



Providing resources and opportunities that impact  
individual lives and build community

- I. CALL TO ORDER
- II. SPECIAL PRESENTATION: DISCUSSION WITH ELEVATED INSIGHTS
- III. ITEMS TOO LATE FOR THE AGENDA
- IV. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- V. CORRESPONDENCE AND PRESENTATIONS
  - A. Correspondence
    - 1. Rebecca Michael, The Independence Center (p. 1)
  - B. Presentations
    - 1. High Prairie Seed Catalog: Laura Foye (p.3)
- VI. BUSINESS ITEMS
  - A. Decision 19-8-1: Minutes of the July 9, 2019 Meeting (p. 4)
  - B. Decision 19-8-2: Minutes of the July 27, 2019 Special Meeting (p. 12)
  - C. Consent Items
    - Consent items shall be acted upon as a whole, unless a specific item is called for discussion.*
    - Any item called for discussion shall be acted upon separately as "New Business".*
  - D. Unfinished Business
  - E. New Business
    - 1. Discussion: Mid-Year Budget Resolution (M. Varnet) (p. 14)
    - 2. Discussion: Board Volunteer Agreement (S. Taylor) (p. 40)
    - 3. Decision 19-8-3: Contract for Courier Services (T. Blevins) (p. 42)
    - 4. Decision 19-8-4: Copier RFP (R. Peters) (p. 44)
    - 5. Decision 19-8-5: Child Safety Policy (T. Blevins) (p. 47)
- VII. REPORTS
  - A. Friends of the Pikes Peak Library District Report (D. Gonzales) (p. 51)
  - B. Pikes Peak Library District Foundation Report (L. James) (p. 52)
  - C. Financial Report (M. Varnet) (p. 53)
  - D. Public Services Report (T. Blevins) (p. 69)
  - E. Library Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report (74)
  - F. Chief Librarian's Report (J. Spears)
  - G. Board Reports
    - 1. Governance Committee Report
    - 2. Internal Affairs Committee Report
    - 3. Public Affairs Committee Report
    - 4. Board President's Report
    - 5. Adopt-a-Trustee Report
- VIII. EXECUTIVE SESSION
  - Executive Session to discuss personnel matters related to a six-month review of the annual performance of goals of the Chief Librarian & CEO as authorized by C.R.S. § 24-6-402(4)(f)
- IX. ADJOURNMENT

People with disabilities  
building community

# THE INDEPENDENCE CENTER



July 12, 2019

Pikes Peak Library District  
John Spears  
20 North Cascade Avenue  
Colorado Springs, CO 80903

Dear Mr. Spears,

I hope this letter finds you and the District staff enjoying the great summer weather and outdoor spaces in our community. I am writing you to express gratitude of two of your staff, Janina Goodwin, East Library Manager and Jaylene Walls, Senior Library Associate, for their work with The Independence Center (The IC) on our Photovoice 2019 project.

In 2016, The Colorado Trust described Photovoice as *“A process in which people use photo images to capture aspects of their community and experiences and share them with others. The pictures can then be used, usually alongside a written narrative by the photographers, to create change”*

The Independence Center is a local nonprofit in downtown Colorado Springs, dedicated to “working with people with disabilities, their families and the community, [to] create independence so all may thrive”. Through Photovoice, consumers can provide a visual representation of their world and how physical barriers can prevent them from participating in community activities in our beautiful landscape, or even visiting a friend’s home. Along with a narrative to discuss the artists thoughts of the photo provides the viewer a peek into the life of a person with a disability.

Before and during the set up of the currently displayed exhibit at the East Library Gallery, Janina and Jaylene provided superior customer service to the IC and its consumers by way of responding to questions, some last-minute requests and providing information to the East Library staff for easy navigation to the exhibit space.

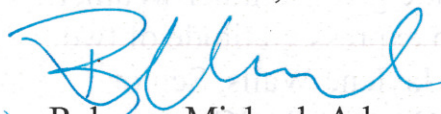




When an artist displays their work for the public to see, it can come with apprehension, thoughts of inadequacy and if they are pushing the envelope too much, but with the work that Janina and Jaylene did to provide a safe and welcoming space, many of those feelings were removed.

The IC is proud of our many partnerships with PPLD, from accessible meetings spaces to the ability to record our Real Empowerment Podcast at the accessible Studio916 at the Sand Creek Library to the East Library Gallery to display works by artist with disabilities. Please pass on my appreciation to Janina and Jaylene for their work on behalf of our disability community.

With Gratitude,



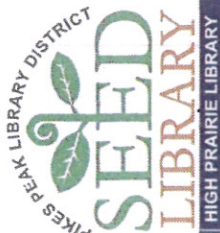
Rebecca Michael, Advocacy Manager  
The Independence Center

CC: Abby Simpson

Janina Goodwin

Jaylene Walls





### Our Mission

To encourage a thriving community of gardeners, from beginning to expert, through the process of growing, harvesting and seed saving/sharing.

## Seed Sharing — How it Works

Seed sharing is a way to build community, share knowledge and save money.

Here are the steps:



**1 Choose/check out some seeds.**

Please limit to 3 packets per family, per month.

**2 Share/trade extra seeds**

with other community members to increase variety.



**3 Grow your garden.**



**4 Save seed to use for next year.**

Share some of your saved seeds with the library if you can!\*

### Need Help?

We offer classes and information to help both newcomers and experienced gardeners develop gardening skills and know-how.

- ♦ **Watch our library calendar**
- ♦ **Follow us on Facebook**
- ♦ **Check out our seed sharing page online at [ppld.org/high-prairie-seed-library](http://ppld.org/high-prairie-seed-library).**

### Did you know?

Beginning with the 2019 growing season, the food grown in High Prairie Library's demonstration garden will be given to **Fresh Start Center** (formerly High Plains Helping Hands).



**High Prairie Seed Library** (Established 2015)  
Located in the High Prairie Library  
7035 Old Meridian Rd. Falcon, CO 80831  
(719) 531-6333, x 7003

\* You can also purchase commercially grown seed to donate to the library for sharing.  
7035 Old Meridian Rd., Falcon, CO 80831 ♦ (719) 531-6333, x7003

**PIKES PEAK LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
July 9, 2019  
4 p.m.  
Ruth Holley Library**

**MEMBERS PRESENT**

President Wayne Vanderschuere, Vice President Debbie English, Secretary/Treasurer Scott Taylor, Trustee Cathy Grossman, Trustee Ned Stoll

**MEMBERS ATTENDING VIA TELEPHONE**

Trustee Mina Liebert

**MEMBERS ABSENT**

Trustee Keith Clayton

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

Chief Librarian & CEO John Spears, Chief Public Services Officer Tim Blevins, Friends of the Pikes Peak Library District Board of Directors President Dora Gonzales, El Paso County Commissioner Longinos Gonzalez, Assistant to the Chief Librarian Sue Hammond, Development Officer & Foundation Executive Officer Lance James, Director of Adult Education Teona Shainidze Krebs, Chief Information Officer Rich Peters, Chief Communications Officer Michelle Ray, Chief Facilities Management Officer Gary Syling, Ruth Holley Branch Supervisor Frances Toledo, Chief Finance Officer Michael Varnet, Ruth Holley Library Manager Joelle Wren

**CALL TO ORDER**

President Vanderschuere called the July 9, 2019 meeting of the Pikes Peak Library District Board of Trustees to order at 4:04 p.m.

