status:** This vendor is used to purchase certain computer equipment such as laptops, PC’s, monitors, etc.

**Amount:** \$340,000



**25. Contract Purpose:** Maintenance for self-check equipment

**Vendor:** Bibliotheca, Inc.

**Status:** This amount covers the annual maintenance/service for self-check equipment.

**Amount:** \$125,000



**Interim Conflict of Interest Statement  
Pikes Peak Library District**

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- I. Certain activities sponsored by the Pikes Peak Library District (PPLD) may pose an actual or potential “conflict of interest” between a member of any one of the three PPLD Boards (Board of Trustees, PPLD Foundation, PPLD Friends of the Library), or any employee’s business or personal affiliations and his or her participation in that association. The following will serve as a guide to the possible types of activities that might cause conflicts of interest and that should be fully reported to the Executive Director or his/her designee:
- To hold, directly or indirectly, a position or financial interest in any outside concern from which the individual has reason to believe PPLD secures goods or services.
  - To hold, directly or indirectly, a position or financial interest in any outside concern that competes, directly or indirectly, with PPLD.
  - To render managerial or consultative services to any outside concern that does business with, or directly competes with PPLD.
  - To accept excessive gifts, entertainment, or other excessive favors from any outside concern that does, or is seeking to do, business with, or is a competitor of PPLD.
  - To participate, directly or indirectly, in any matter involving the District where they or a member of their family has a direct or indirect financial interest.
- Full disclosure of any situation in doubt should be made so as to permit an impartial and objective determination.
- II. Members of the PPLD Board of Trustees, the PPLD Foundation, the Friends of the PPLD and employees asked to serve as officers or on committees must be aware of potential conflicts of interest and the possible effects of such conflicts on PPLD. Such activities include, but are not limited to:
- Service as an elected or appointed officer.
  - Service on nominating committees; service on award committees.
  - Service as a liaison from PPLD to other organizations within or beyond Pikes Peak Library District.
  - Discussion and evaluation of standards for services received from suppliers and other vendors.
  - Awarding of contracts to investment firms or consultants.
  - Participation in programs or presentations to the membership as a whole.
  - Other activities that may influence or have financial implications on one's work or personal life.
- III. No member of the PPLD Board of Trustees, the PPLD Foundation, the Friends of the PPLD, or any employee should make, participate in making, or use his/her PPLD position to influence the making of any committee, section or division decision in which the member has a direct or indirect financial or personal interest.
- If a member of the PPLD Board of Trustees, the PPLD Foundation, the Friends of the PPLD or any employee determines that he/she should not participate in a decision due to an actual or potential conflict of interest, disclosure should be made to either the group chair or group as a whole.
  - In the case of a voting body, the determination and disclosure should be made part of the official record of the body, and the member should abstain from action on the matter(s) in conflict.
  - In the case of a committee appointment, the disclosure should be made in writing to the appropriate appointing officer.
  - In the case of disclosure of potential conflicts of interest, written or verbal, by committee appointees, written response should be received from the appropriate appointing officer or nominating committee.
  - Potential conflicts of interest should be disclosed to nominating committees prior to agreeing to run for office.
- IV. Any member of the PPLD Board of Trustees, the PPLD Foundation, the Friends of the PPLD or any employee who is unsure of his/her responsibilities in this area may request assistance from the Chief Librarian & CEO or his/her designee.
- V. If a member of the PPLD Board of Trustees, the PPLD Foundation, the Friends of the PPLD or any employee fails to identify a conflict of interest that may reflect negatively on the actions of PPLD, following appropriate review the Chief Librarian & CEO or his/her designee may recommend appropriate and or corrective action, up to and including termination of employment.

(This statement is to be readopted by the PPLD Board of Trustees each year.)

**PIKES PEAK LIBRARY DISTRICT STATEMENT OF ECONOMIC INTEREST**

Updated May 2007 – Readopted January 22, 2020

Pursuant to the purposes and intent of the Pikes Peak Public Library District (PPLD) Board of Trustees requiring disclosure of certain interests, a copy of which has been furnished to me, I hereby state that I, or members of my immediate family have the following affiliations of interest, and/or have taken part in the following transactions that, when considered in conjunction with my position, may constitute a conflict of interest. (Check NONE where applicable).

**1. Financial and Business Arrangements**

**( ) NONE**

Describe any financial arrangements or other continuing financial, business or professional dealings with business associates, clients or customers who may be affected by policies/work product that you will influence through the duties of the position you hold.

\_\_\_\_\_

**2. Organizational Loyalties**

**( ) NONE**

List and describe, with respect to yourself or your immediate family, any affiliation with any organizational entity that might affect how you vote or make decisions for the PPLD. Examples might be other board positions or professional organizations to which you belong.

\_\_\_\_\_

\_\_\_\_\_

**3. Investments and Other Obligations**

**( ) NONE**

List any investments, obligations, liabilities, or other financial relationships, including real estate holdings, which constitute potential conflicts of interest through the duties of the position you hold.

\_\_\_\_\_

**4. Business Relationships**

**( ) NONE**

Describe any business relationship, dealing or financial transaction during the last five years whether for yourself, on behalf of a client, or acting as an agent, that constitutes a potential conflict of interest with the duties of the position which you hold.

\_\_\_\_\_

**5. Fiduciary Relationships**

**( ) NONE**

List names of all corporations, firms, partnerships or other business enterprises, and all nonprofit organizations, and other institutions with which you are now, or during the past five years have been, affiliated as an officer, owner, director, trustee, partner, advisor, attorney or consultant.

\_\_\_\_\_

**6. Disciplinary Actions**

**( ) NONE**

Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct by, or are currently the subject of a formal complaint procedure in any court, administrative agency, professional association, disciplinary committee, or other professional group? If so, please provide full details.

\_\_\_\_\_

**7. Acceptance of Gifts**

**( ) NONE**

List and describe, with respect to yourself or your immediate family, any accepted gifts, gratuities or entertainment; that might influence your judgment or actions concerning business of PPLD.

\_\_\_\_\_

**8. Library Information**

**( ) NONE**

List and describe, with respect to yourself or your immediate family, any instances in which you have disclosed or used information relating to PPLD's business for the personal profit or advantage of yourself or any members of your immediate family.

\_\_\_\_\_

**I hereby agree to report to the Chief Librarian & CEO or his/her designee any change in the responses to each of the foregoing questions that may result from changes in circumstances before completion of my next questionnaire.**

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_








Printed Name: \_\_\_\_\_

Insurance Policies - 2020

During 2015, the District completed a formal RFP process to select an insurance consultant for all non-employee benefit-related insurance policies. The consultant selected was HUB International (HUB).

HUB obtained renewal quotes for 2020 from our current carriers, as follows (including 2019 insurance policies/premiums for comparative purposes):

**Premium Summary**

Coverage	Expiring		Renewal	
	Carrier	Premium	Carrier	Premium
<b>Property including Equipment Breakdown</b>		\$80,000		\$83,524
<b>Inland Marine</b>		Included		Included
<b>General Liability</b>		\$19,965		\$22,252
<b>Business Automobile</b>		\$4,086		\$4,225
<b>Umbrella Liability</b>		\$8,057		\$9,777
<b>Abuse &amp; Molestation</b>		Included		Included
<b>Workers Compensation &amp; Employers Liability*</b>		\$46,507		\$39,573
<b>Public Officials Liability</b>		\$14,419		\$15,180
<b>Volunteer/Accident</b>				\$4,556
<b>Cyber Liability</b>		\$3,690		\$3,950
<b>Crime</b>		\$5,721		\$5,721
<b>Brokerage Consulting Fee</b>		\$17,000		\$17,000
		<b>\$204,001</b>		<b>\$205,076</b>

Please note the District elected to pay the consultant this fee directly to HUB.

The policy coverage is substantially the same between the 2019 (Expiring) and 2020 (Renewal).

The District has not had any significant claims for the past several years, and when claims do occur, they have been appropriately managed and resolved by both District and Insurance personnel. This helps keep the premium cost comparable from year-to-year.

HUB's consulting fee for 2020 is \$17,000, which is the same as their 2019 fee.

**Recommendation**

Management recommends the Board of Trustees approve the renewal policy premiums listed above for the District's 2020 insurance policies, along with HUB's consulting fee of \$17,000, for a total cost of \$205,076.

## Pikes Peak Library District Board of Trustees Volunteer Agreement

Pikes Peak Library District (the District) is thankful for the talents and time that our volunteers provide. As a member of the Pikes Peak Library District Board of Trustees (Board member), you fill an important role in elevating the communities served by the District by inspiring a love of reading, discovery and connection.

### Role of the Board

- The role of the Board is to provide for the orderly and efficient management and control of the District by employing the Chief Librarian and CEO (Chief Librarian) who is the executive and administrative officer of the District and who manages the District in accordance with District policy and Colorado state law.
- The Pikes Peak Library District Board of Trustees is a governing board whose authority lies in actions taken by a quorum of the Board. In the case of the Pikes Peak Library District Board of Trustees, a quorum is four (4) members.
- Individual trustees have no authority to act on behalf of the Board unless delegated such authority by Board action.
- Federal, state, and local laws, the Pikes Peak Library District Board of Trustees Bylaws, including District ethics, and other adopted guiding documents, apply to the Board. The full Board - and each individual member of the Board – is responsible to abide by such laws, rules and policies.

### Conduct of the Board

- Board members shall conduct themselves in accordance with Colorado law, including, without limitation, the Colorado Open Meetings Law, Sections 24-6-401, *et seq.*, C.R.S. and the Code of Ethics for public officials, Sections 24-18-101, *et seq.*, C.R.S., and all other applicable laws, rules, and policies, including without limitation, Board Bylaws and District policies.
- Board members occupy a position of public trust and must avoid conflicts of interest and situations that would tend to improperly influence a reasonable person in a Board member's position to depart from the faithful and impartial discharge of their duties.
- Board members shall respect the confidential nature of District business while adhering to the Colorado Open Records Act, sections 24-72-200.1 *et seq.*, C.R.S., and all other applicable laws governing freedom of information.
- Board members shall respect and support the legitimacy and authority of all Board decisions, regardless of personal position on the matter. When presenting personal opinions or positions on matters pertaining to the District or District business, Board members shall explicitly state that they are not representing the District or the Pikes Peak Library District Board of Trustees.
- Board members shall not interfere with the duties of the Chief Librarian nor undermine the authority of the Chief Librarian, but they can ask legitimate questions while staying within the Board's, the Chief Librarian's and the staff's respective roles.
- Board members will exemplify the District's core values of being welcoming, respectful, innovative, trustworthy and resilient while acting in a professional manner.

- Board members represent the whole community and not a particular interest, area, or group.

### Expectations

- Board members must honor the District will full commitment to governing with integrity, to being engaged within the community, to promote the District, and to learning about the important roles that the District plays in the communities it serves.
- Since Board members must stand behind District policies, each Board member should understand clearly the purpose for each policy; understand how it is implemented, and read carefully any new, proposed, or updated policies.
- Board members should be well informed of local, state, and national developments that are relevant or of importance to the District or to libraries in general.
- Board members must follow through with assigned duties to the best of their abilities.
- Board members are expected to participate in meetings, having reviewed the materials, and be ready to engage with action items.
- Board members should attend all required meetings unless there is good cause or unforeseen conflict.

### Compliance

- If a Board member is, or appears to be, in conflict with this Board of Trustees Volunteer Service Agreement, they will be asked to speak with the President of the Board.
- The President and Vice President of the Board of Trustees will make a recommendation to the full Board based on their findings.

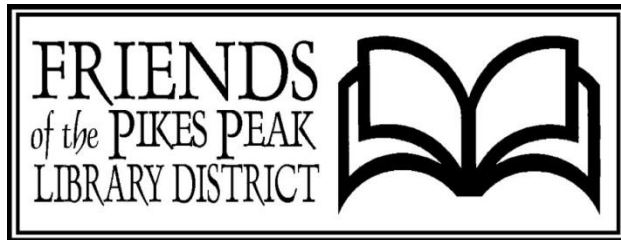
I understand that as a member of the Pikes Peak Library District Board of Trustees, I can be removed by majority votes of the El Paso County Board of Commissioners and the Colorado Springs City Council upon a showing of good cause, as stated in the Bylaws.

I hereby attest that I will abide by this agreement in my role as a Pikes Peak Library District Board of Trustees volunteer Board member.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



*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*

Friends of the Pikes Peak Library District Report  
January 22, 2020

- New Friends officers for 2020:
  - Steve Adams, president
  - Rita Jordan, vice president
  - Pat Webb, secretary
  - Beverly Fulton, treasurer
- Added new board members—Ken Krassy, Frances Gomeztagle
- Adopted balanced budget for 2020 including new funding requests
- Beth Crumrine appointed fulltime Operations Coordinator in lieu of new Volunteer Coordinator
- Online book sales continue strong
- 2019 membership—925 (210 new); net income app. \$5K
- Ongoing:
  - Reconstituting Communications Committee for creation of monthly newsletter
  - Formalizing & tightening policy for handling of branch Friends funds
- Literary Awards scheduled for April 23 at Marriott Hotel
  - Frank Waters—Jim Fergus
  - Golden Quill—Don Kallaus & Angela Crews
- Annual meeting scheduled Jan. 25 at 21C, 10 a.m. to 12 noon





## REPORT – January 22, 2020

Welcome Aubrey Fennewald, PPLD Corporate and Foundation Relations Manager

Attended 2020 Census grant recipient webinar (3 Dec) and grant recipient meeting (4 Dec) with Sarah Johnson, City of Colorado Springs City Clerk, and Shannon Rauhen, Development Director from YMCA of the Pikes Peak Region

Submitted El Pomar grant request for Rob Hilbert Nonprofit Resource Center for 2020-2022

Submitted Letter of Interest for Google/ALA Entrepreneur Program Grant

Submitted two Wal-Mart Local Community Grant Applications

Received \$5,000 bequest from Valerie L. Powell estate

Renewed Enterprise Zone Tax Credit MOU for 2020 with El Paso County

Promoted CO Gives Day and Give! campaigns as part of year end giving appeals

Sent more than 1,400 appeal direct mail letters for year-end giving campaign to PPLD volunteers