**ITEMS TOO LATE FOR THE AGENDA**

There were no items too late for the agenda.

**PUBLIC COMMENT**

There was no public comment at this time.

**CORRESPONDENCE AND PRESENTATIONS**

**Correspondence**

A letter from School District 11 Superintendent Dr. Michael J. Thomas was included in the packet. Dr. Thomas recognizes the contribution that PPLD makes to our community through staff outreaches to District 11 schools. During the 2018-2019 school year, PPLD staff gave one hundred fifteen presentations to four thousand six hundred sixty-eight students.

## Presentations

Ruth Holley Library Supervisor Frances Toledo gave a brief presentation on the career of librarian Ruth Holley for whom the Library is named. The first Ruth Holley Branch opened in 1987 a few blocks away on N. Murray Boulevard. The Library moved to its current location in 2004.

## BUSINESS ITEMS

### Board Minutes

#### Decision 19-7-1: Minutes of the June 11, 2019 Meeting

The minutes of the June 11, 2019 regular meeting of the Pikes Peak Library District Board of Trustees were included in the Board packet.

**Motion:** Scott Taylor moved to approve the minutes of the June 11, 2019 regular meeting of the Pikes Peak Library District Board of Trustees as presented.

**Second:** Ned Stoll 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 19-7-2: Urban Renewal Authority True North Project

At the May 14, 2019 regular meeting of the Board of Trustees, the Board passed the following motion: "I move that the Pikes Peak Library District Board of Trustees not approve the Urban Renewal Authority True North project as presented".

One of the reasons cited by PPLD Board members for that decision was that they were dissatisfied with the process through which the Colorado Springs Urban Renewal Authority (CSURA) presented the project to the Library District. Board members expressed the desire for an opportunity to participate from the onset of CSURA projects to ensure that the projects benefit PPLD and the taxpayers that support the District. Since the May 14, 2019 decision the CSURA has responded by giving PPLD a seat at the table and demonstrating willingness to listen to input from PPLD representatives. The Board sees these steps as an indication that the CSURA is looking at PPLD as an active participant.

In the attempt to make the True North Project of benefit to Library constituents, PPLD has requested space for a library facility at the True North commercial site at a reduced rate. A letter from LOGE Capital Partners Managing Partner Robert McFarlane offering PPLD 2,500 to 5,000 RSF on the ground floor at a lease rate of a 15% discount to the market rate for a minimum of ten years is included in today's Board packet.



Since this motion was made, seconded, voted upon, and approved at the May 14, 2019 meeting of the PPLD Board of Trustees and has not been acted upon at this time, a motion to amend that motion was called for by the Board. Board members spoke to the benefits of amending the motion citing the following:

- With the offer of space at a reduced rate, PPLD now has the opportunity to serve the community as a part of the True North Project.
- The CSURA has shown good faith to PPLD and offered the opportunity to partner in the project.
- It is the Board's fiduciary responsibility to be sure that projects utilizing library tax dollars benefit the taxpayers through library services. With the addition of space for a library, this project is a benefit.
- The new relationship between PPLD and the CSURA is also a benefit.
- The Board wanted to participate, but not without concessions that would benefit library users.
- The Board sees this concession on the part of the project principals as an opportunity to participate in larger community conversations.
- The offer of a 15% rate reduction on rent should be a starting point for negotiations on reduced rent of space in the project.

**Motion:** Debbie English moved that the Pikes Peak Library District Board of Trustees amend the motion previously adopted at the May 14, 2019 Board of Trustees meeting to read that Pikes Library District Board of Trustees approve the Library District's participation in the Colorado Springs Urban Renewal Authority True North project as presented and Library management enter into negotiations for space at the development site based upon the concessions the Library District has received.

**Second:** Mina Liebert seconded the motion.

**Vote:** President Vanderschuere called for a vote by roll call.

Wayne Vanderschuere: Yes

Debbie English: Yes

Cathy Grossman: Yes

Ned Stoll: Yes

Scott Taylor: Yes

Mina Liebert Yes

Keith Clayton was absent from the meeting

With six members voting yes and none opposed, the motion passed unanimously.

#### **Discussion: Project with Pikes Peak Community College**

Toby Gannett was unable to attend the meeting. This discussion was postponed.

#### **Decision 19-7-3: Audit of 2018 Financial Records**

An audit of PPLD's 2018 financial records was conducted by BKD, LLP. The audit was completed in accordance with all applicable State statutes and in accordance with Generally Accepted Auditing Standards.

Internal Affairs Chair Debbie English reported that representatives from BKD, LLP met with the Internal Affairs Committee on June 26, 2019. BKD, LLP issued an unqualified opinion, which means that PPLD's financial records are materially correct as presented.

Chief Financial Officer Michael Varnet briefly highlighted some details included in the *Comprehensive Annual Financial Report for the Year ending December 31, 2018*, which was included in the Board packet. Debbie English noted that Mr. Varnet and the Finance Office staff did an incredible job in facilitating the audit of the District's 2018 financial records.

**Motion:** Cathy Grossman moved that the Pikes Peak Library District Board of Trustees accept the audit of the District's 2018 financial records as presented by BKD, LLP.

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

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

#### **Decision 19-7-4: Policy Review & Update: Collection Development Policy**

Pikes Peak Library District's *Collection Development Policy* guides the selection and continuous evaluation of the library's collection to reflect Pikes Peak Library District's mission. The *Collection Development Policy* provides direction for the scope of the collection, in a variety of formats, concerning community needs, topics, diverse opinions, and the history and culture of the Pikes Peak region. Updates to the *Collection Development Policy* include revisions and clarification of Board Policy, in addition to substantive revisions, shortening, and restructuring of the Procedures section.

**Motion:** Cathy Grossman moved that the Pikes Peak Library District Board of Trustees approve Board Policy in the Pikes Peak Library District *Collection Development Policy* as written with the addition of the phrase "meet one of more of the following criteria" to the sentence "PPLD provides library materials in a variety of formats that . . ."

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

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

#### **Decision 19-7-5: Policy Review & Update: Gift Acceptance Policy**

The *Gift Acceptance Policy* is a new Board Policy. Pikes Peak Library District's *Gift Acceptance Policy* outlines the Library's practices on accepting charitable gifts, monetary and material, and directs donors and potential donors to the PPLD Foundation's gift acceptance policies (monetary) and PPLD's Collection Development Policy (materials).

**Motion:** Ned Stoll moved that the Pikes Peak Library District Board of Trustees approve Board Policy as written and presented in the Pikes Peak Library District *Gift Acceptance Policy*.

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

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

#### **Decision 19-7-6: Policy Review & Update: Closures & Delays Policy**

Although public information was available online at [ppld.org/policies](http://ppld.org/policies) under *Inclement Weather Policy*, a formal policy for closures and delays did not exist. The formal *Closures & Delays Policy* was created from the *Inclement Weather Policy*. Updates to this policy include renaming it to be more comprehensive,



creating official Board Policy, and revising the Procedures section to better detail the types of and factors related to closures and delays. Pikes Peak Library District's *Closures & Delays Policy* outlines the decision-making and communication processes of any closure or delay to ensure the safety of patrons and staff. It covers when and how patrons are notified, the primary types of closures and delays, and what factors impact decision-making by PPLD staff.

**Motion:** Scott Taylor moved that the Pikes Peak Library District Board of Trustees approve Board Policy as written and presented in the Pikes Peak Library District *Closures & Delays Policy*.

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

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

#### **Decision 19-7-7: Policy Review & Update: Filming, Recording & Photography Policy**

Pikes Peak Library District's *Filming, Photography, & Recording Policy* outlines what filming, photography, and recording activities are allowed on PPLD properties and inside PPLD facilities. This policy covers permissible activities for news media, documentaries, commercial and amateur photography, community-hosted events, and the film industry, as well as PPLD staff responsibilities. Updates to the *Filming, Photography, & Recording Policy* include minor revisions to Board Policy and the Procedures section.

**Motion:** Ned Stoll moved that the Pikes Peak Library District Board of Trustees approve Board Policy as written and presented in the Pikes Peak Library District *Filming, Recording & Photography Policy*.

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

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

#### **Decision 19-7-8: Policy Review & Update: Websites & Social Media Policy**

Pikes Peak Library District's *Websites & Social Media Policy* outlines the use of online platforms, responsibilities around public feedback, and covers how PPLD handles inappropriate content and privacy information. Although public information was available online at [ppld.org/policies](http://ppld.org/policies) under *Websites and Social Media Policy*, there was no formal Board Policy for this policy. Updates include creating official Board Policy, as well as revising the Procedures section and adding privacy information.

**Motion:** Debbie English moved that the Pikes Peak Library District Board of Trustees approve Board Policy as written and presented in the Pikes Peak Library District *Website & Social Media Policy*.

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

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

#### **Decision 19-7-9: Calhan Renovation Contract**

PPLD recently purchased a building at 600 Bank Street in Calhan, Colorado and will open a new library at that site later this year. A PPLD project team has been working with Humphries Poli Architects and GE

Johnson Construction Company on renovation plans. The plans are now complete and the estimated budget for renovation is \$398,059.00.

A soft opening at the end of October is anticipated, with a grand opening event in early November.

Scott Taylor thanked Gary Syling and the PPLD project team for their work.

Chief Librarian Spears thanked the Leadership Team, Hillary Dodge, and Liz Willhoff for their contributions to the project.

**Motion:** Scott Taylor moved that the Pikes Peak Library District Board of Trustees approve the budget estimate of \$398,059 for the Calhan Library project.

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

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

## REPORTS

### Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends Board President Dora Gonzales reported that Friends employee Marcia Meyers will retire in October. Trustee Grossman requested that Ms. Gonzales express the Board's appreciation to Ms. Meyers.

The Friends recently provided refreshments for a Library 21c staff gathering.

The Friends sale of children's books will take place during the Summer Adventure party at East Library on July 16, 2019.

### Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation report was included in the Board packet. Development Officer & Foundation Executive Officer Lance James reported that the PPLD Foundation is again part of the *Colorado Springs Independent* GIVE! Campaign. GIVE! Provides great visibility and the opportunity to expand our donor base.

### Communications Report

The Communications Report was included in the Board packet. Chief Communications Officer Michelle Ray reported that the Communications marketing team is stepping up their game on social media to fill the gap until a new Digital Marketing position is hired. She offered kudos to that "small but mighty team". PPLD's community needs assessment kicks-off next week. PPLD is working with Elevated Insights and will take a much more community-centered approach versus a library-centered approach.

### Facilities Report

The Facilities Report was included in the Board packet. Chief Facilities Management Officer Gary Syling was pleased to report that the Library 21c roof project will wrap-up next week. Mr. Syling praised the Facilities staff and the Children's staff for their work planning and setting up the annual Summer Adventure parties.

## **Financial Report**

The Financial Report for the period ending May 31, 2019 was included in the Board packet. Chief Finance Officer Michael Varnet reported that management will bring a mid-year budget resolution to the Board in August for decision in September. He noted that the 2020 budget process has begun and thanked the Public Services group under Tim Blevins's direction for the great job they did conducting a Budget Summit.

## **Human Resources Report**

The Human Resources report was included in the Board packet.

## **Information Technology Report**

The Information Technology report was included in the Board packet.

## **Public Services Report**

The Public Services Report and the Circulation Report were included in the Board packet. Chief Public Services Officer Tim Blevins noted that as one of the sites for District 11's Summer Food Service Program, East Library hosted children for the over 4,500 nutritious lunches that were served there in June.

Mr. Blevins commented on the comparison between OverDrive digital materials circulation and circulation of physical materials in June noting that most PPLD facilities showed double-digit increases in OverDrive digital circulation along with double-digit decreases in circulation of physical materials.

## **Chief Librarian's Report**

Chief Librarian & CEO John Spears commended Chief Public Services Officer Tim Blevins for creating an environment in which PPLD directors have the confidence to come together of their own volition for a budget summit. Mr. Spears offered kudos to the PPLD directors and managers for their efforts in this area.

Mr. Spears reported on a project with School District 11 to issue PPLD library cards to every District 11 student. The new program will begin in August 2019. PPLD hopes to create similar programs in the other school districts it serves.

PPLD staff are looking at the impact of potential increases to the minimum wage. As the minimum wage increases, PPLD will experience two pay grades being at the same hourly rate unless adjustments are made. Director of the Southeast Region Abby Simpson is leading a group investigating possible courses of action to correct compression created by the increase.

Mr. Spears reported that the Manitou Springs City Council has suggested making the Manitou Springs Library building ADA compliant utilizing the existing footprint. This approach will leave very little usable space for library services and Mr. Spears has voiced PPLD's disapproval of this approach to the City of Manitou.



## Board Reports

### Governance Committee

Governance Committee Chair Scott Taylor reported that the Committee met on June 26, 2019. The Committee discussed the upcoming Board vacancy, changing Board meeting times in 2020, and the 2019 Board retreat. Committee Chair Taylor noted that the Committee will continue to discuss 2020 meeting times and will bring ideas and recommendations to the full Board. A schedule that includes one meeting each month broken down to include seven regular Board meetings and five committee meetings is among the scenarios to be considered. The goal of a new meeting schedule is to allow both El Paso County Board of Commissioners and Colorado Springs City Council liaisons to the Board to attend the meetings.

### Internal Affairs Committee

Internal Affairs Committee Chair Debbie English reported that the Committee met on June 26, 2019. The Committee met with representatives of BKD, LLP to review the audit report. The Committee discussed progress on the Calhan facility and reviewed the following Board policies:

- Collection Development
- Gift Acceptance
- Closures & Delays
- Filming, Recording & Photography
- Websites & Social Media

### Public Affairs Committee

The Public Affairs Committee did not meet in June.

### Adopt-a-Trustee Reports

- Cathy Grossman visited Ruth Holley Library.
- Scott Taylor will represent the Board at the Naturalization Ceremony on July 22.
- Wayne Vanderschuere attended the Branch Friends meeting on June 18. He attended a puppet show at Library 21c with his grandson and visited the Educational Resource Center at East Library with his grandson.