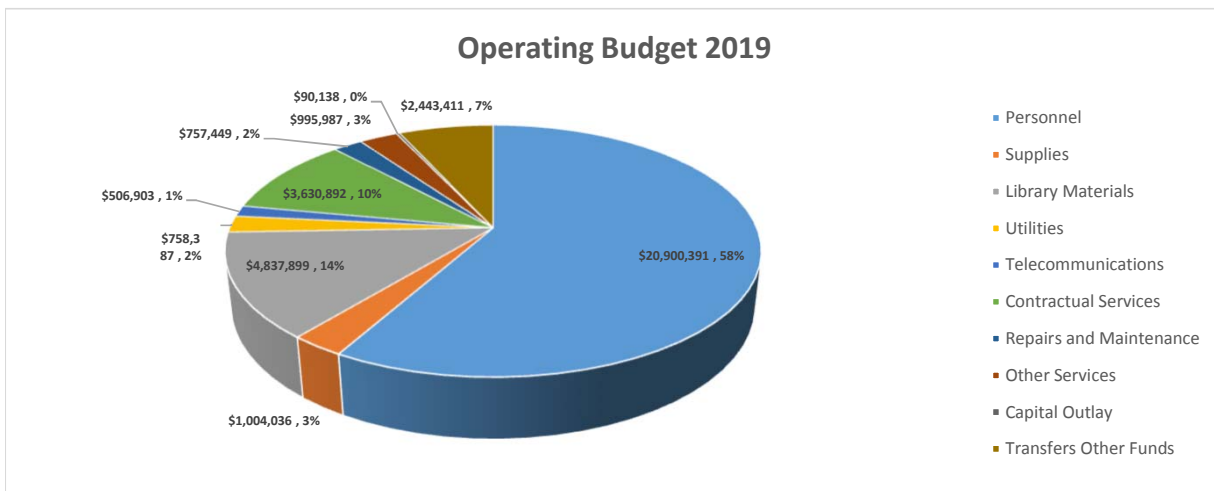
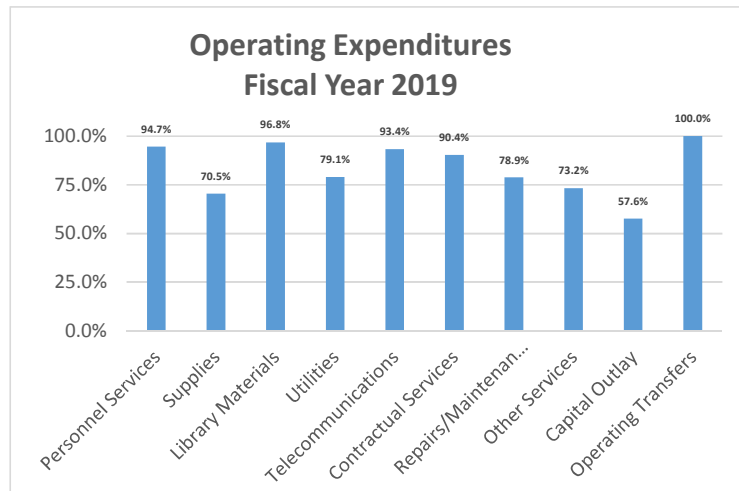
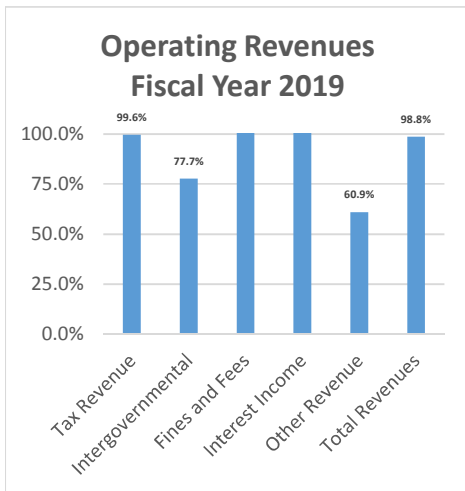
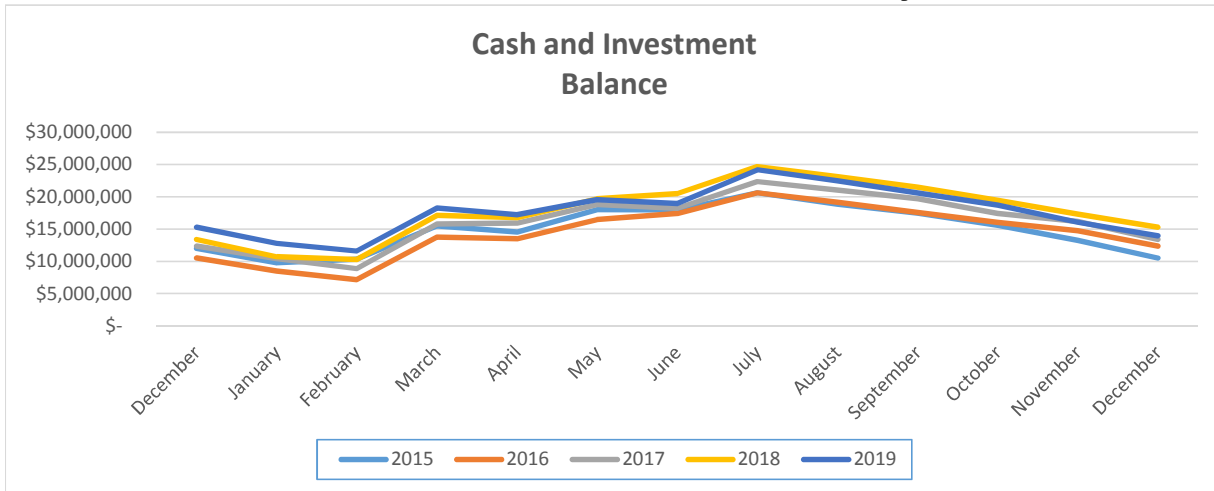
Sent more than 470 appeal emails to PPLD staff to increase staff giving

Attended Branch Friends of Pikes Peak Library District meeting

Met with Julie Edmonds from Challenger Homes

# Pikes Peak Library District Financial Dashboard

## December 2019 Preliminary



**Pikes Peak Library District**

**December 2019 Preliminary Financial Report**

Presented to Board of Trustees January 22, 2020

Pikes Peak Library District  
 General Fund Summary  
 For the Year Ended December 31, 2019

General Fund	Year-To-Date				Notes
	2019	2018	Change	% Chg.	
<b>Revenues</b>					
Property taxes	\$ 28,250,236	\$ 26,834,122	\$ 1,416,114	5.3%	
Specific ownership taxes	3,486,228	3,410,423	75,805	2.2%	
Fines/fees	119,029	129,637	(10,609)	-8.2%	
Investment earnings	426,392	386,590	39,802	10.3%	
Other	709,430	807,492	(98,063)	-12.1%	
<b>Total Revenues</b>	<b>\$ 32,991,314</b>	<b>\$ 31,568,265</b>	<b>\$ 1,423,050</b>	<b>4.5%</b>	

Pikes Peak Library District  
Statement of Revenues  
General Fund  
For the Year Ended December 31, 2019

Percent of Year 100.0%

Account Description	2019 Budget	YTD Actual	Variance	% Collected
<b>Tax Revenue</b>				
Property taxes				
Current	\$ 28,477,334	\$ 28,256,410	\$ (220,924)	99.2%
Abatements/refunds	(140,000)	(80,924)	59,076	57.8%
Omitted properties	6,000	6,145	145	102.4%
Delinquent	17,000	20,995	3,995	123.5%
Penalties/interest	36,000	38,420	2,420	106.7%
Specific ownership taxes	3,450,000	3,486,228	36,228	101.1%
Local government in lieu of prop. taxes	10,500	9,190	(1,310)	87.5%
<b>Total Tax Revenue</b>	<b>31,856,834</b>	<b>31,736,464</b>	<b>(120,370)</b>	<b>99.6%</b>
<b>Intergovernmental</b>				
Federal - eRate Funding	200,000	125,102	(74,898)	62.6%
State Grant - library materials	145,000	143,026	(1,974)	98.6%
<b>Total Intergovernmental</b>	<b>345,000</b>	<b>268,128</b>	<b>(76,872)</b>	<b>77.7%</b>
<b>Fines and Fees</b>	<b>100,000</b>	<b>119,029</b>	<b>19,029</b>	<b>119.0%</b>
<b>Interest Income</b>	<b>380,000</b>	<b>426,392</b>	<b>46,392</b>	<b>112.2%</b>
<b>Other Revenue</b>				
Donations/grants/gifts				
PPLD Foundation	567,559	252,399	(315,160)	44.5%
Other	18,000	35,927	17,927	199.6%
Copier charges/PMS charges	96,000	107,169	11,169	111.6%
Parking lot collections	33,000	22,690	(10,310)	68.8%
Merchandise sales	-	4,736	4,736	100.0%
Miscellaneous	4,500	12,374	7,874	275.0%
Asset sales proceeds	5,000	6,007	1,007	120.1%
<b>Total Other Revenue</b>	<b>724,059</b>	<b>441,302</b>	<b>(282,757)</b>	<b>60.9%</b>
<b>Total General Fund Revenues</b>	<b>\$ 33,405,893</b>	<b>\$ 32,991,314</b>	<b>\$ (414,579)</b>	<b>98.8%</b>

**Pikes Peak Library District  
General Fund Summary  
For the Year Ended December 31, 2019**

General Fund	Year-To-Date				Notes
	2019	2018	Change	% Chg.	
<b>Expenditures</b>					
Personnel	\$ 19,795,947	\$ 18,408,928	\$ 1,387,019	7.5%	
Supplies	707,737	677,683	30,054	4.4%	
Library materials	4,685,021	4,598,195	86,826	1.9%	
Utilities	599,561	616,812	(17,251)	-2.8%	
Telecommunication costs	473,673	479,181	(5,508)	-1.1%	
Contractual services	3,283,275	2,977,349	305,926	10.3%	1
Repairs and maintenance	597,464	538,902	58,562	10.9%	
Other services	729,259	571,192	158,067	27.7%	2
Capital outlay	51,932	54,741	(2,809)	-5.1%	
Operating transfers - other funds	2,443,411	2,441,064	2,347	0.1%	
<b>Total Expenditures</b>	<b>\$ 33,367,280</b>	<b>\$ 31,364,048</b>	<b>\$ 2,003,232</b>	<b>6.4%</b>	

- 1 Activity in 2019 is greater than 2018 by more than \$25,000 in the following accounts: treasurer's fees, consulting, programming and maintenance - computer equipment. In most cases, there has been more activity in these accounts versus the activity during the same period in 2018. In addition, prices are simply higher in 2019 versus 2018.
- 2 Training costs for 2019 exceeds 2018 by about \$67,000. Costs for community outreach for 2019 exceeds 2018 costs by about \$31,000. Activity in the designated funds for 2019 was about \$31,000 higher than 2018. Finally, mileage costs for 2019 exceeds the 2018 total by about \$26,000 simply due to more activity in 2019.

Pikes Peak Library District  
Statement of Expenditures  
General Fund  
For the Year Ended December 31, 2019

Percent of Year 100.0%

Account Description	2019 Budget	YTD Actual	Available Budget	% Used
<b>Personnel Services</b>				
Regular employees	\$ 16,048,914	\$ 15,212,201	\$ 836,714	94.8%
Temporary employees	22,000	16,161	5,839	73.5%
Substitute employees	446,329	367,764	78,565	82.4%
Work-Study And internship	6,383	2,461	3,922	38.6%
Social security contributions	1,296,046	1,145,365	150,681	88.4%
Retirement contributions	1,033,468	920,212	113,256	89.0%
Health Plan contributions	1,750,000	1,889,719	(139,719)	108.0%
Unemployment insurance	47,250	34,360	12,890	72.7%
Workers compensation	85,000	43,962	41,038	51.7%
Vision Plan insurance	62,000	59,509	2,491	96.0%
Life A&D insurance	63,000	62,173	828	98.7%
Tuition assistance	40,000	42,061	(2,061)	105.2%
<b>Total Personnel Services</b>	<b>20,900,391</b>	<b>19,795,947</b>	<b>1,104,445</b>	<b>94.7%</b>
<b>Supplies</b>				
General	370,950	231,386	139,563	62.4%
Microform	950	-	950	0.0%
Software purchases/licenses	339,025	325,510	13,514	96.0%
Computer supplies	50,000	33,728	16,272	67.5%
Processing	102,217	15,569	86,648	15.2%
Office	78,554	72,846	5,708	92.7%
Other	62,341	28,698	33,643	46.0%
<b>Total Supplies</b>	<b>1,004,036</b>	<b>707,737</b>	<b>296,298</b>	<b>70.5%</b>
<b>Library Materials</b>				
Audio-visual materials	683,921	554,569	129,351	81.1%
Books	1,318,227	1,159,420	158,807	88.0%
e-materials	1,958,396	2,135,047	(176,651)	109.0%
Library materials - other	205,044	201,097	3,947	98.1%
Microforms	5,000	-	5,000	0.0%
Periodicals	107,653	105,074	2,579	97.6%
Serials	24,297	13,921	10,376	57.3%
Databases - online services	535,342	512,214	23,128	95.7%
Memorials	20	3,679	(3,659)	0.0%
<b>Total Library Materials</b>	<b>4,837,899</b>	<b>4,685,021</b>	<b>152,878</b>	<b>96.8%</b>
<b>Utilities</b>				
Gas	109,168	62,381	46,787	57.1%
Electric	526,156	426,832	99,324	81.1%
Water/sewer	115,219	103,157	12,062	89.5%

Pikes Peak Library District  
Statement of Expenditures  
General Fund  
For the Year Ended December 31, 2019

Percent of Year 100.0%

Account Description	2019 Budget	YTD Actual	Available Budget	% Used
Storm water fees	7,844	7,191	654	91.7%
<b>Total Utilities</b>	<b>758,387</b>	<b>599,561</b>	<b>158,826</b>	<b>79.1%</b>

**Telecommunications**

Data	300,000	338,338	(38,338)	112.8%
Voice	123,903	69,725	54,178	56.3%
Cellular	78,000	62,683	15,317	80.4%
Expansion	5,000	2,927	2,073	58.5%
<b>Total Telecommunications</b>	<b>506,903</b>	<b>473,673</b>	<b>33,230</b>	<b>93.4%</b>

**Contractual Services**

Janitorial services	330,000	319,596	10,404	96.8%
Carpet cleaning services	117,000	125,030	(8,030)	106.9%
Library facility rental	566,473	545,350	21,123	96.3%
Common area maintenance	156,052	157,205	(1,153)	100.7%
Storage rental	16,800	16,200	600	96.4%
Audit	45,000	45,585	(585)	101.3%
Legal	65,000	80,139	(15,139)	123.3%
Consultant	266,500	160,484	106,016	60.2%
Cataloging	50,600	30,847	19,753	61.0%
Trash removal	22,925	21,136	1,789	92.2%
Copier services	56,000	62,032	(6,032)	110.8%
Courier services	222,231	186,963	35,268	84.1%
Liability/property insurance	184,500	153,249	31,251	83.1%
Collection agency fees	30,000	28,640	1,360	95.5%
Printing	125,000	98,443	26,557	78.8%
Programming	400,564	304,430	96,134	76.0%
Treasurer fees	420,000	422,909	(2,909)	100.7%
Microfilming services	25,101	4,024	21,078	16.0%
Computer support agreements	301,500	289,453	12,047	96.0%
Computer equipment maintenance	147,000	146,955	45	100.0%
Software licenses	19,000	17,227	1,773	90.7%
Employee Assistance Program	20,000	13,905	6,095	69.5%
Parking	43,646	53,474	(9,828)	122.5%
<b>Total Contractual Services</b>	<b>3,630,892</b>	<b>3,283,275</b>	<b>347,617</b>	<b>90.4%</b>

**Repairs and Maintenance**

Grounds maintenance	75,500	72,984	2,516	96.7%
Vehicle operating costs	70,250	67,607	2,643	96.2%
Equipment maintenance	373,244	318,009	55,236	85.2%
Equipment repairs	61,394	8,842	52,552	14.4%
Furniture repairs	34,310	24,618	9,692	71.8%



Pikes Peak Library District  
Statement of Expenditures  
General Fund  
For the Year Ended December 31, 2019

Percent of Year 100.0%

Account Description	2019 Budget	YTD Actual	Available Budget	% Used
Building repairs	142,750	105,405	37,345	73.8%
<b>Total Repairs and Maintenance</b>	<b>757,449</b>	<b>597,464</b>	<b>159,985</b>	<b>78.9%</b>
<b>Other Services</b>				
Translation services	500	412	88	82.4%
Advertising	1,000	468	532	46.8%
Bank And trustee Fees	11,600	10,087	1,513	87.0%
School engagement	1,000	959	41	95.9%
Mileage/Travel reimbursement	74,400	76,794	(2,394)	103.2%
Employee recruitment	50,500	20,182	30,318	40.0%
Employee testing	500	-	500	0.0%
Dues and memberships	63,153	40,426	22,728	64.0%
Merchandising	15,500	3,064	12,436	19.8%
Employee recognition	20,525	12,790	7,735	62.3%
Board of Trustees	7,000	2,314	4,686	33.1%
Community outreach	116,915	106,812	10,102	91.4%
Training	319,104	254,806	64,298	79.9%
Signage	20,200	11,346	8,854	56.2%
Bindery	10,000	3,873	6,127	38.7%
Summer Reading Club	29,686	29,531	155	99.5%
Patron reimbursement	500	-	500	0.0%
Postage	62,500	70,007	(7,507)	112.0%
Volunteer program	5,900	5,051	849	85.6%
Safety and wellness	18,500	13,164	5,336	71.2%
Other grant/donation expenditures	132,384	43,998	88,386	33.2%
Administrative support	10,500	1,858	8,642	17.7%
Equipment rental	3,620	3,284	337	90.7%
Other	20,500	18,034	2,467	88.0%
<b>Total Other Services</b>	<b>995,987</b>	<b>729,259</b>	<b>266,728</b>	<b>73.2%</b>
<b>Capital Outlay</b>				
Other	90,138	51,932	38,207	57.6%
<b>Total Capital Outlay</b>	<b>90,138</b>	<b>51,932</b>	<b>38,207</b>	<b>57.6%</b>
<b>Operating Transfers to Other Funds</b>				
Fund transfers out	2,443,411	2,443,411	-	100.0%
<b>Total Expenditures</b>	<b>\$ 35,925,494</b>	<b>\$ 33,367,280</b>	<b>\$ 2,558,214</b>	<b>92.9%</b>

**Pikes Peak Library District  
Special Revenue Funds  
For the Year Ended December 31, 2019**

<b>Fund Balance - January 1, 2019</b>	\$ 160,757
<b>Expenditures</b>	41,271
<b>Fund Balance - December 31, 2019</b>	<u><u>\$ 119,486</u></u>

**Fund Balance - By Fund - December 31, 2019**

Annual Fund	\$ 212
Cheyenne Mountain Library Fund	812
Fountain Branch Library Fund	3,768
High Prairie Library Fund	92,626
Sand Creek Library Fund	15,583
1905 Carnegie Library Facility Fund	4,374
Carnegie Garden Support Fund	998
Special Collections Support Fund	1,113
	<u><u>\$ 119,486</u></u>

Pikes Peak Library District  
 East Library Capital Projects Fund  
 For the Year Ended December 31, 2019

Account Description	Approved Budget	Mid-Year Adjustment	Revised Budget	2019 Activity	Encumbrances	Available Budget
<b>Revenues and Other Sources of Funds</b>						
Donations-PPLD Foundation	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000
Fund Transfers In	139,627	-	139,627	139,627	-	-
<b>Total Revenues and Other Sources of Funds</b>	<b>144,627</b>	<b>-</b>	<b>144,627</b>	<b>139,627</b>	<b>-</b>	<b>5,000</b>
<b>Expenditures</b>						
Chiller Roof Structure Over Pit	19,000	-	19,000	8,715	10,285	-
Roofing Evaluation & Design	30,000	-	30,000	-	-	30,000
Window Screen/Shades-Children	1,627	(1,627)	-	-	-	-
External Filtration System	10,000	(8,093)	1,907	1,907	-	-
Replace Emergency Generator	60,000	23,065	83,065	1,950	650	80,465
Enclose Chiller Pit	-	15,398	15,398	3,665	4,933	6,800
Reading Bay Area Furniture	15,000	5,000	20,000	-	15,615	4,385
Patio Furniture (Fundraising)	5,000	(5,000)	-	-	-	-
Shared Workstation - 4-Person	4,000	(1,235)	2,765	2,765	-	-
Additional Study Room Chairs	-	3,500	3,500	3,547	-	(47)
Reface Cabinets In Story Office	-	5,500	5,500	-	-	5,500
Contingency	-	39,645	39,645	-	-	39,645
IT Equipment	-	2,071	2,071	-	-	2,071
<b>Total Expenditures</b>	<b>\$ 144,627</b>	<b>\$ 78,224</b>	<b>\$ 222,851</b>	<b>22,549</b>	<b>\$ 31,483</b>	<b>\$ 168,819</b>
<b>Excess Revenues over Expenditures</b>				<b>117,078</b>		
<b>Fund Balance - January 1, 2019</b>				<b>78,224</b>		
<b>Fund Balance - December 31, 2019</b>				<b>\$ 195,302</b>		

Pikes Peak Library District  
 Penrose Library Capital Projects Fund  
 For the Year Ended December 31, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
<b>Revenues and Other Sources of Funds</b>						
Fund Transfers In	\$ 96,700	\$ -	\$ 96,700	\$ 96,700	\$ -	\$ -
<b>Expenditures</b>						
Asphalt Crack Fill	15,500	-	15,500	15,764	-	(264)
Roofing Evaluation	30,000	-	30,000	-	-	30,000
Roof Inspection And Repairs	-	5,130	5,130	-	-	5,130
Replace Existing Parking Meter	-	50,000	50,000	-	-	50,000
Penrose Campus Project	-	850,363	850,363	558,554	-	291,809
Replace Lobby Rooftop Unit	23,500	-	23,500	20,544	-	2,956
Replace Existing Fire Panel	18,500	-	18,500	16,921	-	1,579
Charging Station Outlets	2,000	-	2,000	-	-	2,000
Larger Trash Receptacles	3,600	-	3,600	-	-	3,600
Adjustable Height Desks	3,600	-	3,600	852	-	2,748
Chiller Replacement	-	55,000	55,000	-	-	55,000
Penrose Renovation Contingency	-	42,875	42,875	2,514	-	40,361
<b>Total Expenditures</b>	<b>\$ 96,700</b>	<b>\$ 1,003,368</b>	<b>\$ 1,100,068</b>	<b>\$ 615,149</b>	<b>\$ -</b>	<b>\$ 484,919</b>
<b>Excess Revenues over Expenditures</b>				(518,449)		
<b>Fund Balance - January 1, 2019</b>				1,003,368		
<b>Fund Balance - December 31, 2019</b>				<u>\$ 484,919</u>		

Pikes Peak Library District  
Library 21c Capital Projects Fund  
For the Year Ended December 31, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
<b>Revenues and Other Sources of Funds</b>						
Fund Transfers In	\$ 1,156,100	\$ -	\$ 1,156,100	\$ 1,156,100	\$ -	\$ -
<b>Expenditures</b>						
Venue Improv & Equip	-	33,676	33,676	-	-	33,676
Concrete Walkway Ea To South	-	19,500	19,500	-	-	19,500
Courtyard Improvements	-	20,000	20,000	19,916	-	84
Roof Replacement	1,035,000	(52,637)	982,363	663,879	192,056	126,428
Replace Skylight/Repairs	108,000	-	108,000	104,560	-	3,440
Re-Bulb Children's Area	1,200	-	1,200	-	-	1,200
Children's Shelf Movers	2,500	-	2,500	-	-	2,500
Studio Column, Make Space	1,000	-	1,000	-	-	1,000
Roof Repairs	-	2,350	2,350	-	-	2,350
Signage	-	5,000	5,000	-	4,850	150
Improv Teen Gaming Room	-	9,409	9,409	-	-	9,409
Ent & Make li Window Treatment	-	4,152	4,152	-	-	4,152
Roof Replacement	-	40,200	40,200	13,938	-	26,262
Office Chairs-Meeting Room	7,200	-	7,200	7,200	-	-
Tables-Adjustable Height, Cm	1,200	-	1,200	-	-	1,200
Audio Booth	-	2,000	2,000	-	-	2,000
New Teen Service Desk	-	1,200	1,200	-	-	1,200
Contingency	-	101,068	101,068	67,668	2,264	31,136
Install Additional Can Lights	-	1,200	1,200	-	-	1,200
Munis Record Management System	-	30,000	30,000	-	-	30,000
Av Equipment Maintenance	-	4,686	4,686	3,716	-	970
Studio Noise Mitigation	-	21,979	21,979	1,417	-	20,562
Increase Stage Size	-	4,908	4,908	1,788	-	3,120
Venue Led Lighting	-	3,572	3,572	3,095	-	477
<b>Total Expenditures</b>	<b>\$ 1,156,100</b>	<b>\$ 252,264</b>	<b>\$ 1,408,364</b>	<b>887,177</b>	<b>\$ 199,170</b>	<b>\$ 322,017</b>
<b>Excess Revenues over Expenditures</b>				<b>268,923</b>		
<b>Fund Balance - January 1, 2019</b>				<b>252,263</b>		
<b>Fund Balance - December 31, 2019</b>				<b>\$ 521,186</b>		

Pikes Peak Library District  
 Capital Reserve Fund  
 For the Year Ended December 31, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
<b>Revenues and Other Sources of Funds</b>						
Donations-PPLD Foundation	\$ 123,000	\$ -	\$ 123,000	\$ -	\$ -	\$ (123,000)
Fund Transfers In	1,050,984	-	1,050,984	1,050,984	-	-
<b>Total Revenues and Other Sources of Funds</b>	<b>1,173,984</b>	<b>-</b>	<b>1,173,984</b>	<b>1,050,984</b>	<b>-</b>	<b>(123,000)</b>

**Expenditures**

**2019 Budget**

**Facilities**

Dw- Asphalt Maintenance	7,500	-	7,500	7,628	-	(128)
CAL - Landscape allowance	-	40,000	40,000	-	-	40,000
Fo-Window Tint - Children's	3,000	-	3,000	-	-	3,000
Ho-Replace Meeting Room Carpet	13,000	-	13,000	13,000	-	-
Ho-Repaint Interior	10,000	-	10,000	10,000	-	-
Update Service Points	5,000	-	5,000	4,421	-	579
Ho-Add Electricity In Storage	2,000	-	2,000	2,078	-	(78)
Mo-Replace Bulbs	1,200	-	1,200	864	-	336
Ol-Replace Floor Main Level	75,000	-	75,000	-	-	75,000
Ellicott Facility Allowance	200,000	-	200,000	-	-	200,000
Roof Inspection	10,000	-	10,000	-	-	10,000
Calhan Project	-	341,134	341,134	234,868	66,450	39,816
Dw- Concrete Replacement	-	23,560	23,560	5,630	-	17,930
Dw - Asphalt Repairs	-	15,072	15,072	716	-	14,356
Staff Lounges Improvements	-	29,916	29,916	3,446	-	26,470
Water Management System	-	10,000	10,000	685	-	9,315
CAL - Intrusion Alarm	-	3,500	3,500	2,850	-	650
Upgrade Fire System Dialers	-	15,000	15,000	-	-	15,000
CAL - Furniture	-	39,357	39,357	37,389	1,968	-
Ch-Work Room Cabinets&Storage	2,000	-	2,000	-	-	2,000
Fo-Av Closet - Meeting Room	3,000	-	3,000	-	-	3,000
Ho-Meeting Room Furniture	15,000	-	15,000	15,198	-	(198)
Ho-Study Room Furniture	3,000	-	3,000	2,962	-	38
Ro-Redesign Children's Area	2,500	-	2,500	-	-	2,500
Childrens&Teen Area Furniture	-	7,000	7,000	-	-	7,000
CAL - Shelving	-	15,187	15,187	14,428	759	-
Vehicles	-	8,625	8,625	-	-	8,625
Replace Generator For Bo	-	12,500	12,500	-	-	12,500
Contingency	50,000	-	50,000	20,496	800	28,704
CAL - Contingency	-	11,578	11,578	-	-	11,578
Contingency	-	154,254	154,254	40,399	-	113,855
Contingency - Furniture Replacement	-	24,509	24,509	160	-	24,349
CAL - Signage	-	10,000	10,000	3,809	4,106	2,085
<b>Sub-total</b>	<b>402,200</b>	<b>761,192</b>	<b>1,163,392</b>	<b>421,027</b>	<b>74,083</b>	<b>668,282</b>

**Information Technology**

Servers-Ea Data Updates	2,000	-	2,000	-	-	2,000
Data Center Redesign Servers	75,000	-	75,000	-	-	75,000
Technology Refresh (Staff)	19,000	-	19,000	18,221	-	779
Technology Refresh (Patrons)	131,000	-	131,000	130,845	-	155
Pcs-Video Editing	11,114	-	11,114	-	-	11,114
Replace Computers	-	39,485	39,485	28,497	-	10,988
Technology Refresh (Patrons)	-	68,795	68,795	3,279	-	65,516
Isoc Computers	10,000	-	10,000	-	-	10,000
Laptops- Young Adult Services	6,000	-	6,000	5,897	-	103
Laptops-Children's Ipad	6,000	-	6,000	5,980	-	20
Self-Check- Data Ports	2,500	-	2,500	-	-	2,500

Pikes Peak Library District  
 Capital Reserve Fund  
 For the Year Ended December 31, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
Scanners-Collect Management	2,080	-	2,080	-	-	2,080
Barcode Scanners	-	15,102	15,102	-	-	15,102
RFID Wands	-	15,000	15,000	-	-	15,000
Copier Replacement	-	301,000	301,000	14,135	2,982	283,883
Network Switches/Ups	100,000	-	100,000	82,739	-	17,261
Surveillance System Redesign	30,000	-	30,000	6,922	-	23,078
Telephone Switches	-	94,834	94,834	61,502	-	33,332
Firewall Replacement	-	45,000	45,000	14,455	-	30,545
Switches/Ups Replacement	-	40,000	40,000	11,606	-	28,394
CAL - IT Equipment	-	54,886	54,886	46,118	600	8,168
Archival Manag System	-	13,400	13,400	-	-	13,400
Am Bins (2)	-	20,000	20,000	-	-	20,000
Special Collections Equip	-	29,000	29,000	15,380	-	13,620
Ea Library Tween Computers	-	4,000	4,000	-	-	4,000
Datacenter Project	-	111,399	111,399	-	-	111,399
Surveillance System	125,000	-	125,000	-	-	125,000
Av Equip For Audio Visual Dw	-	50,000	50,000	-	-	50,000
Isoc - A/V Standardization	75,000	-	75,000	-	-	75,000
It Management Reserve	47,500	-	47,500	-	-	47,500
Contingency I/T	-	6,335	6,335	2,320	-	4,015
<b>Sub-total</b>	<b>642,194</b>	<b>908,236</b>	<b>1,550,430</b>	<b>447,896</b>	<b>3,582</b>	<b>1,098,952</b>

**Creative Services/Video Studio**

Wireless Mic Kit	1,300	-	1,300	-	1,287	13
Audio Recorder	300	-	300	-	-	300
Audio Recorder Kit	1,200	-	1,200	-	-	1,200
Video Projector Repl & Additional	-	5,000	5,000	-	-	5,000
Cameras - Studio21C	37,500	-	37,500	-	-	37,500
Dslr Cameras - Checkout	5,700	-	5,700	-	-	5,700
Teleprompter	1,550	-	1,550	-	868	682
Video Cam Kit - Checkout	3,000	-	3,000	-	2,235	765
Gopro Kits	1,500	-	1,500	-	-	1,500
Tripod System	320	-	320	-	-	320
Photo Roller System	1,000	-	1,000	-	-	1,000
Checkout Equip 21C	3,900	-	3,900	-	2,409	1,491
Chargeable Batteries	1,620	-	1,620	-	-	1,620
Isolation Booth 21C Studio	20,000	-	20,000	20,000	-	-
Cricut Machines	1,200	-	1,200	-	442	758
Sa-Vinyl Record Cutter	9,000	-	9,000	-	-	9,000
Sa-Larger Kiln	3,000	-	3,000	-	-	3,000
Ea-Larger Laser Cutter	18,000	-	18,000	17,440	-	560
New Maker Kits	1,000	-	1,000	-	-	1,000
Equipment Replacement	3,500	-	3,500	791	-	2,709
New Machinery	-	48,886	48,886	-	-	48,886
<b>Sub-total</b>	<b>114,590</b>	<b>53,886</b>	<b>168,476</b>	<b>38,231</b>	<b>7,241</b>	<b>123,004</b>