## ADJOURNMENT

There being no further business to conduct, President Vanderschuere adjourned the July 9, 2019 meeting of the Pikes Peak Library District Board of Trustees at 5:59 p.m.

L. Gonzalez left the meeting at 4:30 pm  
M. Liebert left the meeting at 5:00 pm  
T. Shainidze Krebs left the meeting at 5:15 pm  
D. Gonzales left the meeting at 5:30 pm

**PIKES PEAK LIBRARY DISTRICT  
BOARD OF TRUSTEES SPECIAL MEETING  
July 27, 2019  
9 a.m.  
Penrose House  
1661 Mesa Avenue**

**MEMBERS PRESENT**

President Wayne Vanderschuere, Secretary/Treasurer Scott Taylor, Trustee Keith Clayton, Trustee Cathy Grossman, Trustee Mina Liebert, Trustee Ned Stoll

**MEMBERS ABSENT**

Vice President Debbie English

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

Chief Librarian & CEO John Spears, Assistant to the Chief Librarian Sue Hammond, Public Library Specialist Leadership & Community Development, Colorado State Library Crystal Schimpf

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

**CALL TO ORDER**

President Vanderschuere called the Special Meeting of the Pikes Peak Library District Board of Trustees to order at 9:06 a.m.

**ITEMS TOO LATE FOR THE AGENDA**

There were no items to add to the Agenda.

**PUBLIC COMMENT**

There was no public comment.

**ANNUAL BOARD OF TRUSTEES RETREAT**

**Board Training**

Crystal Schimpf the Public Library Specialist for Leadership & Community Development from the Colorado State Library provided Board training.

Areas of focus included:

- Key Areas of Board Responsibility
- Effective Meeting Practices
- Trustee and Board Communication

**Joint Boards Luncheon**

At 12:00 pm the Board training wrapped up and the Board, Ms. Schimpf, Mr. Spears and Ms. Hammond were joined for lunch by:

El Paso County Commissioner Longinos Gonzalez

Friends of the Pikes Peak Library District Board members: Dora Gonzales, Linda DuVal, Beverly Fulton, Rita Jordan, Aida Richardson, Pat Webb  
Pikes Peak Library District Foundation Board members: Jim Pagonis, Patty Froehle, Mike Berniger, Arlen Feldman, Pamela Street  
PPLD Staff: Chief Public Services Officer Tim Blevins, Development Officer & Foundation Executive Officer Lance James, Chief HR & OD Officer Heather Laslie, Chief Information Officer Rich Peters, Chief Communications Officer Michelle Ray, Chief Facilities Management Officer Gary Syling, Chief Finance Officer Michael Varnet, Internal Communications Specialist Jeremiah Walter

### **Joint Boards Planning Exercise**

At 1:00 p.m. the following convened for the afternoon Joint Boards Planning Exercise: Wayne Vanderschuere, Scott Taylor, Cathy Grossman, Keith Clayton, Mina Liebert, Ned Stoll, John Spears, Sue Hammond, Dora Gonzales, Linda DuVal, Beverly Fulton, Rita Jordan, Aida Richardson, Pat Webb, Jim Pagonis, Patty Froehle, Mike Berniger, Arlen Feldman, Pamela Street, Tim Blevins, Lance James, Heather Laslie, Rich Peters, Michelle Ray, Gary Syling, and Michael Varnet.

Chief Finance Officer Michael Varnet provided a presentation on financial projections for fiscal years 2019 through 2039. The presentation sparked discussion on how the Friends and Foundation could be involved in creating more community awareness of Library services and promote buy-in from the community to increase Library giving. The group also discussed the impact that a ballot initiative to increase the mill levy could have.

The three PPLD boards indicated the desire to continue these discussions at their respective meetings.

### **ADJOURNMENT**

There being no further business to conduct, President Vanderschuere adjourned the July 27, 2019 meeting of the Pikes Peak Library District Board of Trustees at 2:53 p.m.



## **2019 Supplementary Budget Resolution**

### **History**

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

The manual clearly indicates that when and how a budget can be amended during the year is a subject of continual concern to local governments. However, it does clarify the fact that when supplemental budget resolutions are proposed, a notice to the public must be given in a manner similar to the annual budget. Accordingly, the proposed resolutions (discussed below) are presented to the Board of Trustees (Board) as an informational item at the July Board meeting. Upon completion of that meeting, a public notice will be prepared stating the resolutions are available for public inspection, and the public notice will be placed in the local newspaper. The resolution will be presented as a decision item at the September 10, 2019 Board meeting.

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

### **GENERAL FUND**

#### **Revenues**

The District has updated its revenue projections for 2019. There are no proposed changes to the 20189 budget at this time.

#### **Expenditures**

The following section provides the proposed adjustments to be made to PPLD's 2019 General Fund appropriation. The proposed items are explained in detail below.

1. Encumbrances – \$346,236

The proposed amendment includes an increase to the expenditure budget for encumbrances outstanding as of December 31, 2018. Encumbrances represent items ordered but not yet received by the District. The expenditure is recorded when the item is received. This is a typical budget practice for government entities.

2. Long-Term Facilities Plan - \$50,000

This amendment includes setting aside \$50,000 for the completion of a long-term facilities plan. The last long term plan was completed over 10 years ago.

3. Partial Wrap – Bookmobile - \$9,250.

This amendment includes \$9,250 for a partial wrap of a bookmobile as the existing wrap is showing wear and tear. The existing wrap also needs to be updated to incorporate the current marketing brand and logos.

After taking into consideration all of the items discussed above, the recommendation is to amend the 2019 General Fund appropriation from \$35,505,009 to \$35,910,495.

#### **EAST LIBRARY CAPITAL PROJECT FUND**

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

The proposed budget amendment allocates the fund balance as of December 31, 2018 to the 2019 budget for the East Library projects/purchases, which have been previously identified and approved as part of the previous annual budget process. The carryover process is authorized by the Board approved Financial Guidelines.

The attached schedule shows how the funds are allocated by project/purchase. The effect of this amendment is to increase the 2019 budget for expenditures from \$144,627 to \$222,851.

#### **PENROSE LIBRARY CAPITAL PROJECT FUND**

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

The proposed budget amendment allocates the fund balance as of December 31, 2018 to the 2019 budget for the Penrose Library projects/purchases, which have been previously identified and approved as part of the previous annual budget process. The carryover process is authorized by the Board approved Financial Guidelines.

Included in the carryover balance is a total of \$850,363 for the completion of the Penrose Library and KCH building renovation projects, which commenced in 2018.

The attached schedule shows how the funds are allocated by project/purchase. The effect of this amendment is to increase the 2019 budget for expenditures from \$96,700 to \$1,100,068.

#### **LIBRARY 21C CAPITAL PROJECT FUND**

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

The proposed budget amendment allocates the fund balance as of December 31, 2018 to the 2019 budget for the Library 21c projects/purchases, which have been previously identified and approved as part of the previous annual budget process. The carryover process is authorized by the Board approved Financial Guidelines.

The attached schedule shows how the funds are allocated by project/purchase. The effect of this amendment is to increase the 2018 budget for expenditures from \$1,156,100 to \$1,408,363.