**Total Expenditures**      \$ 1,158,984    \$ 1,723,314    \$ 2,882,298      907,154    \$ 84,906    \$ 1,890,238

**Excess Revenues over Expenditures**      143,830

**Fund Balance - January 1, 2019**      1,708,313

**Fund Balance - December 31, 2019**      \$ 1,852,143

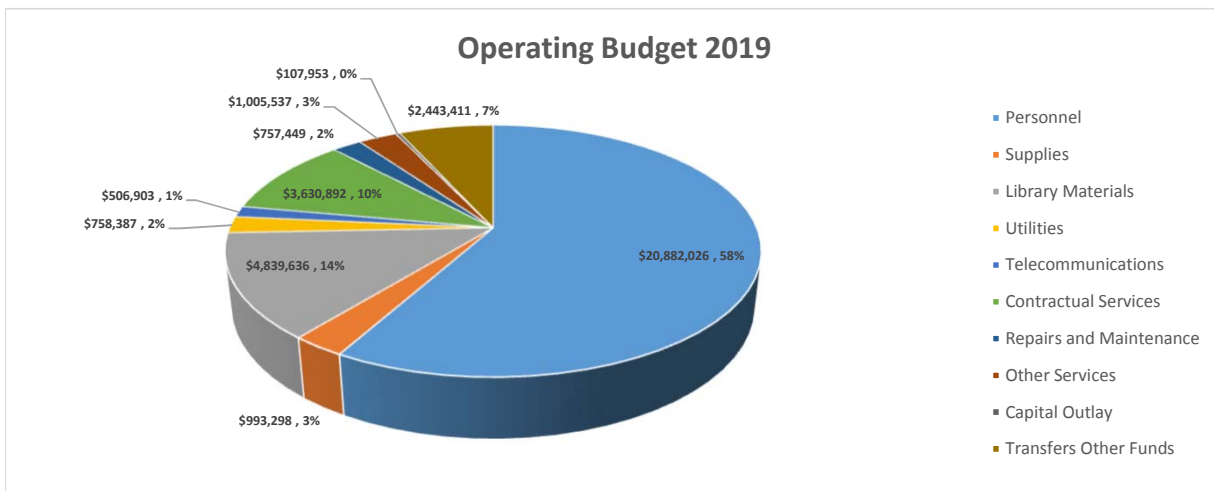
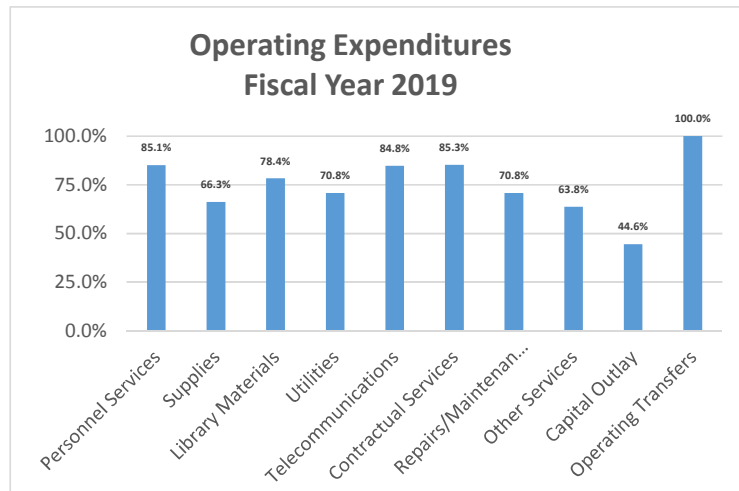
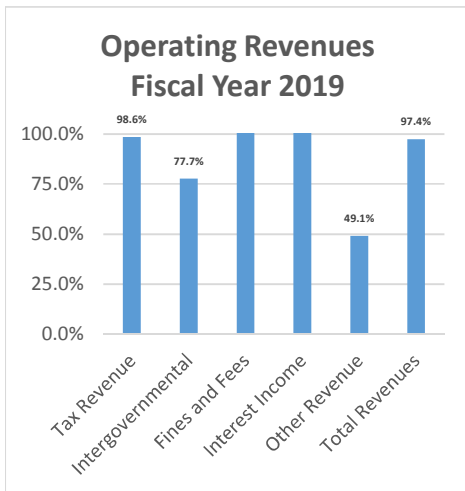
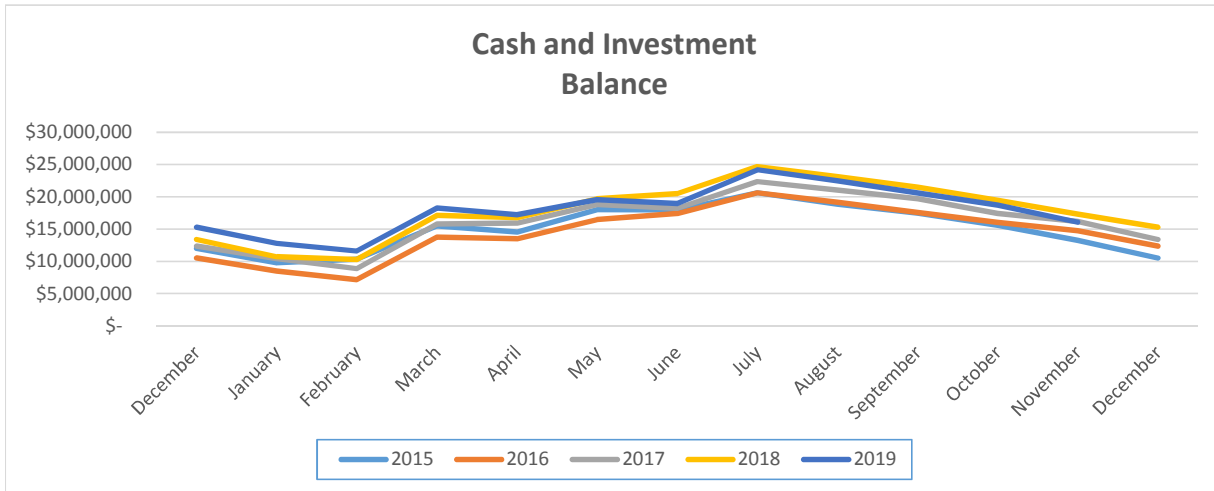
**Pikes Peak Library District  
 Receipts and Disbursements by Cash Account  
 For the Month of December 2019**

	<b>ColoTrust Investments</b>	<b>US Bank Checking</b>	<b>Total Cash</b>
<b>Cash and Investments Balance December 1, 2019</b>	\$ 15,996,025	\$ 101,050	\$ 16,097,075
<b>Receipts December 2019</b>			
Property taxes	298,858	-	298,858
Daily cash receipts	-	27,914	27,914
Credit card receipts	-	7,301	7,301
Foundation distribution	-	59,193	59,193
Transfer of funds - health plans	-	22,758	22,758
Interest	24,181	-	24,181
<b>Disbursements November 2019</b>			
Accounts payable week of 12/6/2019	-	(178,320)	(178,320)
Accounts payable week of 12/13/2019	-	(307,444)	(307,444)
Accounts payable week of 12/20/2019	-	(189,991)	(189,991)
Accounts payable week of 12/31/2019	-	(580,448)	(580,448)
Payroll 12/13/2019	-	(680,601)	(680,601)
Payroll 12/27/2019	-	(677,840)	(677,840)
<b>Transfer between funds</b>	(2,600,000)	2,600,000	-
<b>Cash and Investments Balance December 31, 2019</b>	<u>\$ 13,719,064</u>	<u>\$ 203,572</u>	<u>\$ 13,922,636</u>



# Pikes Peak Library District Financial Dashboard

## November 2019



# **Pikes Peak Library District**

## **November 2019 Financial Report**

Presented to Board of Trustees January 22, 2020

Pikes Peak Library District  
 General Fund Summary  
 For the Eleven-Month Period Ended November 30, 2019

General Fund	Year-To-Date				Notes
	2019	2018	Change	% Chg.	
<b>Revenues</b>					
Property taxes	\$ 28,246,007	\$ 26,834,122	\$ 1,411,885	5.3%	
Specific ownership taxes	3,171,886	3,111,048	60,838	2.0%	
Fines/fees	110,348	120,976	(10,628)	-8.8%	
Investment earnings	402,207	352,957	49,250	14.0%	1
Other	623,466	583,547	39,919	6.8%	
<b>Total Revenues</b>	<b>\$ 32,553,914</b>	<b>\$ 31,002,651</b>	<b>\$ 1,551,264</b>	<b>5.0%</b>	

1 Interest rates continue to rise, and that is reflective in the difference from year to year.

Pikes Peak Library District  
Statement of Revenues  
General Fund  
For the Eleven-Month Period Ended November 30, 2019

Percent of Year 91.7%

Account Description	2019 Budget	YTD Actual	Variance	% Collected
<b>Tax Revenue</b>				
Property taxes				
Current	\$ 28,477,334	\$ 28,243,765	\$ (233,569)	99.2%
Abatements/refunds	(140,000)	(71,085)	68,915	50.8%
Omitted properties	6,000	5,677	(323)	94.6%
Delinquent	17,000	20,958	3,958	123.3%
Penalties/interest	36,000	37,502	1,502	104.2%
Specific ownership taxes	3,450,000	3,171,886	(278,114)	91.9%
Local government in lieu of prop. taxes	10,500	9,190	(1,310)	87.5%
<b>Total Tax Revenue</b>	<b>31,856,834</b>	<b>31,417,893</b>	<b>(438,941)</b>	<b>98.6%</b>
<b>Intergovernmental</b>				
Federal - eRate Funding	200,000	125,102	(74,898)	62.6%
State Grant - library materials	145,000	143,026	(1,974)	98.6%
<b>Total Intergovernmental</b>	<b>345,000</b>	<b>268,128</b>	<b>(76,872)</b>	<b>77.7%</b>
<b>Fines and Fees</b>	<b>100,000</b>	<b>110,348</b>	<b>10,348</b>	<b>110.3%</b>
<b>Interest Income</b>	<b>380,000</b>	<b>402,207</b>	<b>22,207</b>	<b>105.8%</b>
<b>Other Revenue</b>				
Donations/grants/gifts				
PPLD Foundation	567,559	193,207	(374,352)	34.0%
Other	18,000	25,915	7,915	144.0%
Copier charges/PMS charges	96,000	95,869	(131)	99.9%
Parking lot collections	33,000	18,781	(14,219)	56.9%
Merchandise sales	-	4,385	4,385	100.0%
Miscellaneous	4,500	11,174	6,674	248.3%
Asset sales proceeds	5,000	6,007	1,007	120.1%
<b>Total Other Revenue</b>	<b>724,059</b>	<b>355,338</b>	<b>(368,721)</b>	<b>49.1%</b>
<b>Total General Fund Revenues</b>	<b>\$ 33,405,893</b>	<b>\$ 32,553,914</b>	<b>\$ (851,979)</b>	<b>97.4%</b>

**Pikes Peak Library District  
 General Fund Summary  
 For the Eleven-Month Period Ended November 30, 2019**

General Fund	Year-To-Date				Notes
	2019	2018	Change	% Chg.	
<b>Expenditures</b>					
Personnel	\$ 17,765,367	\$ 16,323,066	\$ 1,442,301	8.8%	
Supplies	658,475	528,655	129,820	24.6%	
Library materials	3,792,616	3,803,077	(10,461)	-0.3%	
Utilities	536,685	511,955	24,730	4.8%	
Telecommunication costs	429,605	431,928	(2,323)	-0.5%	
Contractual services	3,095,596	2,738,970	356,626	13.0%	
Repairs and maintenance	536,376	482,484	53,892	11.2%	
Other services	641,174	481,186	159,988	33.2%	
Capital outlay	48,105	54,617	(6,512)	-11.9%	
Operating transfers - other funds	2,443,411	2,441,064	2,347	0.1%	
<b>Total Expenditures</b>	<b>\$ 29,947,409</b>	<b>\$ 27,797,002</b>	<b>\$ 2,150,407</b>	<b>7.7%</b>	

Pikes Peak Library District  
Statement of Expenditures  
General Fund  
For the Eleven-Month Period Ended November 30, 2019

Percent of Year 91.7%

Account Description	2019 Budget	YTD Actual	Available Budget	% Used
<b>Personnel Services</b>				
Regular employees	\$ 16,030,549	\$ 13,485,127	\$ 2,545,422	84.1%
Temporary employees	22,000	16,151	5,849	73.4%
Substitute employees	446,329	322,319	124,010	72.2%
Work-Study And internship	6,383	2,242	4,141	35.1%
Social security contributions	1,296,046	1,013,920	282,127	78.2%
Retirement contributions	1,033,468	814,846	218,622	78.8%
Health Plan contributions	1,750,000	1,889,719	(139,719)	108.0%
Unemployment insurance	47,250	34,360	12,890	72.7%
Workers compensation	85,000	43,962	41,038	51.7%
Vision Plan insurance	62,000	54,574	7,426	88.0%
Life A&D insurance	63,000	57,031	5,969	90.5%
Tuition assistance	40,000	31,116	8,884	77.8%
<b>Total Personnel Services</b>	<b>20,882,026</b>	<b>17,765,367</b>	<b>3,116,659</b>	<b>85.1%</b>
<b>Supplies</b>				
General	370,950	203,471	167,479	54.9%
Microform	950	-	950	0.0%
Software purchases/licenses	339,025	324,362	14,662	95.7%
Computer supplies	50,000	32,138	17,862	64.3%
Processing	100,480	14,494	85,986	14.4%
Office	78,554	60,018	18,535	76.4%
Other	53,341	23,991	29,350	45.0%
<b>Total Supplies</b>	<b>993,298</b>	<b>658,475</b>	<b>334,824</b>	<b>66.3%</b>
<b>Library Materials</b>				
Audio-visual materials	723,658	489,183	234,475	67.6%
Books	1,435,058	1,054,589	380,469	73.5%
e-materials	1,659,865	1,452,378	207,487	87.5%
Library materials - other	233,744	180,223	53,522	77.1%
Microforms	5,000	-	5,000	0.0%
Periodicals	198,653	102,754	95,899	51.7%
Serials	33,297	13,491	19,806	40.5%
Databases - online services	550,342	496,491	53,850	90.2%
Memorials	20	3,508	(3,488)	0.0%
<b>Total Library Materials</b>	<b>4,839,636</b>	<b>3,792,616</b>	<b>1,047,020</b>	<b>78.4%</b>
<b>Utilities</b>				
Gas	109,168	53,434	55,734	48.9%
Electric	526,156	377,316	148,840	71.7%
Water/sewer	115,219	99,398	15,821	86.3%

Pikes Peak Library District  
Statement of Expenditures  
General Fund  
For the Eleven-Month Period Ended November 30, 2019

Percent of Year 91.7%

Account Description	2019 Budget	YTD Actual	Available Budget	% Used
Storm water fees	7,844	6,537	1,307	83.3%
<b>Total Utilities</b>	<b>758,387</b>	<b>536,685</b>	<b>221,702</b>	<b>70.8%</b>

**Telecommunications**

Data	300,000	299,768	232	99.9%
Voice	123,903	65,806	58,097	53.1%
Cellular	78,000	62,363	15,637	80.0%
Expansion	5,000	1,668	3,332	33.4%
<b>Total Telecommunications</b>	<b>506,903</b>	<b>429,605</b>	<b>77,299</b>	<b>84.8%</b>

**Contractual Services**

Janitorial services	330,000	292,502	37,498	88.6%
Carpet cleaning services	117,000	115,379	1,621	98.6%
Library facility rental	566,473	545,350	21,123	96.3%
Common area maintenance	156,052	157,205	(1,153)	100.7%
Storage rental	16,800	16,200	600	96.4%
Audit	45,000	45,585	(585)	101.3%
Legal	65,000	74,970	(9,970)	115.3%
Consultant	266,500	132,823	133,677	49.8%
Cataloging	50,600	28,053	22,547	55.4%
Trash removal	22,925	19,205	3,720	83.8%
Copier services	56,000	61,167	(5,167)	109.2%
Courier services	222,231	126,264	95,967	56.8%
Liability/property insurance	184,500	153,249	31,251	83.1%
Collection agency fees	30,000	25,588	4,412	85.3%
Printing	125,000	90,412	34,588	72.3%
Programming	400,564	276,720	123,845	69.1%
Treasurer fees	420,000	422,698	(2,698)	100.6%
Microfilming services	25,101	2,474	22,627	9.9%
Computer support agreements	301,500	285,702	15,798	94.8%
Computer equipment maintenance	147,000	146,955	45	100.0%
Software licenses	19,000	17,227	1,773	90.7%
Employee Assistance Program	20,000	11,376	8,624	56.9%
Parking	43,646	48,492	(4,846)	111.1%
<b>Total Contractual Services</b>	<b>3,630,892</b>	<b>3,095,596</b>	<b>535,296</b>	<b>85.3%</b>

**Repairs and Maintenance**

Grounds maintenance	75,500	68,073	7,427	90.2%
Vehicle operating costs	70,250	65,028	5,222	92.6%
Equipment maintenance	373,244	280,884	92,360	75.3%
Equipment repairs	61,394	5,733	55,662	9.3%
Furniture repairs	34,310	23,992	10,318	69.9%

Pikes Peak Library District  
Statement of Expenditures  
General Fund  
For the Eleven-Month Period Ended November 30, 2019

Percent of Year 91.7%

Account Description	2019 Budget	YTD Actual	Available Budget	% Used
Building repairs	142,750	92,665	50,085	64.9%
<b>Total Repairs and Maintenance</b>	<b>757,449</b>	<b>536,376</b>	<b>221,073</b>	<b>70.8%</b>
<b>Other Services</b>				
Translation services	500	412	88	82.4%
Advertising	1,000	468	532	46.8%
Bank And trustee Fees	11,600	9,692	1,908	83.5%
School engagement	1,000	620	380	62.0%
Mileage/Travel reimbursement	74,400	63,706	10,694	85.6%
Employee recruitment	50,500	19,114	31,386	37.8%
Employee testing	500	-	500	0.0%
Dues and memberships	63,153	36,986	26,168	58.6%
Merchandising	7,000	3,064	3,936	43.8%
Employee recognition	20,525	7,892	12,633	38.5%
Board of Trustees	7,000	2,175	4,825	31.1%
Community outreach	116,915	94,998	21,916	81.3%
Training	319,104	236,586	82,518	74.1%
Signage	20,200	11,057	9,143	54.7%
Bindery	10,000	3,603	6,397	36.0%
Summer Reading Club	29,686	16,784	12,902	56.5%
Patron reimbursement	500	-	500	0.0%
Postage	62,500	58,190	4,310	93.1%
Volunteer program	5,900	4,205	1,695	71.3%
Safety and wellness	18,500	6,497	12,003	35.1%
Other grant/donation expenditures	230,296	43,998	186,298	19.1%
Administrative support	10,500	1,858	8,642	17.7%
Equipment rental	3,620	3,284	337	90.7%
Other	(59,362)	15,986	(75,347)	-26.9%
<b>Total Other Services</b>	<b>1,005,537</b>	<b>641,174</b>	<b>364,363</b>	<b>63.8%</b>
<b>Capital Outlay</b>				
Other	107,953	48,105	59,849	44.6%
<b>Total Capital Outlay</b>	<b>107,953</b>	<b>48,105</b>	<b>59,849</b>	<b>44.6%</b>
<b>Operating Transfers to Other Funds</b>				
Fund transfers out	2,443,411	2,443,411	-	100.0%
<b>Total Expenditures</b>	<b>\$ 35,925,494</b>	<b>\$ 29,947,409</b>	<b>\$ 5,978,085</b>	<b>83.4%</b>



**Pikes Peak Library District  
Special Revenue Funds  
For the Eleven-Month Period Ended November 30, 2019**

<b>Fund Balance - January 1, 2019</b>	\$ 160,757
<b>Expenditures</b>	39,149
<b>Fund Balance - November 30, 2019</b>	<u><u>\$ 121,608</u></u>

**Fund Balance - By Fund - November 30, 2019**

Annual Fund	\$ 212
Cheyenne Mountain Library Fund	812
Fountain Branch Library Fund	3,768
High Prairie Library Fund	93,012
Sand Creek Library Fund	17,319
1905 Carnegie Library Facility Fund	4,374
Carnegie Garden Support Fund	998
Special Collections Support Fund	1,113
	<u><u>\$ 121,608</u></u>

Pikes Peak Library District  
 East Library Capital Projects Fund  
 For the Eleven-Month Period Ended November 30, 2019

Account Description	Approved Budget	Mid-Year Adjustment	Revised Budget	2019 Activity	Encumbrances	Available Budget
<b>Revenues and Other Sources of Funds</b>						
Donations-PPLD Foundation	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000
Fund Transfers In	139,627	-	139,627	139,627	-	-
<b>Total Revenues and Other Sources of Funds</b>	<b>144,627</b>	<b>-</b>	<b>144,627</b>	<b>139,627</b>	<b>-</b>	<b>5,000</b>
<b>Expenditures</b>						
Chiller Roof Structure Over Pit	19,000	-	19,000	8,715	10,285	-
Roofing Evaluation & Design	30,000	-	30,000	-	-	30,000
Window Screen/Shades-Children	1,627	(1,627)	-	-	-	-
External Filtration System	10,000	(8,093)	1,907	1,907	-	-
Replace Emergency Generator	60,000	23,065	83,065	1,950	650	80,465
Enclose Chiller Pit	-	15,398	15,398	2,665	4,933	7,800
Reading Bay Area Furniture	15,000	5,000	20,000	-	-	20,000
Patio Furniture (Fundraising)	5,000	(5,000)	-	-	-	-
Shared Workstation - 4-Person	4,000	(1,235)	2,765	2,765	-	-
Additional Study Room Chairs	-	3,500	3,500	3,547	-	(47)
Reface Cabinets In Story Office	-	5,500	5,500	-	-	5,500
Contingency	-	39,645	39,645	-	-	39,645
IT Equipment	-	2,071	2,071	-	-	2,071
<b>Total Expenditures</b>	<b>\$ 144,627</b>	<b>\$ 78,224</b>	<b>\$ 222,851</b>	<b>21,549</b>	<b>\$ 15,868</b>	<b>\$ 185,434</b>
<b>Excess Revenues over Expenditures</b>				<b>118,078</b>		
<b>Fund Balance - January 1, 2019</b>				<b>78,224</b>		
<b>Fund Balance - November 30, 2019</b>				<b>\$ 196,302</b>		

Pikes Peak Library District  
 Penrose Library Capital Projects Fund  
 For the Eleven-Month Period Ended November 30, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
<b>Revenues and Other Sources of Funds</b>						
Fund Transfers In	\$ 96,700	\$ -	\$ 96,700	\$ 96,700	\$ -	\$ -
<b>Expenditures</b>						
Asphalt Crack Fill	15,500	-	15,500	15,764	-	(264)
Roofing Evaluation	30,000	-	30,000	-	-	30,000
Roof Inspection And Repairs	-	5,130	5,130	-	-	5,130
Replace Existing Parking Meter	-	50,000	50,000	-	-	50,000
Penrose Campus Project	-	850,363	850,363	558,554	8,652	283,157
Replace Lobby Rooftop Unit	23,500	-	23,500	20,544	-	2,956
Replace Existing Fire Panel	18,500	-	18,500	16,921	-	1,579
Charging Station Outlets	2,000	-	2,000	-	-	2,000
Larger Trash Receptacles	3,600	-	3,600	-	-	3,600
Adjustable Height Desks	3,600	-	3,600	852	-	2,748
Chiller Replacement	-	55,000	55,000	-	-	55,000
Penrose Renovation Contingency	-	42,875	42,875	2,514	-	40,361
<b>Total Expenditures</b>	<b>\$ 96,700</b>	<b>\$ 1,003,368</b>	<b>\$ 1,100,068</b>	<b>\$ 615,149</b>	<b>\$ 8,652</b>	<b>\$ 476,267</b>
<b>Excess Revenues over Expenditures</b>				(518,449)		
<b>Fund Balance - January 1, 2019</b>				1,003,368		
<b>Fund Balance - November 30, 2019</b>				<u>\$ 484,919</u>		

Pikes Peak Library District  
 Library 21c Capital Projects Fund  
 For the Eleven-Month Period Ended November 30, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
<b>Revenues and Other Sources of Funds</b>						
Fund Transfers In	\$ 1,156,100	\$ -	\$ 1,156,100	\$ 1,156,100	\$ -	\$ -
<b>Expenditures</b>						
Venue Improv & Equip	-	33,676	33,676	-	-	33,676
Concrete Walkway Ea To South	-	19,500	19,500	-	-	19,500
Courtyard Improvements	-	20,000	20,000	19,916	-	84
Roof Replacement	1,035,000	(52,637)	982,363	663,879	192,056	126,428
Replace Skylight/Repairs	108,000	-	108,000	104,560	-	3,440
Re-Bulb Children's Area	1,200	-	1,200	-	-	1,200
Children's Shelf Movers	2,500	-	2,500	-	-	2,500
Studio Column, Make Space	1,000	-	1,000	-	-	1,000
Roof Repairs	-	2,350	2,350	-	-	2,350
Signage	-	5,000	5,000	-	-	5,000
Improv Teen Gaming Room	-	9,409	9,409	-	-	9,409
Ent & Make li Window Treatment	-	4,152	4,152	-	-	4,152
Roof Replacement	-	40,200	40,200	13,938	-	26,262
Office Chairs-Meeting Room	7,200	-	7,200	6,000	1,200	-
Tables-Adjustable Height, Cm	1,200	-	1,200	-	-	1,200
Audio Booth	-	2,000	2,000	-	-	2,000
New Teen Service Desk	-	1,200	1,200	-	-	1,200
Contingency	-	101,068	101,068	67,668	2,264	31,136
Install Additional Can Lights	-	1,200	1,200	-	-	1,200
Munis Record Management System	-	30,000	30,000	-	-	30,000
Av Equipment Maintenance	-	4,686	4,686	3,264	-	1,422
Studio Noise Mitigation	-	21,979	21,979	1,417	-	20,562
Increase Stage Size	-	4,908	4,908	1,788	-	3,120
Venue Led Lighting	-	3,572	3,572	3,095	-	477
<b>Total Expenditures</b>	<b>\$ 1,156,100</b>	<b>\$ 252,264</b>	<b>\$ 1,408,364</b>	<b>885,525</b>	<b>\$ 195,520</b>	<b>\$ 327,319</b>
<b>Excess Revenues over Expenditures</b>				270,575		
<b>Fund Balance - January 1, 2019</b>				252,263		
<b>Fund Balance - November 30, 2019</b>				<u>\$ 522,838</u>		

Pikes Peak Library District  
 Capital Reserve Fund  
 For the Eleven-Month Period Ended November 30, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
<b>Revenues and Other Sources of Funds</b>						
Donations-PPLD Foundation	\$ 123,000	\$ -	\$ 123,000	\$ -	\$ -	\$ (123,000)
Fund Transfers In	1,050,984	-	1,050,984	1,050,984	-	-
<b>Total Revenues and Other Sources of Funds</b>	<b>1,173,984</b>	<b>-</b>	<b>1,173,984</b>	<b>1,050,984</b>	<b>-</b>	<b>(123,000)</b>

**Expenditures**

**2019 Budget**

**Facilities**

Dw- Asphalt Maintenance	7,500	-	7,500	7,628	-	(128)
CAL - Landscape allowance	-	40,000	40,000	-	-	40,000
Fo-Window Tint - Children's	3,000	-	3,000	-	-	3,000
Ho-Replace Meeting Room Carpet	13,000	-	13,000	13,000	-	-
Ho-Repaint Interior	10,000	-	10,000	10,000	-	-
Update Service Points	5,000	-	5,000	4,421	-	579
Ho-Add Electricity In Storage	2,000	-	2,000	-	2,000	-
Mo-Replace Bulbs	1,200	-	1,200	864	-	336
Ol-Replace Floor Main Level	75,000	-	75,000	-	-	75,000
Ellicott Facility Allowance	200,000	-	200,000	-	-	200,000
Roof Inspection	10,000	-	10,000	-	-	10,000
Calhan Project	-	341,134	341,134	234,868	67,593	38,673
Dw- Concrete Replacement	-	23,560	23,560	3,240	2,390	17,930
Dw - Asphalt Repairs	-	15,072	15,072	716	-	14,356
Staff Lounges Improvements	-	29,916	29,916	2,883	-	27,033
Water Management System	-	10,000	10,000	685	9,315	-
CAL - Intrusion Alarm	-	3,500	3,500	-	2,762	738
Upgrade Fire System Dialers	-	15,000	15,000	-	-	15,000
CAL - Furniture	-	39,357	39,357	19,679	19,678	-
Ch-Work Room Cabinets&Storage	2,000	-	2,000	-	-	2,000
Fo-Av Closet - Meeting Room	3,000	-	3,000	-	-	3,000
Ho-Meeting Room Furniture	15,000	-	15,000	15,198	-	(198)
Ho-Study Room Furniture	3,000	-	3,000	2,962	-	38
Ro-Redesign Children's Area	2,500	-	2,500	-	-	2,500
Childrens&Teen Area Furniture	-	7,000	7,000	-	-	7,000
CAL - Shelving	-	15,187	15,187	7,594	7,593	-
Vehicles	-	8,625	8,625	-	-	8,625
Replace Generator For Bo	-	12,500	12,500	-	-	12,500
Contingency	50,000	-	50,000	18,937	15,075	15,988
CAL - Contingency	-	11,578	11,578	-	-	11,578
Contingency	-	154,254	154,254	40,399	1,380	112,475
Contingency - Furniture Replacement	-	24,509	24,509	160	-	24,349
CAL - Signage	-	10,000	10,000	3,809	4,106	2,085
<b>Sub-total</b>	<b>402,200</b>	<b>761,192</b>	<b>1,163,392</b>	<b>387,043</b>	<b>131,892</b>	<b>644,457</b>

**Information Technology**

Servers-Ea Data Updates	2,000	-	2,000	-	-	2,000
Data Center Redesign Servers	75,000	-	75,000	-	-	75,000
Technology Refresh (Staff)	19,000	-	19,000	12,809	1,755	4,436
Technology Refresh (Patrons)	131,000	-	131,000	130,845	-	155
Pcs-Video Editing	11,114	-	11,114	-	-	11,114
Replace Computers	-	39,485	39,485	23,750	6,582	9,153
Technology Refresh (Patrons)	-	68,795	68,795	3,279	-	65,516
Isoc Computers	10,000	-	10,000	-	-	10,000
Laptops- Young Adult Services	6,000	-	6,000	5,897	-	103
Laptops-Children's Ipad	6,000	-	6,000	5,980	-	20
Self-Check- Data Ports	2,500	-	2,500	-	-	2,500



**Pikes Peak Library District  
 Receipts and Disbursements by Cash Account  
 For the Month of November 2019**

	<b>ColoTrust Investments</b>	<b>US Bank Checking</b>	<b>Total Cash</b>
<b>Cash and Investments Balance November 1, 2019</b>	\$ 17,690,715	\$ 1,026,018	\$ 18,716,733
<b>Receipts November 2019</b>			
Property Taxes	577,823	-	577,823
Daily Cash Receipts	-	14,066	14,066
Credit Card Receipts	-	9,234	9,234
Interest	27,487	-	27,487
<b>Disbursements November 2019</b>			
Payment of Bills week of 11/1/2019	-	(12,955)	(12,955)
Payment of Bills week of 11/8/2019	-	(535,837)	(535,837)
Payment of Bills week of 11/15/2019	-	(49,887)	(49,887)
Payment of Bills week of 11/22/2019	-	(361,993)	(361,993)
Payment of Bills week of 11/29/2019	-	(64,618)	(64,618)
Payroll 11/1/2019	-	(649,702)	(649,702)
Payroll 11/15/2019	-	(671,808)	(671,808)
Payroll 11/29/2019 and End of Month	-	(874,077)	(874,077)
Transfer to Health Plan funds	-	(27,391)	(27,391)
<b>Transfer between funds</b>	(2,300,000)	2,300,000	-
<b>Cash and Investments Balance November 30, 2019</b>	<u>\$ 15,996,025</u>	<u>\$ 101,050</u>	<u>\$ 16,097,075</u>

## Public Services Report for December 2019 January 22, 2020

### Community

The 2019 Yule Ball is an annual event to recognize the cultural touchstone that the *Harry Potter* series has become. The attendance estimate is 550 patrons of all ages. Holding the Yule Ball at Coronado High School was a great opportunity to develop another partnership with School District 11. Becca Philipsen, Britt Bloom, Lauren Fellers, and Kirsten (YAS Work Study) with YAS helped in the Prefect's Lounge where participants 16+ could hang out and drink non-alcoholic butterbeer, make alcohol ink house inspired ornaments, make mini book charms, or create an origami howler. Joe Paisley did a wonderful job organizing volunteers, staff, and patrons for a magical event.

Heidi Buljung, of AS, organized PPLD's participation in the Festival of Lights Parade. Organizers estimated that over 50,000 people attended.