#### **CAPITAL RESERVE FUND**

The District's Capital Reserve Fund is used to account for all financial activity related to the District's capital projects/purchases that are not accounted for in either the East Library Capital Projects Fund, the

Penrose Library Capital Projects Fund or the Library 21c Capital Project Fund. Sources of funds come primarily from the General Fund.

The following is a summary of the fund's original and proposed amended budget:

	<u>Original</u>	<u>Adjusted</u>	<u>Change</u>
Fund Balance Carryover	\$0	\$1,708,313	\$1,708,313
Expenditures			
Capital Outlay – Facility Related	\$402,200	\$1,218,278	\$816,078
Capital Outlay – Information Tech	\$642,194	\$1,480,543	\$838,349
Capital Outlay – Creative Services	\$114,590	\$168,476	\$53,886
Total	<u>\$1,158,984</u>	<u>\$2,867,297</u>	<u>\$1,708,313</u>

Simply stated, the proposed budget amendment allocates the fund balance as of December 31, 2018 to capital projects that have been previously identified and approved as part of the annual budget process, and to make some line item transfers within the capital accounts. The carryover process is authorized by the Board approved Financial Guidelines.

The attached supporting schedules shows how the funds are allocated by project/purchase.

#### **SPECIAL REVENUE FUNDS**

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

The recommended amendments are as follows:

Fund	Original	Adjusted	Change
Annual Fund	\$ -	\$ 212	\$ 212
Cheyenne Mountain Library Support Fund	-	812	812
Fountain Library Support Fund	8,500	11,560	3,060
High Prairie Library Support Fund	1,800	113,916	112,116
Sand Creek Library Support Fund	-	27,772	27,772
1905 Carnegie Support Fund	-	4,374	4,374
1905 Carnegie Garden Support Fund	-	998	998
Special Collections Support Fund	-	1,113	1,113
<b>Total</b>	<b>\$ 10,300</b>	<b>\$ 160,757</b>	<b>\$ 150,457</b>

The attached resolutions and supporting schedules list our recommendations as to how to spend such funds during 2019. These funds are to be kept in place until the remaining fund balances are fully utilized. Current accounting literature requires these types of funds to be accounted for in the General Fund. These funds existed prior to the change in literature and we are required to account for them as Special Revenue Funds until the fund balances are reduced to \$0. The changes above result primarily from not fully utilizing the funds that were budgeted for in 2018.



## **BUDGET DISCUSSION – 2019 MIDYEAR AND 2020 FISCAL YEAR**

We are beginning the budget process for fiscal year 2020. As required by state law, a proposal of the 2020 budget will be delivered to the Board by October 15, 2019. The 2020 budget will be discussed and action will be taken at the Board's December 10, 2019 Board meeting, which is the same date as the public hearing as required by state law.

It is too preliminary to discuss budget specifics for 2020 primarily because we will receive the information for our tax revenue calculations from the County Assessor's Office in late August. At that time, we will have a better understanding of what our anticipated revenues will be for 2020.

That being said, a very preliminary estimate of the change in PPLD's assessed valuation total from 2019 to 2020, per the El Paso County Assessor's Office, is an increase of 10% - 15%. This takes into account the fact that this is a reassessment year (that is done every 2 years currently). Please note that for 2020, as a result of the Gallagher Amendment, the initial estimates are the residential rate for assessed valuation may decrease from 7.2% to 7.15%, or less than 0.1%.

PPLD's property tax revenue is subject to the more restrictive of the limitations imposed by TABOR and the State's 5.5% limitation. This is noteworthy because property tax revenue accounts for about 85% of our total revenue in any given year. Depending on the actual TABOR factors and the change in assessed valuation, we might have to adjust our mill levy for operating purposes down from the current levy of 4.000 mills. Assuming PPLD is entitled to collect this additional revenue legally as per the two limitations referred to above, we anticipate this will generate about \$1.7 – 1.9 million in additional revenue for 2020.

A full discussion of the resource allocation issues affecting PPLD for 2019 and 2020 is beyond the scope of this memo. Such issues will be identified and discussed as part of the 2020 budget discussions and processes. However, there are several broad issues that will affect this process which are appropriate to discuss here. They are as follows, and by no means are they all-inclusive or in any order of importance.

1. There are several large capital projects affecting PPLD's facilities which need to be completed at some point soon. We have deferred what we can for as long as we can, but we can't defer them too far down the road. They are substantial in terms of cost. Management is working on its recommendations for the Board as to the timing of such projects, and its recommendations will be presented to the Board at a later date.
2. State law stipulates the minimum wage be adjusted annually. The minimum wage for 2019 is \$11.10 per hour, and for 2020, it will increase to \$12.00 per hour. For 2020, this means the pay range for the lowest level will now be adjusted and it will match the minimum for the second lowest level in the District's pay scale. Management is currently developing recommendations as to what to do considering this issue will be on-going, and there is a possibility that the Federal minimum wage rate may increase to \$15.00 per hour by 2024. Our pay scale will need to change accordingly.
3. Management believes the budget for library materials should be reviewed closely and augmented as much as possible for 2020.
4. As discussed elsewhere, we previously completed the Tri-Building Projects (East, Penrose, and Library 21c). As part of any planning processes, discussion related to where and how library services are offered to its patrons needs to occur continually. We need to consider the areas that we deem are under-served in terms of facility presence/library services. PPLD will open a 2,400 sq. foot facility in Calhan, Colorado later in 2019.
5. As part of the 2020 budget process, we will be reviewing all contracts and other services/expenditures.

Management will discuss the impact of these (and other) issues as we move forward with the budget process. It is possible that we will adjust these amendments to incorporate some of the issues discussed above. If so, such recommendations will be fully discussed and described by the September 10, 2019 Board meeting.

**RECOMMENDATION**

The Board of Trustees must defer any action on these resolutions until its September 10, 2019 Board meeting.

**RESOLUTION FOR SUPPLEMENTARY BUDGET**

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

**WHEREAS**, this resolution is adopted for the following causes:

**Expenditures and Other Financing Uses**

- 1. To increase the 2019 General Fund budget for the utilization of Fund Balance - Reserved for Encumbrances, as follows:

- Library materials	\$188,274
- Other encumbrances	<u>157,962</u>
	<u>\$346,236</u>

- 2. To increase the 2019 General Fund budget by \$50,000 for the estimated cost to complete a long term facilities plan.
- 3. To increase the 2019 General Fund budget by \$9,250 to cover the projected costs a partial wrap (outside appearance) of a bookmobile.

**NOW THEREFORE**, it is resolved by the Board of Trustees of the Pikes Peak Library District, Colorado Springs, Colorado that the 2019 appropriation of the General Fund is hereby increased from \$35,505,009 to \$35,910,495.