High Prairie put on a community caring event that was very successful and widely popular - we even had patrons that don't typically come to our branch! For the last week of November and first week of December we collected cards for Operation Gratitude. During the first week of December we hosted a hot chocolate bar on 3 different occasions and put out card making supplies, we had over 100 people come and make cards! It was great to see the community coming together for a common purpose, which was the goal of the passive program.

Rockrimmon also hosted a popular Cookie Tin decorating and recipe exchange program.

### Resources

Palmer Lake's December homeschool program, Celebrations Around the World, had 31 attendees. Children and families heard about the Aztec roots of Mexico's Day of the Dead, learned why the Chinese New Year is **not** celebrated on January 1, and tried their hand at the Norwegian Christmas tradition of weaving heart-shaped paper baskets.

Cheyenne held our second annual Community Food Faire event on December 21. We opened early with a pancake breakfast served by staff, volunteers, and our community partner, Karen Fleming with Meadows Park Community Center. Natalie Avila from Colorado Springs Food Rescue provided an activity and opportunity for patrons who may experience food insecurity the chance to find resources. A craft table included cookbook creations and old fashioned holiday decorations, a cranberry garland and orange clove pomander. Staff organized DIY gingerbread houses for kids and teens to make from recycled cardboard boxes, assorted candy, and paper. More food options included bottomless coffee from our neighbor, Caffeinated Cow and soup from the Burrowing Owl. Patty's Hamburger's Food Truck served lunch as well.

### Innovation / Creativity

Amy Rodda helped coordinate the Holiday Vegan Market at Library 21c along with Catie Tierney and Hillary Dodge and Colorado Springs Vegan Events. The event went very well and we had over 3500 attendees and many new library cards were issued.

Creative Services staff reviewed applications and interviewed applicants for the 2020 Maker in Residence program. Textiles West has been selected for the Spring residency, and will offer several hand-stitched fabric collage classes for patrons across the district, in addition to creating a collaborative piece that will involve the community and represent what community means to them. Cara McKinley has been selected for the Fall residency, and will offer a variety of clay/plaster/metal/glass working classes, teaching participants how to create sculptural pieces using renewable resources, repurposing whenever possible.



Andrea Keiter, supervisor of our new Calhan Library, reached out to Dave Somers, the Outreach and Development Director of Envida, concerning transportation for the patrons living at the Paulson Senior Center in Calhan. They were able to develop a plan that would give seniors who are unable to drive the ability to attend the library programs using their free transportation services. We are thankful for Envida's willingness to help by supporting the Calhan library and its patrons and our future programs!

At East, for Senior Lunch and a Movie, we showed Bohemian Rhapsody and 41 people attended. Trent remarked that that was a fantastic turnout given that it is the holidays. One patron shared a snack with staff members present. It was one patrons' first time at Senior Lunch and a Movie and she loved it.

### **Service**

Betty McDonald, of Children's Services, sent out a new Spring 2020 Lightning Lesson menu to all schools, adding Keva planks and Bee Bots. Lightning Lessons have been very successful this fall. Since Sept., children's staff have provided over 40 classroom Lightning lessons in the schools involving STEM, history, and art.

Alicia Gomori-Lusker (Fountain Library Manager) and Mark Fletcher (Library Supervisor) met with the Special Education Facilitator at Fountain-Fort Carson High School. This meeting was the first step to bring in student volunteers at the Fountain Library from FFCHS. This will be a great opportunity for the volunteers to learn basic job training and social skills. These volunteers will also help us with shelf reading and keeping our family place area nice and clean.

Ruth Holley families enjoy time to chat, compare notes, and share ideas during Stay and Play. Cynde Roberts (Senior Library Associate) overheard a mom inviting a new family to join the Ruth Holley Toddler Time mom's group for an upcoming visit to the zoo. This group (not an official library sponsored group) grew out of the friendships developed during our Ruth Holley's Toddler programs.

Sand Creek was officially recognized as a Family Place Site in December after our walk through with staff from Family Place. Jordan gave a presentation about our Family Place playgroups to community members who were invited to the event. We will be added to the Family Place website as well as be able to hang the Family Place banner we were given.

### **Internal – Staff**

In Children's Services we are happy to welcome Emily Kohut, our new Children's Services Administrative Specialist!

At Library 21c, Adult, C3, and Children's staff have been supporting Circulation during a recent period of high staff vacancies, low volunteer hours, and holiday closures. Shelving materials in a timely manner ensures patrons have access to materials as quickly as possible, and the OPAC accurately reflects and communicates an item's status. Front-line staff have demonstrated extraordinary customer service, flexibility and teamwork by working with Circulation to reshelve items, process bins, and maintain pull lists.

Everyone enjoyed the Equity training given by Dr. Nita Mosby Tyler. We all learned something from her training that we can take back to the library and to the community.

### **Accountability**

Library 21c received a book challenge for Escape from Asylum by Madeleine Roux. The challenge forms have been shared with leadership.

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Penrose	31,554	27,860	29,669	29,409	29,647	29,602	29,333	26,292	25,784	26,220	25,083	25,496	335,949
Mobile Libraries	7,615	8,515	8,461	8,291	7,099	8,418	7,311	7,620	7,891	6,989	7,141	7,010	92,361
Calhan											1,123	1,023	2,146
Cheyenne	24,795	22,725	23,122	22,970	24,524	23,580	23,712	22,628	19,820	21,214	20,431	18,744	268,265
Fountain	10,692	9,334	9,994	8,361	10,246	12,298	12,456	10,393	9,023	9,555	8,865	8,473	119,690
High Prairie	18,507	16,493	17,506	16,384	16,363	18,101	17,677	16,855	15,264	15,469	14,648	13,423	196,690
Ruth Holley	20,746	18,659	18,548	18,944	18,253	18,809	20,024	18,467	16,770	16,923	14,510	14,921	215,574
Manitou Springs	2,972	2,914	3,177	2,991	2,924	2,843	3,252	2,520	2,351	2,612	2,485	2,190	33,231
Monument	22,829	21,025	23,750	21,161	22,642	25,160	25,059	22,521	21,244	20,328	20,073	18,038	263,830
Old Colorado City	13,187	11,563	12,519	12,626	12,740	12,023	11,986	11,747	10,365	10,747	10,516	10,716	140,735
Palmer Lake	2,210	2,184	2,217	2,482	2,578	2,886	3,157	2,485	2,443	2,502	2,299	1,983	29,426
Rockrimmon	22,716	19,817	21,781	20,629	21,545	23,248	22,900	20,397	18,190	18,884	18,699	17,871	246,677
Sand Creek	20,906	19,089	19,852	18,239	19,054	20,506	19,119	17,511	16,483	16,154	15,795	14,576	217,284
Ute Pass	1,708	1,584	2,083	1,527	1,383	1,397	1,472	1,405	1,213	1,260	1,101	1,156	17,289
Senior Van	1,464	1,670	1,265	1,712	1,525	1,598	1,415	1,561	1,372	1,422	1,196	1,152	17,352
East	83,737	73,242	83,606	74,752	79,030	92,223	88,352	79,755	75,581	72,111	71,759	64,006	938,154
Library 21c	56,576	50,524	55,580	49,844	52,530	62,436	62,031	55,048	49,946	49,388	48,962	41,889	634,754
Total	342,214	307,198	333,130	310,322	322,083	355,128	349,256	317,205	293,740	291,778	284,686	262,667	3,769,407

YTD CIRC Comparison	2019	2018	% Change
Penrose	335949	417799	-19.6%
Mobile Libraries	92361	101995	-9.4%
Calhan	2146		
Cheyenne	268265	295678	-9.3%
Fountain	119690	141963	-15.7%
High Prairie	196690	215043	-8.5%
Ruth Holley	215574	256415	-15.9%
Manitou Springs	33231	32894	1.0%
Monument	263830	286378	-7.9%
Old Colorado City	140735	152205	-7.5%
Palmer Lake	29426	28258	4.1%
Rockrimmon	246677	265560	-7.1%
Sand Creek	217284	262972	-17.4%
Ute Pass	17289	21432	-19.3%
Senior Van	17352	20821	-16.7%
East	938154	961004	-2.4%
Library 21c	634754	700557	-9.4%
Total Physical Materials	3769407	4160974	-9.4%

Current Month CIRCULATION Comparison by Facility	2019	2018	% Change
Penrose	25496	28861	-11.7%
Mobile Libraries	7010	7659	-8.5%
Calhan	1023		
Cheyenne	18744	21002	-10.8%
Fountain	8473	9177	-7.7%
High Prairie	13423	13928	-3.6%
Ruth Holley	14921	18265	-18.3%
Manitou Springs	2190	2326	-5.8%
Monument	18038	19002	-5.1%
Old Colorado City	10716	11026	-2.8%
Palmer Lake	1983	2034	-2.5%
Rockrimmon	17871	18653	-4.2%
Sand Creek	14576	18803	-22.5%
Ute Pass	1156	1543	-25.1%
Senior Van	1152	1407	-18.1%
East	64006	68503	-6.6%
Library 21c	41889	44056	-4.9%
Total Physical Materials	262667	286245	-8.2%

Current Month e-materials & Summary	2019	2018	% Change
Overdrive	177302	153580	15.4%
RB Digital Mags	5293	5495	-3.7%
eReaders	0	4	-100.0%
1-Click Audio	360	440	-18.2%
Hot Spots	37	58	-36.2%
<b>Total e-materials</b>	<b>182992</b>	<b>159577</b>	<b>14.7%</b>
ILL	1800	2093	-14.0%
Cameras/Equip	63	90	-30.0%
Physical Materials	262667	286245	-8.2%
<b>Total Monthly Circ</b>	<b>447522</b>	<b>448005</b>	<b>-0.1%</b>

Circulation without Renewals  
December 2019

Current Month Comparison VISITORS	2019	2018	% Change
Penrose	42629	52777	-19.2%
Mobile Libraries	3191	2856	11.7%
Calhan	578		
Cheyenne	13021	13902	-6.3%
Fountain	6580	6593	-0.2%
High Prairie	7094	7171	-1.1%
Ruth Holley	11746	13611	-13.7%
Manitou	3092	3415	-9.5%
Monument	12902	13042	-1.1%
Old Colorado City	9325	9849	-5.3%
Palmer Lake	1201	1281	-6.2%
Rockrimmon	12664	13079	-3.2%
Sand Creek	16874	18536	-9.0%
Ute Pass	1401	1713	-18.2%
East	35222	39385	-10.6%
21c	38845	38452	1.0%
KCH	89	0	
<b>TOTAL Visitors</b>	<b>216454</b>	<b>235662</b>	<b>-8.2%</b>
Special Collections	1436	893	60.8%

2019 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	47527	46142	52535	50649	51985	49496	50882	46837	44952	47288	44079	45095	577467
Mobile Libraries Total	11278	13161	13478	13937	12066	13295	12060	12189	12357	11665	11677	11574	148737
Calhan											1512	1699	3211
Cheyenne	30604	33278	37279	36480	38250	37297	38553	35662	33656	35549	33521	31168	421297
Fountain	13965	14601	17060	14669	16930	19381	21001	17838	15730	16631	15187	14575	197568
High Prairie	24346	25660	29705	28079	27831	28954	30225	28070	27101	27481	25439	23407	326298
Holley	27152	28984	32016	31869	30667	30742	33669	30728	28569	30146	25879	25318	355739
Manitou	3756	4166	4943	4804	4638	4450	5027	4121	3943	4480	4115	3887	52330
Monument	30228	32367	39250	34970	36376	39476	41589	37105	35627	35028	33297	30143	425456
Old Colorado City	16491	17317	19837	20086	20299	18906	19284	18253	17422	17897	16991	17536	220319
Palmer Lake	2970	3458	3566	3931	4076	4372	5040	4237	4140	4239	3784	3586	47399
Rockrimmon	30572	30602	34924	34000	34203	36208	36897	33460	30726	31728	30633	30492	394445
Sand Creek	25926	28975	34099	31904	31664	33984	32402	29466	29376	29302	28004	26487	361589
Ute Pass	2081	2248	3108	2325	2265	2104	2295	2219	2036	1938	1749	1866	26234
Senior Van	1567	1970	1750	2287	1930	2080	1882	1963	1805	1824	1643	1579	22280
Bookmobiles	9711	11191	11728	11650	10136	11215	10178	10226	10552	9841	10034	9995	126457
East	112093	115913	141935	132781	133296	149381	151444	137820	131926	130427	125090	115608	1577714
Library 21c	72298	77951	94214	86948	87996	99958	104348	94927	87383	87100	84748	75212	1053083
Dispensers	0	0	0	0	0	0	0	0	0	0	0	0	0
Parenting	180	122	112	120	145	128	122	128	120	99	111	97	1484
<b>Total Physical Materials</b>	<b>451467</b>	<b>474945</b>	<b>558061</b>	<b>527552</b>	<b>532687</b>	<b>568132</b>	<b>584838</b>	<b>533060</b>	<b>505064</b>	<b>510998</b>	<b>485816</b>	<b>457750</b>	<b>6190370</b>

YTD CIRC Comparison	2019	2018	% Change
Penrose	577467	626308	-7.8%
Mobile Libraries Total	148737	148384	0.2%
Calhan	3211		
Cheyenne	421297	374674	12.4%
Fountain	197568	187269	5.5%
High Prairie	326298	284624	14.6%
Holley	355739	338586	5.1%
Manitou	52330	40953	27.8%
Monument	425456	383845	10.8%
Old Colorado City	220319	193591	13.8%
Palmer Lake	47399	40011	18.5%
Rockrimmon	394445	360463	9.4%
Sand Creek	361589	332100	8.9%
Ute Pass	26234	27973	-6.2%
Senior Van	22280	21792	2.2%
Bookmobiles	126457	126592	-0.1%
East	1577714	1325067	19.1%
Library 21c	1053083	904180	16.5%
Dispensers	0	0	
Parenting	1484	1722	-13.8%
<b>Total Physical Materials</b>	<b>6190370</b>	<b>5569750</b>	<b>11.14%</b>

Current Month Comparison CIRCULATION	2019	2018	% Change
Penrose	45095	45286	-0.4%
Mobile Libraries Total	11574	11403	1.5%
Calhan	1699		
Cheyenne	31168	27446	13.6%
Fountain	14575	12587	15.8%
High Prairie	23407	19639	19.2%
Holley	25318	24865	1.8%
Manitou	3887	3016	28.9%
Monument	30143	26404	14.2%
Old Colorado City	17536	14421	21.6%
Palmer Lake	3586	3105	15.5%
Rockrimmon	30492	26314	15.9%
Sand Creek	26487	24202	9.4%
Ute Pass	1866	1980	-5.8%
Senior Van	1579	1480	6.7%
Bookmobiles	9995	9923	0.7%
East	115608	97214	18.9%
Library 21c	75212	60206	24.9%
Dispensers	0	0	
Parenting	97	114	-14.9%
<b>Total Physical Materials</b>	<b>457750</b>	<b>398202</b>	<b>14.95%</b>

**Circulation Report  
By Facility  
December 2019**

YTD Comparison VISITORS	2019	2018	% Change
Penrose	605041	570563	6.0%
Mobile Libraries Total	38721	40522	-4.4%
Calhan	1292		
Cheyenne	187376	208806	-10.3%
Fountain	95680	109092	-12.3%
High Prairie	102385	111063	-7.8%
Ruth Holley	165901	199769	-17.0%
Manitou	46226	47982	-3.7%
Monument	184719	196554	-6.0%
Old Colorado City	133306	143888	-7.4%
Palmer Lake	16574	20416	-18.8%
Rockrimmon	176689	187432	-5.7%
Sand Creek	246819	268508	-8.1%
Ute Pass	17983	20370	-11.7%
Knights of Columbus Hall	1051	1595	-34.1%
East	560496	583792	-4.0%
Library 21c	520616	549170	-5.2%
<b>TOTAL</b>	<b>3100875</b>	<b>3259522</b>	<b>-4.9%</b>
Special Collections	19628	29561	-33.6%