**ADOPTED**, this \_\_\_\_ day of \_\_\_\_\_, 2019

Attest: \_\_\_\_\_  
Wayne Vanderschuere, President



**Pikes Peak Library District  
 General Fund - Supplemental Budget  
 Fiscal Year 2019**

<b>Category</b>	<b>Amount</b>
<b>Approved 2019 Budget - Revenues</b>	\$ 33,405,893
<b>Adjustments:</b>	-
<b>2019 General Fund Revenue Budget, As Amended</b>	<u>\$ 33,405,893</u>
<b>Approved 2019 Budget - Expenditures</b>	<u>\$ 35,505,009</u>
<b>Utilization of Prior Year Reserved and Designated Fund Balance</b>	
<b>Encumbrances</b>	
Library materials	188,274
Other encumbrances	<u>157,962</u>
<b>Total Encumbrances</b>	<u>346,236</u>
<b>Other Items</b>	
Long term facilities plan - konsuktant fees	50,000
Bookmobile - partial wrap	9,250
<b>Total Other Items</b>	<u>59,250</u>
<b>Total Adjustments</b>	<u>405,486</u>
<b>Total 2018 General Fund Expenditure Budget, As Amended</b>	<u>\$ 35,910,495</u>

**RESOLUTION FOR SUPPLEMENTARY BUDGET**

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

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

**AND WHEREAS**, the total amount of funds available as of December 31, 2018 was \$78,224,

**AND WHEREAS**, a total of \$78,224 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2019 budget,

**NOW THEREFORE**, it is resolved by the Board of Trustees of the Pikes Peak Library District, Colorado Springs, Colorado, that the 2019 appropriation of the East Library Renovation Project Fund is hereby increased from \$144,627 to \$222,851, as per the attached schedule.

**ADOPTED**, this \_\_\_\_ day of \_\_\_\_\_, 2019

Attest: \_\_\_\_\_  
Wayne Vanderschuere, President

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

<b>Account Description</b>	<b>2019</b>		
	<b>Original Budget</b>	<b>Mid-Year Amendment</b>	<b>Amended Budget</b>
<b>Revenues and Other Sources of Funds</b>			
Fundraising	\$ 5,000	\$ -	\$ 5,000
Operating transfers - General Fund	139,627	-	139,627
<b>Total Revenues and Other Sources of Funds</b>	<b>144,627</b>	<b>-</b>	<b>144,627</b>
<b>Expenditures</b>			
<b>2019 Budget</b>			
Chiller roof structure over chiller pit	19,000	-	19,000
Roofing consultant to evaluate existing room	30,000	-	30,000
New window screen/shades for Children's	1,627	-	1,627
External filtration system for laser cutter	10,000	-	10,000
Replace emergency lighting generator	60,000	-	60,000
Reading bay area furniture	15,000	5,000	20,000
Patio furniture	5,000	(5,000)	-
Adult Education 4-person shared workstation	4,000	-	4,000
<b>Sub-total</b>	<b>144,627</b>	<b>-</b>	<b>144,627</b>
<b>Carryover From 2018</b>			
Roofing consultant to evaluate existing room	-	13,735	13,735
Update security equipment	-	5,000	5,000
Enclose chiller pit	-	38,463	38,463
Additional study room chairs	-	3,500	3,500
Reface cabinets In story office	-	5,500	5,500
Children's cabinets	-	5,478	5,478
Contingency	-	4,477	4,477
IT equipment	-	2,071	2,071
<b>Sub-total</b>	<b>-</b>	<b>78,224</b>	<b>78,224</b>
<b>Total Expenditures</b>	<b>144,627</b>	<b>78,224</b>	<b>222,851</b>
<b>Excess Revenues over Expenditures</b>	<b>-</b>	<b>(78,224)</b>	<b>(78,224)</b>
<b>Fund Balance - January 1, 2019</b>	<b>78,224</b>	<b>-</b>	<b>78,224</b>
<b>Fund Balance - December 31, 2019</b>	<b>\$ 78,224</b>	<b>\$ (78,224)</b>	<b>\$ -</b>

**RESOLUTION FOR SUPPLEMENTARY BUDGET**

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

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

**AND WHEREAS**, the total balance of funds available as of December 31, 2018 was \$1,003,368,

**AND WHEREAS**, a total of \$1,003,368 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2019 budget.

**NOW THEREFORE**, it is resolved by the Board of Trustees of the Pikes Peak Library District, Colorado Springs, Colorado, that the 2019 appropriation of the Penrose Library Renovation Project Fund is hereby increased from \$96,700 to \$1,100,068, as per the attached schedule.

**ADOPTED**, this \_\_\_\_ day of \_\_\_\_\_, 2019

Attest: \_\_\_\_\_  
Wayne Vanderschuere, President



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

<b>Account Description</b>	<b>2019</b>		
	<b>Original Budget</b>	<b>Mid-Year Amendment</b>	<b>Amended Budget</b>
<b>Revenues and Other Sources of Funds</b>			
Fund Transfers In	\$ 96,700	\$ -	\$ 96,700
<b>Expenditures</b>			
<b>2019 Budget</b>			
Asphalt crack fill	15,500	-	15,500
Roofing consultant	30,000	-	30,000
Replace lobby rooftop unit	23,500	-	23,500
Replace existing fire panel	18,500	-	18,500
Charging station outlets	2,000	-	2,000
Larger trash receptacles	3,600	-	3,600
Work/Circulation room in basement (2 adj height desks)	3,600	-	3,600
<b>Sub-total</b>	<b>96,700</b>	<b>-</b>	<b>96,700</b>
<b>Carryover from 2018</b>			
Roof inspection and repairs	-	5,130	5,130
Replace existing parking meters	-	50,000	50,000
Pump replacement	-	55,000	55,000
Contingency	-	42,875	42,875
Penrose project	-	850,363	850,363
<b>Sub-total</b>	<b>-</b>	<b>1,003,368</b>	<b>1,003,368</b>
<b>Total Expenditures</b>	<b>96,700</b>	<b>1,003,368</b>	<b>1,100,068</b>
<b>Excess Revenues over Expenditures</b>	<b>-</b>	<b>(1,003,368)</b>	<b>(1,003,368)</b>
<b>Fund Balance - January 1, 2019</b>	<b>1,003,368</b>	<b>-</b>	<b>1,003,368</b>
<b>Fund Balance - December 31, 2019</b>	<b>\$ 1,003,368</b>	<b>\$ (1,003,368)</b>	<b>\$ -</b>

**RESOLUTION FOR SUPPLEMENTARY BUDGET**

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

**WHEREAS**, the Board of Trustees previously established a Capital Projects Fund called the Library 21c Capital Project Fund - the purpose of which is to account for all financial activity related to the acquisition of a facility and all related renovation costs; the funding of which comes primarily from the District's General Fund,

**AND WHEREAS**, the total balance of funds available as of December 31, 2018 was \$252,263,

**AND WHEREAS**, a total of \$252,263 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2019 budget.

**NOW THEREFORE**, it is resolved by the Board of Trustees of the Pikes Peak Library District, Colorado Springs, Colorado, that the 2019 appropriation of the Library 21c Capital Project Fund is hereby increased from \$1,156,100 to \$1,408,363, as per the attached schedule.

**ADOPTED**, this \_\_\_\_ day of \_\_\_\_\_, 2019

Attest: \_\_\_\_\_  
Wayne Vanderschuere, President

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

Account Description	2019		
	Original Budget	Mid-Year Amendment	Amended Budget
<b>Revenues and Other Sources of Funds</b>			
Fund Transfers In	\$ 1,156,100	\$ -	\$ 1,156,100
<b>Expenditures</b>			
<b>2019 Budget</b>			
Roof replacement	1,035,000	-	1,035,000
Replace skylight system	108,000	-	108,000
Re-bulb Children's area	1,200	-	1,200
Children's shelf movers	2,500	-	2,500
Studio column, Make Space	1,000	-	1,000
Office chairs-meeting room	7,200	-	7,200
Tables-adjustable height, Collection Management	1,200	-	1,200
<b>Sub-total</b>	<b>1,156,100</b>	<b>-</b>	<b>1,156,100</b>
<b>Carryover from 2018</b>			
Venue improvements & equipment	-	33,676	33,676
Concrete walkway east To south parking lots	-	19,500	19,500
Courtyard improvements	-	20,000	20,000
Roof repairs	-	2,350	2,350
Improvements Teen gaming room	-	9,409	9,409
Ent & Make II window treatment	-	4,152	4,152
Roof replacement	-	40,200	40,200
Audio booth	-	2,000	2,000
New Teen Service desk	-	1,200	1,200
Contingency	-	48,431	48,431
Install additional can lights	-	1,200	1,200
Signage	-	5,000	5,000
AV equipment maintenance	-	4,686	4,686
Increase stage size	-	4,908	4,908
Studio noise mitigation	-	21,979	21,979
Venue LED lighting	-	3,572	3,572
Record management system	-	30,000	30,000
<b>Sub-total</b>	<b>-</b>	<b>252,263</b>	<b>252,263</b>
<b>Total Expenditures</b>	<b>1,156,100</b>	<b>252,263</b>	<b>1,408,363</b>
<b>Excess Revenues over Expenditures</b>	<b>-</b>	<b>(252,263)</b>	<b>(252,263)</b>
<b>Fund Balance - January 1, 2019</b>	<b>252,263</b>	<b>-</b>	<b>252,263</b>
<b>Fund Balance - December 31, 2019</b>	<b>\$ 252,263</b>	<b>\$ (252,263)</b>	<b>\$ -</b>

**RESOLUTION FOR SUPPLEMENTARY BUDGET**

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

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

**AND WHEREAS**, the total amount of funds available as of December 31, 2018 was \$1,708,313,

**AND WHEREAS**, a total of \$1,708,313 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2019 budget,

**AND WHEREAS**, the Board of Trustees has previously approved committing all funds set aside for such projects to be used solely for capital purposes.

**NOW THEREFORE**, it is resolved by the Board of Trustees of the Pikes Peak Library District, Colorado Springs, Colorado, that the 2019 appropriation of the Capital Reserve Fund is hereby increased from \$1,158,984 to \$2,867,297, as per the attached schedule.

**ADOPTED**, this \_\_\_\_ day of \_\_\_\_\_, 2019

Attest: \_\_\_\_\_  
Wayne Vanderschuere, President

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

Account Description	2019		
	Original Budget	Mid-Year Amendment	Amended Budget
<b>Revenues and Other Sources of Funds</b>			
Donations-PPLD Foundation	\$ 123,000	\$ -	\$ 123,000
Fund Transfers In	1,035,984	-	1,035,984
<b>Total Revenues and Other Sources of Funds</b>	<b>1,158,984</b>	<b>-</b>	<b>1,158,984</b>

**Expenditures**

**2019 Budget**

**Facilities**

District-wide- asphalt maintenance	7,500	-	7,500
Fountain-window tint - Children's	3,000	-	3,000
Ruth Holley-replace meeting room carpet	13,000	-	13,000
Ruth Holley-repaint interior	10,000	-	10,000
Update service points	5,000	-	5,000
Ruth Holley-Add electricity in storage	2,000	-	2,000
Monument-replace bulbs	1,200	-	1,200
Old Colorado City-replace floor main level	75,000	-	75,000
Eastern El Paso County facility allowance	200,000	-	200,000
Roof inspection	10,000	-	10,000
Cheyenne Mountain-work room cabinet and storage	2,000	-	2,000
Fountain-AV closet - meeting room	3,000	-	3,000
Ruth Holley-meeting room furniture	15,000	-	15,000
Ruth Holley-study room furniture	3,000	-	3,000
Rockrimmon-redesign Children's area	2,500	-	2,500
Contingency	50,000	-	50,000
<b>Sub-total</b>	<b>402,200</b>	<b>-</b>	<b>402,200</b>

**Information Technology**

Servers-East Library data updates	2,000	-	2,000
Data center redesign servers	75,000	-	75,000
Technology refresh (staff)	19,000	-	19,000
Technology refresh (patrons)	131,000	-	131,000
PC's-video editing	11,114	-	11,114
IT security and operating center computers	10,000	-	10,000
Laptops-Young Adult Services	6,000	-	6,000
Laptops-Children's iPad	6,000	-	6,000
Self check-Penrose additional data ports	2,500	-	2,500
Scanners-Collection Management	2,080	-	2,080
Network switches/UPS	100,000	-	100,000
Telephone wireless or USB headsets	30,000	(30,000)	-
Surveillance system redesign	125,000	30,000	155,000
District-wide audiovisual equipment standardization	75,000	-	75,000
Contingency	47,500	-	47,500
<b>Sub-total</b>	<b>642,194</b>	<b>-</b>	<b>642,194</b>



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

Account Description	2019		
	Original Budget	Mid-Year Amendment	Amended Budget
<b>Creative Services/Video Studio</b>			
Replacement wireless mic kit	1,300	-	1,300
Replacement audio recorder	300	-	300
Replace audio recorder kit	1,200	-	1,200
Replacement cameras - Studio 21c (5)	37,500	-	37,500
Replace video camera kit for checkout	5,700	-	5,700
Replacement teleprompter	1,550	-	1,550
Replacement DSLR cameras for checkout	3,000	-	3,000
Replace GoPro kits	1,500	-	1,500
Replace tripod system	320	-	320
Photo roller system	1,000	-	1,000
New checkout equipment L21c	3,900	-	3,900
Replacement chargeable batteries	1,620	-	1,620
Isolation booth - Library 21c Studio	20,000	-	20,000
Replacement circuit machines	1,200	-	1,200
Sand Creek Library - vinyl record cutter	9,000	-	9,000
Sand Creek Library - larger kiln	3,000	-	3,000
East Library - Larger laser cutter	18,000	-	18,000
New maker kits	1,000	-	1,000
Equipment replacement fund	3,500	-	3,500
<b>Sub-total</b>	<b>114,590</b>	<b>-</b>	<b>114,590</b>
<b>Total Expenditures 2019 Budget</b>	<b>1,158,984</b>	<b>-</b>	<b>1,158,984</b>

**Carryover from 2018**

**Facilities**

Districtwide-concrete replacement	-	23,560	23,560
Districtwide - asphalt repairs	-	15,072	15,072
Staff lounges improvements	-	29,916	29,916
Water management system	-	10,000	10,000
Upgrade fire system dialers	-	15,000	15,000
Children's and Teen area furniture	-	7,000	7,000
Vehicles	-	8,625	8,625
Calhan project	-	515,642	515,642
Replace bookmobile generator	-	12,500	12,500
Contingency	-	178,763	178,763
<b>Sub-total</b>	<b>-</b>	<b>816,078</b>	<b>816,078</b>