2019 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	277784	285529	332088	316010	321416	357225	367785	333759	320137	318852	303518	281390	3815493
DVD	134871	147462	176680	165284	164741	162650	167963	154746	142946	149706	142743	137542	1847334
CD Music	12862	15085	16143	15359	14810	13949	14631	13962	13717	13974	13095	13802	171389
CD Book	14932	15071	18322	16817	17362	18036	18285	17031	15608	15792	14853	13787	195896
Playaway	6258	6686	8369	7703	7887	9129	9015	7507	7146	6952	6470	5999	89121
Kit	1582	1571	1723	1986	1993	2252	2309	1976	1784	1805	1537	1407	21925
Game	3178	3541	4736	4393	4478	4891	4850	4079	3726	3917	3600	3823	49212
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL Physical Items</b>	<b>451467</b>	<b>474945</b>	<b>558061</b>	<b>527552</b>	<b>532687</b>	<b>568132</b>	<b>584838</b>	<b>533060</b>	<b>505064</b>	<b>510998</b>	<b>485816</b>	<b>457750</b>	<b>6190370</b>
													0
ILL	2037	1983	2307	2123	2201	2007	2336	2081	1877	2011	2033	1800	24796
CyberShelf-OverDrive	167140	148668	167363	154120	164499	164282	173056	169934	162345	166725	160994	177302	1976428
RB Digital Magazines	5910	5611	6620	6885	6949	6276	5715	7083	6554	6855	6575	5293	76326
eReader	4	7	6	3	3	10	13	11	2	4	4	0	67
OneClick Audio	460	387	415	415	458	492	454	442	388	436	439	360	5146
Hot Spots	58	56	56	57	54	53	53	46	38	32	41	37	581
Cameras & Equipment	65	84	64	89	66	84	79	100	99	86	80	63	959
													0
<b>TOTAL STATE Circ</b>	<b>627141</b>	<b>631741</b>	<b>734892</b>	<b>691244</b>	<b>706917</b>	<b>741336</b>	<b>766544</b>	<b>712757</b>	<b>676367</b>	<b>687147</b>	<b>655982</b>	<b>642605</b>	<b>8274673</b>
Freegal Music	7065	6521	6835	6876	6744	6804	6798	6345	6814	6775	6335	6306	80218
Freeding	108	109	132	124	117	89	112	117	101	141	123	79	1352
DVD Player	160	137	95	152	151	155	147	109	135	160	110	109	1620
Hoopla	1948	1767	2059	1792	1922	1896	1858	1948	1887	1848	1959	1917	22801
Comics	341	368	405	323	308	309	394	376	425	358	385	350	4342
Kanopy	838	828	844	1040	1449	1677	1601	1838	1526	1654	1470	1526	16291
													0
CLC	9990	10628	12635	11322	11442	11830	12479	11432	10899	11113	10024	9840	133634
Laptop Use	1373	1336	1519	1626	1635	1153	1187	1237	1145	1195	966	968	15340
Active Users	255131	254818	254774	253569	253425	254251	254279	279930	279102	280082	279166	278223	

YTD Circ by Format			
	2019	2018	Change
Print	3815493	3417394	12%
DVD	1847334	1652563	12%
CD Music	171389	165511	4%
CD Book	195896	202422	-3%
Playaway	89121	71849	24%
Kit	21925	21087	4%
Game	49212	38924	26%
	0	0	
<b>TOTAL Physical Items</b>	<b>6190370</b>	<b>5569750</b>	<b>11.14%</b>
	0	0	
ILL	24796	27253	-9%
CyberShelf-OverDrive	1976428	1681835	18%
RB Digital Magazines	76326	44274	72%
eReader	67	220	-70%
OneClick Audio	5146	5289	-3%
Hot Spots	581	819	-29%
Cameras & Equipment	959	828	16%
Total e-materials	2058548	1732437	19%
<b>Total Circ</b>	<b>8274673</b>	<b>7330268</b>	<b>13%</b>
Freegal Music	80218	91192	-12%
Freeding	1352	872	55%
DVD Player	1620	1802	-10%
Hoopla	22801	21977	4%
Comics	4342	3416	27%
Kanopy	16291	4915	231%
	0		
CLC	133634	127636	5%
Laptop Use	15340	18901	-19%

MTD Total	2019	2018	Change
January	627141	612152	2%
February	631741	560716	13%
March	734892	635120	16%
April	691244	601395	15%
May	706917	607959	16%
June	741336	652514	14%
July	766544	658303	16%
August	712757	632095	13%
September	676367	584033	16%
October	687147	627088	10%
November	655982	588931	10%
December	642605	559962	15%

YTD Total	2019	2018	Change
January	627141	612152	2%
February	1258882	1172868	7%
March	1993774	1807988	10%
April	2685018	2409383	11%
May	3391935	3017342	12%
June	4133271	3669856	13%
July	4899815	4328159	13%
August	5612572	4960254	13%
September	6288939	5544287	13%
October	6976086	6171375	13%
November	7632068	6770306	13%
December	8274673	7330268	13%

Circulation Report  
Item Type  
December 2019



## Communications Department: Report for January 2020

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### News coverage and media highlights

- Total features:
  - Last month: 59
  - 2019 total: 939, which averages to about 78 per month
- Highlighted coverage for the month (from the [full interactive report](#)):
  - The first **Holiday Vegan Market** was featured as a Pike's Pick in the [Colorado Springs Gazette](#) and in several [news shows on KKTU](#). The KKTU piece was **shared 681 times** on social media.
  - A **young woman who created a documentary** on the behavioral impacts of screens, using resources of used Peak Library District in place of a prestigious film internship, was interviewed alongside Chief Librarian and CEO John Spears [on FOX21 News](#) for Give! 2019. She was also featured in the Library Limelight column in the [Woodmen Edition](#), [Cheyenne Edition](#), and [Tri-Lakes Tribune](#).
  - A **profile of Chief Librarian and CEO John Spears** ran in the *COS CEO 2020 Leadership Lessons* publication produced by the *Colorado Springs Business Journal* (article not yet available online).
  - [Library Journal](#) ran a piece about the **Design Institute**, which they hosted at Pikes Peak Library District in September 2019.
  - **Penrose Library's new mural** was featured in [303 Magazine's list](#) of their favorite Colorado murals from 2019.

### Digital marketing statistics and highlights

- PPLD.org website statistics:
  - **Monthly totals:** 110,684 users, with 93,245 being new; 204,321 sessions; and 358,415 pageviews
  - **2019 totals:** 1,496,514 users, with 1,194,945 being new; 2,929,108 sessions; and 5,216,550 pageviews
  - **Most popular web page for last month**, besides the home page: [ppld.org/cybershelf](http://ppld.org/cybershelf)
- District-wide social media statistics:
  - **Facebook:** 7,663 total page likes, with 190 new likes last month; 14,452 for total daily engagements last month, with total tracked engagement of 65,228 (March – December)
  - **Twitter:** 5,130 total followers; 10,497 for total annual engagement
  - **Instagram:** 1,540 total followers; 6,847 for total tracked engagement (July – December)
  - **LinkedIn:** 955 total followers; 422 for total tracked engagement (September – December)

## Video production statistics & highlights

- Totals (from June – December 2019):
  - **Online video views:** 289,488
  - **Content production:** 56 produced by PPLD
  - **PPLD TV:** 21 hours of new programming

## Community partnerships, events & other happenings

- Totals for 2019:
  - **Community partnerships:** 27, with 19 currently active
  - **Outreach activities:** 124 (excludes school visits)
  - **Known outreach impressions:** 17,087
- **New year, new ways to use your Library!** PPLD's mini-campaign aims to let people know [how a library card can help them achieve their resolutions](#) and goals, whether it involves health and wellness, hobbies, organization, family, travel, finances, career and business, or something else.
- Save the date for PPLD's [Winter Adult Reading Program: Imagine Your Story!](#) The annual program runs from Feb. 1 - March 31, and participants can read books and attend Library programs to win prizes.
- Theatreworks presents [Mobile Shakespeare: Comedy of Errors](#), a zany, 75-minute adaption of the classic that's appropriate for all ages. The performance will take place at Knights of Columbus Hall on Fri., Jan. 24, beginning at 7 p.m.
- Join us at a [KinderSpark! event](#) to discover fun ideas that can enhance early literacy! Caregivers of children who are 0-5 years old can explore pre-reading activities that they can try at home—and get a free book. The events are happening on the following Saturdays from 10 a.m. to noon: Jan. 25 at Ruth Holley Library, Feb. 1 at Cheyenne Mountain Library, and Feb. 8 at East Library.
- In partnership with Converge, PPLD is giving away tickets to [Converge Lecture Series: Anthony Doerr](#), taking place on the evening of Fri., Feb. 7, at the Chapman Foundations Recital Hall of the Ent Center for the Arts. The series aims to build bridges of connection in Colorado Springs by providing lectures with national authors that are designed to inspire conversation. Upcoming authors include Jesmyn Ward on Sat., May 2, and CE Morgan on Fri., Oct. 2.
- The 13<sup>th</sup> annual [Teen Art Contest](#) is open to middle and high school students who are residents of El Paso County. This year's theme is 20/20 vision, and submissions are due by Sun., Feb. 16. The awards ceremony taking place on Sun., March 29, at 2 p.m. in Library 21c's venue.
- Join us for [Human Library](#) on Sat., March 7, from 1-4 p.m. at East Library! With a collection of people from all walks of life, the annual program is designed to build a positive framework for conversations that can challenge stereotypes and prejudices through dialogue. Individuals serve as human "books," and participants can "read" the book by engaging in a conversation with the book on loan. It aims to establish a safe and conversational space where difficult questions are expected, appreciated, and hopefully answered.

- The entry deadline for PPLD's [Jean Ciavonne Poetry Contest](#) is Tues., March 3. The contest is open to 4<sup>th</sup> and 5<sup>th</sup> grade students in the Pikes Peak region, and this year's theme is "Poetry Stew: Poems About Food." Six winners will each receive \$50 and a book of poetry during the award ceremony on Sat., April 11.

## Meeting and study room statistics

- Room usage:
  - **Patron reservations:** 3,209 during the month, bringing the year-to-date total to 43,803—an average of 3,650 per month
  - **Staff-hosted public programs:** 867 public programs, bringing the year-to-date total to 15,385—an average of 1,282 per month
- Library Market and other related use (reservations and cancellations):
  - Use of [PPLD.LibraryMarket.com](#): 14,356 users; 27,043 sessions; and 129,936 pageviews last month;
  - **Online requests:** 4,393 for last month, bringing the year-to-date total to 54,703
  - **Phone and email inquiries:** 381 for last month, bringing the year-to-date total 5,442

## Other key updates

- Community needs assessment:
  - The PPLD team is delving into the **final reports and data** provided by Elevated Insights.
  - We're working on a **public report and traveling presentation deck** that will provide a macro-level look for community stakeholders and partners (for release in February 2020).
  - PPLD staff also plan to use the **assessment's findings and recommendations to inform future decisions**, such as for strategic planning and marketing/promotion efforts.
- Other top priorities:
  - The Communications department **recently restructured to better align with its four key areas of focus**—branding, community engagement, internal communications, and marketing/promotion.
  - We're also finalizing the **strategic communications framework for Fiscal Year 2020**, as well as planning for **crisis and issue-related communications**.

## Facilities Department Report January 22, 2020

### Projects

The East Library back-up generator is still on schedule. Anticipated production of the generator is slated for January 30, 2020 with shipment a couple of days later. Minor prep to the onsite location will occur through the month of January. Installation is expected to extend through February at this time with substantial completion date set for March 2, 2020.

The project for the installation of a roofing structure over the old chiller pit at the East Library to provide for some protected storage was abandoned in late December. Numerous attempts to get the project through permitting with the Regional Building Department ended with a Fire Department requirement to add a fire sprinkler system to the space. Cost and future challenges in maintaining such a system including harsh winter temperatures proved to outweigh the benefits for proceeding with this project.

The architecture firm, Design Edge has submitted their schematic design for the new Learning Lab planned for the Ruth Holley Library. Walk-throughs are being coordinated at this time for electrical and mechanical engineering firms to detail such needs in the design.

At Library 21c, we wrapped up some upgrades to the former Ricoh Print location in preparation for a new library service point. Improvements included the installation of a one-way viewing window in the staff work area as well as some improvements to the work area millwork. Staff will begin moving into this space soon and are excited for this new space.

We are currently in discussions with architectural firms regarding design for the expansion of the East Security office. This space is planned to expand into the current vending and Weigh and Win space off of the entry lobby. Once design is complete, bids will be procured for the renovation work.

We are currently working with our fire protection contractor on the planning and design for replacement of the existing fire alarm panel at the East Library. The existing panel is original to the building and we are finding parts are becoming more and more obsolete. The new panel will also require us to review system notification units throughout the facility and update the overall fire alarm system.

Facilities department is reviewing all approved 2020 capital projects and purchases and determining the best course of action for completing.

### Facilities Staff

Facilities staff was busy with holiday programs as well as assisting other departments in December. Staff helped with set up and take down for events such as the Vegan Market that had an estimated 3,500 attendees, as well as the annual Yule Ball.

Penrose staff assisted the IT department in the computer desk upgrades in the Penrose computer lab. Facilities staff teamed up to assist in the delivering the traveling artwork, *Virage*, a part of the Art of Colorado's Natural Environment to the Penrose Library. This artwork will travel to other locations in the district throughout 2020.

### Monthly Statistics

In the month of December, the Facilities department completed 135 routine visits to district library facilities. Routine visits are done weekly and allow Facilities Specialists and Supervisors to complete any pending work orders, inspect



location for safety issues, address minor projects, restock building supplies and meet with managers regarding any concerns or requests.

Also in the month of December, Facilities staff completed 137 demand work orders (work orders submitted by PPLD staff) accounting for 270.57 hours of staff time and 173 preventive maintenance work orders (work orders scheduled for equipment, etc.) to account for 244.84 hours of staff time for a total of 310 work orders.

Along with work orders, Facilities on-call personnel responded to two after-hours calls in November. Emergency calls address issues that cannot wait until the next business day.

Over the past month, Facilities completed 128 meeting room set ups at the three large libraries accounting for 67 hours.

**Human Resources Report  
January 22, 2020**

**Human Resources:**

Major projects included the following:

- Organizational Development (Cody Logsdon)
  - Facilitated a team building exercise with the Children’s Services team.
  - The first cohort of 9 participants completed PPLD’s new Leadership Program.
  - Facilitated Change Management training for the Collection Management team.
  - Piloted a new Customer Service foundations training that will be made available to the district starting in February.
  - The West region completed equity training.
  - Posted the Training Coordinator position.
- HRIS/Benefits/Compliance (Cristina Jaramillo)
  - Completed administration of Open Enrollment.
  - Currently preparing to process the 2020 merit pay increase for staff.
  - Cristina is busy learning the HRIS/Benefits/Compliance issues role.
  - Workers Compensation: 1 new injury was reported in December
- Wellness program (Laurie Jackson)
  - Routine Revolution Challenge is in progress from January 1- February 28 with 110 participants.
- Volunteer program (Karen Goates)
  - Karen Goates began in this position in December!
- Recruitment (Soumya Gollapalli)
  - Soumya has returned at full capacity, so the temporary hiring freeze has been lifted.

<b>Recruitment / Selection Activity</b>	<b>December 2019</b>
Jobs Posted	3
Newly Hired Employees	4
Promoted Employees	4
Transferred Employees	1
Separated Employees	7

- Training (Vacancy)
  - Angela Gilbert ended her tenure with PPLD in December.

<b>Training Title</b>	<b>Date</b>	<b>Time</b>	<b># of Attendees</b>
Train-the-Trainer	Dec. 3	8:30-4:00 pm	8
Team Communication	Dec. 13	8:30-10 am	7
Windows 10	Dec. 17	11-12 pm	2
Time Management	Dec. 17	8-9 am	2
Equity Training	Dec. 13	8:30-10:30 am	129

**Information Technology Department Report  
January 22, 2019**

**Projects**

- Broadband Internet Service Increase. Project completed December 31, 2019.
- Core Switch Installation. Project Estimated Completion Date (ECD) moved from December to March (delay due to staff availability due to other higher priority requirements).
- Transition to Windows 10/Office 2016 completed except for Self-Checks and library workflow stations that will continue to use Windows 7. Cybersecurity risk analysis rated as low since these systems are closed systems.
- Technology Refresh Patrons. Project to replace 143 patron computers throughout the District completed.
- Multifunction Device (MFD) Request for Proposal (RFP). The project team encountered a problem with facsimile services requiring resolution before moving forward. Anticipate providing Finance with requirements end of December.
- Planning to add eight computers to Sand Creek in FY20. Adding these computers required working with Facilities Department to replace existing computer tables to allow for additional computers.
- Voice service wireless phones implemented across District allowing staff to service patrons easier and streamlines access to Security.
- Implemented cloud backup to protect against ransomware.

**FY20 Projects**

- #1 Priority – E-rate Program RFP to replace internet and wide area network (WAN) service provider
- #2 Priority – Surveillance system replacement RFP
- #3 Priority – MFD

**Monthly Statistics**

Metric	FY18	FY19	+/-
Computer Usage	838,953	496,119	-40.86%
Laptop Circulation	18,495	15,340	-17.06%
AWE Children's Early Literacy Computer Usage	66,226	57,079	-13.81%
Hotspot Circulation	855	581	-32.05%

Beginning in February the monthly IT report will include internet and Wide Area Network (WAN) service availability to provide the Board with information on broadband service for patrons.

## Safety, Social Services & Security Report January 22, 2020

### Security

Security has finished mining our statistical data for 2019 and some of the higher-level statistics are presented in this report. This project delves much deeper, looking into each region as well as each branch, identifying trends in reports and suspension, and what the trends mean in conjunction with community crime rates, branch visitation numbers, and officer staffing.

### Safety

Safety has completed creating twenty-seven new Blood Borne pathogen cleanup kits and has distributed them across the District retiring all old, out of use equipment. A final coordination of the massive training effort across the District to identify and teach staff in this area is almost complete and will be sent out in the next few weeks.

Other major Safety projects are nearing completion for distribution and will be updated soon.

### Social Services

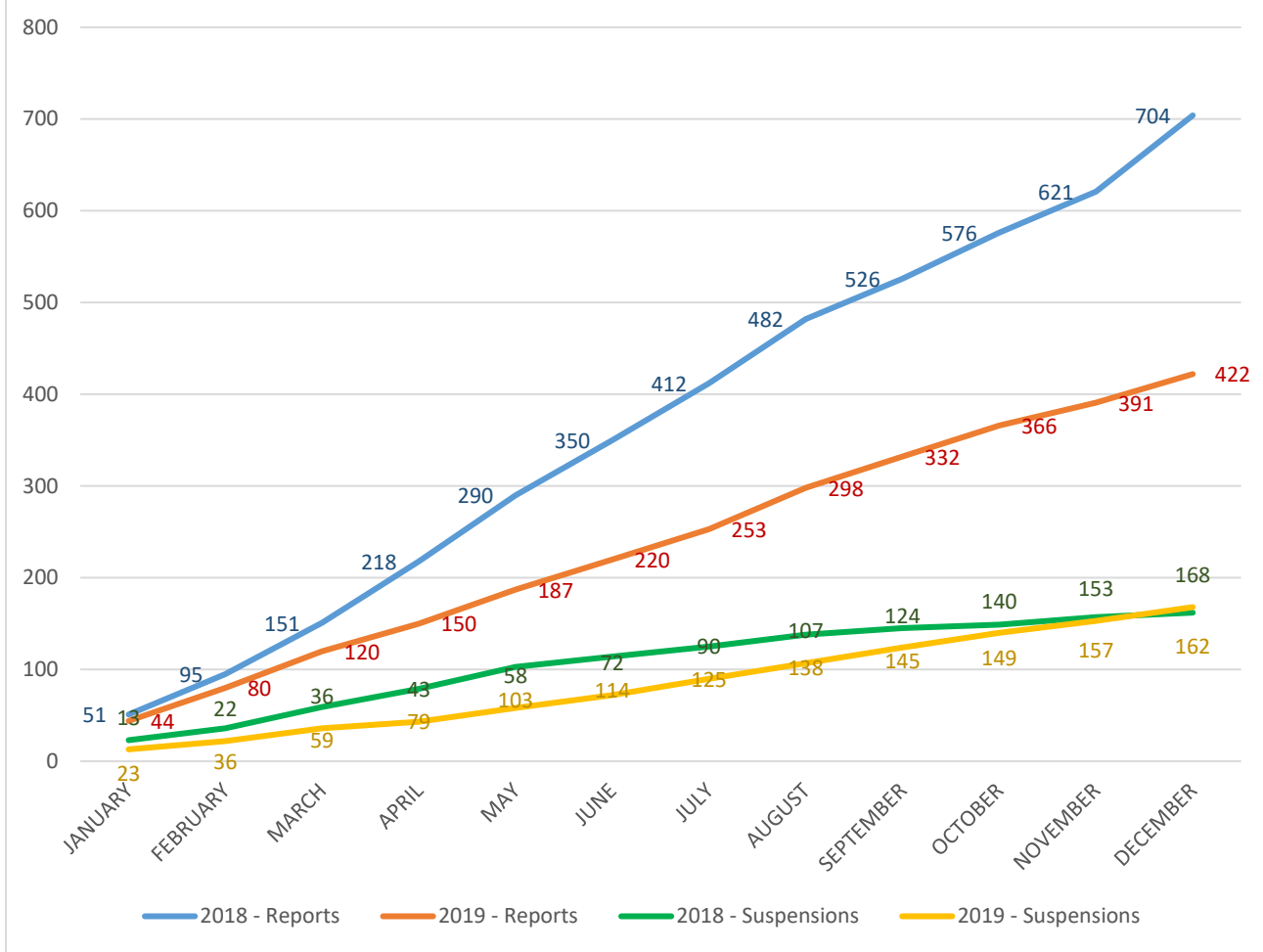
2019 statistics were compiled for social Services and highlights are listed here:

- 551 separate contacts
- CONNECT group: Began April 2019. Total attendance of all groups for the year = 390
- 1 individual moved into transitional housing
- 1 individual moved into her own apartment after securing assistance for paying off a prior eviction (and other types of assistance for meeting requirements for the Housing Authority)
- 1 individual housed in his own apartment in Walsenburg (included coordination with landlord and other social service providers)
- 2 families that I entered into the system housed through coordinated entry; 2 others still in process
- 53 bus passes for appointments, shelter or job interviews

Other successes:

- Secured assistance for free mechanics & lawn care (person was facing citation from the city)
- motel vouchers for a families on cold nights
- clothing and medicine for children
- vouchers for pharmacy
- rides to social security office
- applications for food stamps and Medicaid
- waitlists for the Housing Authority
- appointments with lawyer for disability applications
- financial assistance to return home, get into a new home, & pay utilities
- connection to resources that have provided phones to several individuals through Lifeline phone program

### Report & Suspension Totals



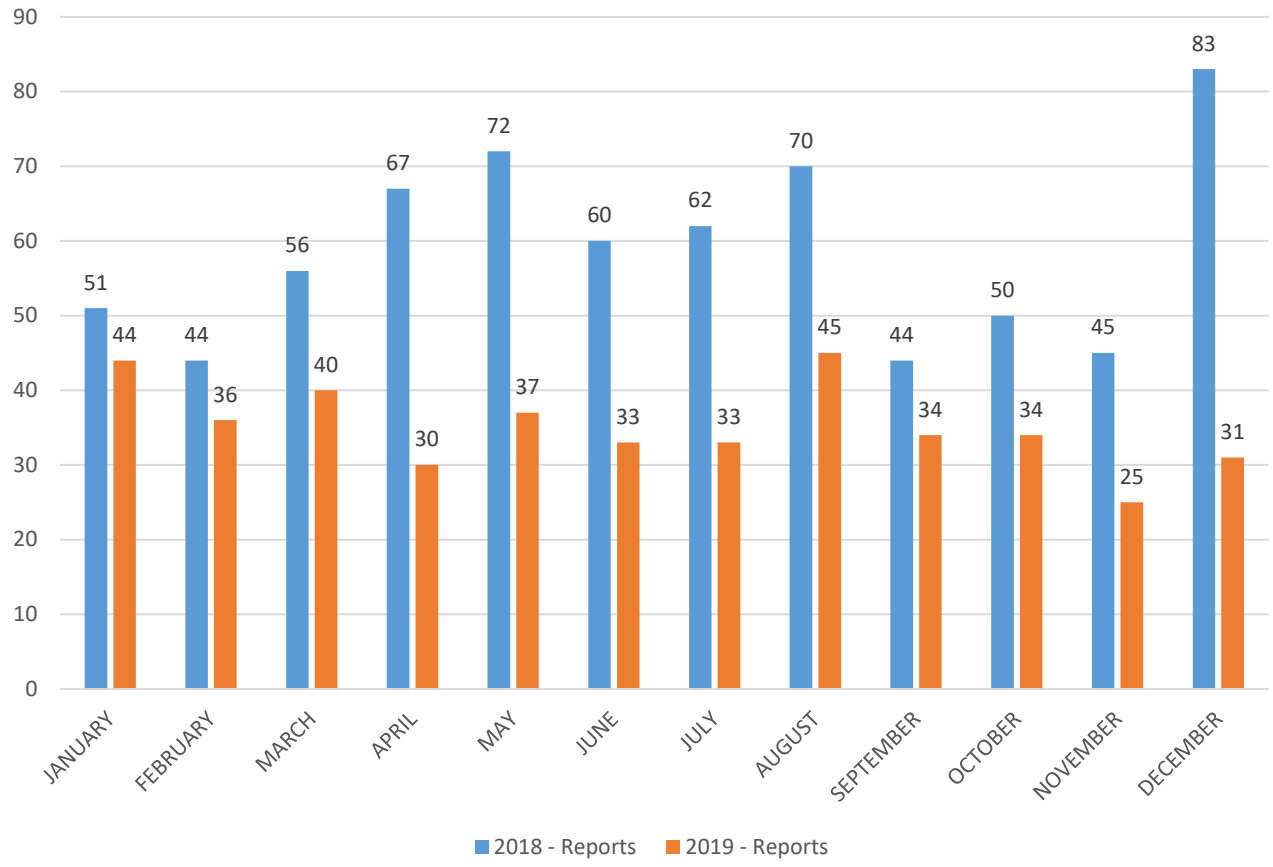
2018 - Reports	
JANUARY	51
FEBRUARY	44
MARCH	56
APRIL	67
MAY	72
JUNE	60
JULY	62
AUGUST	70
SEPTEMBER	44
OCTOBER	50
NOVEMBER	45
DECEMBER	83

2019 - Reports	
JANUARY	44
FEBRUARY	36
MARCH	40
APRIL	30
MAY	37
JUNE	33
JULY	33
AUGUST	45
SEPTEMBER	34
OCTOBER	34
NOVEMBER	25
DECEMBER	31

2018 - Suspensions	
JANUARY	23
FEBRUARY	13
MARCH	23
APRIL	20
MAY	24
JUNE	11
JULY	11
AUGUST	13
SEPTEMBER	7
OCTOBER	4
NOVEMBER	8
DECEMBER	5

2019 - Suspensions	
JANUARY	13
FEBRUARY	9
MARCH	14
APRIL	7
MAY	15
JUNE	14
JULY	18
AUGUST	17
SEPTEMBER	17
OCTOBER	16
NOVEMBER	13
DECEMBER	15

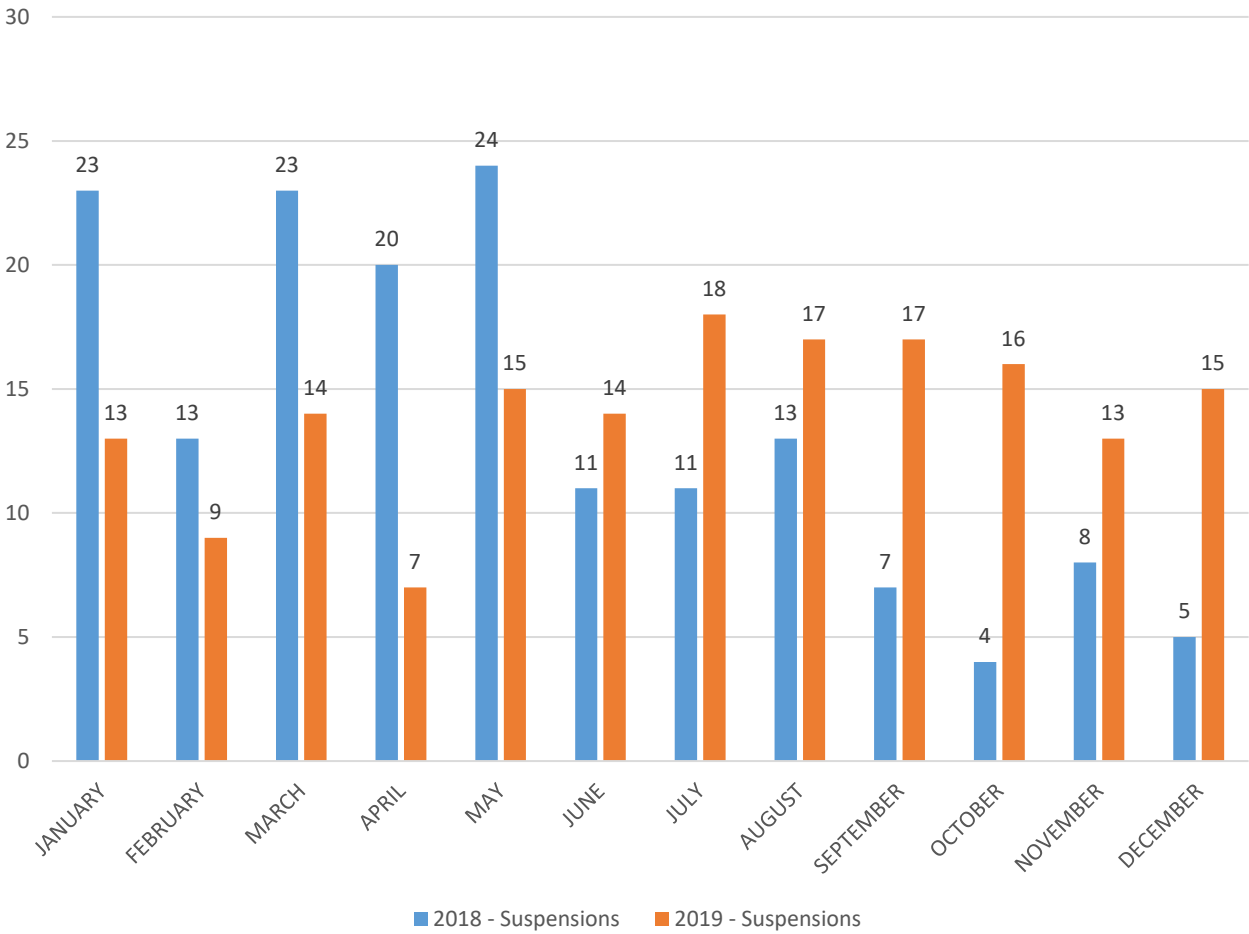
### Reports - Monthly Comparison



2018 - Reports	
JANUARY	51
FEBRUARY	44
MARCH	56
APRIL	67
MAY	72
JUNE	60
JULY	62
AUGUST	70
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2019 - Reports	
JANUARY	44
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MAY	37
JUNE	33
JULY	33
AUGUST	45
SEPTEMBER	34
OCTOBER	34
NOVEMBER	25
DECEMBER	31

### Suspensions - Monthly Comparison



2018 - Suspensions	
JANUARY	23
FEBRUARY	13
MARCH	23
APRIL	20
MAY	24
JUNE	11
JULY	11
AUGUST	13
SEPTEMBER	7
OCTOBER	4
NOVEMBER	8
DECEMBER	5

2019 - Suspensions	
JANUARY	13
FEBRUARY	9
MARCH	14
APRIL	7
MAY	15
JUNE	14
JULY	18
AUGUST	17
SEPTEMBER	17
OCTOBER	16
NOVEMBER	13
DECEMBER	15