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

Account Description	2019		
	Original Budget	Mid-Year Amendment	Amended Budget
<b>Information Technology</b>			
Replace computers	-	39,484	39,484
Technology refresh (patrons)	-	68,795	68,795
Barcode scanners	-	15,102	15,102
Copier replacement	-	301,000	301,000
Telephone switches	-	94,834	94,834
Firewall replacement	-	45,000	45,000
Switches/UPS replacement	-	40,000	40,000
Archival management system	-	13,400	13,400
Automated materials handling bins (2)	-	20,000	20,000
Special Collections equipment	-	29,000	29,000
East Library tween computers	-	4,000	4,000
Datacenter project	-	111,399	111,399
AV Equipment districtwide	-	50,000	50,000
Contingency	-	6,335	6,335
<b>Sub-total</b>	-	<b>838,349</b>	<b>838,349</b>
<b>Creative Services/Video Studio</b>			
Video projector replacements and additions	-	5,000	5,000
Maker machinery	-	48,886	48,886
<b>Sub-total</b>	-	<b>53,886</b>	<b>53,886</b>
<b>Total Carryover from 2018</b>	-	<b>1,708,313</b>	<b>1,708,313</b>
<b>Total Expenditures</b>	<b>1,158,984</b>	<b>1,708,313</b>	<b>2,867,297</b>
<b>Excess Revenues over Expenditures</b>	-	<b>(1,708,313)</b>	<b>(1,708,313)</b>
<b>Fund Balance - January 1, 2019</b>	<b>1,708,313</b>	-	<b>1,708,313</b>
<b>Fund Balance - December 31, 2019</b>	<b>\$ 1,708,313</b>	<b>\$ (1,708,313)</b>	<b>\$ -</b>

**RESOLUTION FOR SUPPLEMENTARY BUDGET**

A Resolution appropriating additional sums of money to be used from various funding sources that are not part of the District's General Fund, for the Pikes Peak Library District, Colorado Springs, Colorado.

**WHEREAS**, the Board of Trustees previously authorized the establishment of Special Revenue Funds (Designated Purpose Funds), the purpose of which is to account for all financial activity related to the accumulation of and the use of funds designated or restricted for specific purposes.

**AND WHEREAS**, certain designated funds that were budgeted for during 2018 were not spent by the end of 2018, yet the projects are to be carried over into 2019, as per the attached schedules.

**NOW, THEREFORE**, it is resolved by the Board of Trustees of the Pikes Peak Library District, Colorado Springs, Colorado that District's Special Revenue Funds (Designated Purpose Funds) be adjusted for expenditures for fiscal year 2019 by fund as identified on the attached schedules.

**ADOPTED**, this \_\_\_\_ day of \_\_\_\_\_, 2019

Attest: \_\_\_\_\_  
Wayne Vanderschuere, President

Pikes Peak Library District  
 Special Revenue Fund  
 Annual Fund  
 Year Ended December 31, 2019

	2019		
	Budget	Mid-Year Adjustment	Adjusted Budget
<b>Purpose of Fund</b>			
To accumulate funds for the acquisition of specific assets or the purchase of specific services not specifically identified through another established fund.			
<b>Fiscal Year Estimated Revenues</b>			
<b>Fiscal Year Expenditures</b>			
Other expenditures	\$ -	\$ 212	\$ 212
<b>Total Fiscal Year Expenditures</b>	<u>-</u>	<u>212</u>	<u>212</u>
<b>Excess (Deficit) Revenues Over Expenditures</b>	-	(212)	(212)
<b>Fund Balance - Beginning of Year</b>	212	-	212
<b>Fund Balance - End of Year</b>	<u>\$ 212</u>	<u>\$ (212)</u>	<u>\$ -</u>

**Pikes Peak Library District**  
**Special Revenue Fund**  
**Cheyenne Mountain Library Support Fund**  
**Year Ended December 31, 2019**

	<b>2019</b>		
	<b>Budget</b>	<b>Mid-Year Adjustment</b>	<b>Adjusted Budget</b>
<b>Purpose of Fund</b>			
To accumulate funds for the support of the District's Cheyenne Mountain Library's services, programs and assets.			
<b>Fiscal Year Expenditures</b>			
Capital outlay	\$ -	\$ 812	\$ 812
<b>Total Fiscal Year Expenditures</b>	<u>-</u>	<u>812</u>	<u>812</u>
<b>Excess (Deficit) Revenues Over Expenditures</b>	-	(812)	(812)
<b>Fund Balance - Beginning of Year</b>	812	-	812
<b>Fund Balance - End of Year</b>	<u>\$ 812</u>	<u>\$ (812)</u>	<u>\$ -</u>



Pikes Peak Library District  
 Special Revenue Fund  
 Fountain Library Support Fund  
 Year Ended December 31, 2019

**Purpose of Fund**

To accumulate funds for the support of the District's Fountain Library's services, programs and assets.

**Fiscal Year Expenditures**

Capital outlay

Paint refresh

\$	8,500	\$	-	\$	8,500
----	-------	----	---	----	-------

Other

-	3,060	3,060
---	-------	-------

**Total Fiscal Year Expenditures**

8,500	3,060	11,560
-------	-------	--------

**Excess (Deficit) Revenues Over Expenditures**

(8,500)	(3,060)	(11,560)
---------	---------	----------

**Fund Balance - Beginning of Year**

11,560	-	11,560
--------	---	--------

**Fund Balance - End of Year**

\$	3,060	\$	(3,060)	\$	-
----	-------	----	---------	----	---

**Pikes Peak Library District  
Special Revenue Fund  
High Prairie Library Support Fund  
Year Ended December 31, 2019**

	<b>2019</b>		
	<b>Budget</b>	<b>Mid-Year Adjustment</b>	<b>Adjusted Budget</b>
<b>Purpose of Fund</b>			
To accumulate funds for the support of the District's High Prairie Library's services, programs and assets.			
<b>Fiscal Year Expenditures</b>			
Capital outlay			
Miscellaneous projects	\$ 1,800	\$ 112,116	\$ 113,916
Interior paint			
Sound attenuation			
Storage unit			
Replace meeting room carpet			
Landscape design			
Fence for seeding garden			
Chairs for public seating			
Fence to protect honey bees			
<b>Total Fiscal Year Expenditures</b>	<u>1,800</u>	<u>112,116</u>	<u>113,916</u>
<b>Excess (Deficit) Revenues Over Expenditures</b>	(1,800)	(112,116)	(113,916)
<b>Fund Balance - Beginning of Year</b>	113,916	-	113,916
<b>Fund Balance - End of Year</b>	<u>\$ 112,116</u>	<u>\$ (112,116)</u>	<u>\$ -</u>

**Pikes Peak Library District  
Special Revenue Fund  
Sand Creek Library Support Fund  
Year Ended December 31, 2019**

	2019		
	Budget	Mid-Year Adjustment	Adjusted Budget
<b>Purpose of Fund</b>			
To accumulate funds for the support of the District's Sand Creek Library's services, programs and assets.			
<b>Fiscal Year Expenditures</b>			
Capital outlay			
Sand Creek Makerspace	\$ -	\$ 27,772	\$ 27,772
<b>Total Fiscal Year Expenditures</b>	<u>-</u>	<u>27,772</u>	<u>27,772</u>
<b>Excess (Deficit) Revenues Over Expenditures</b>	-	(27,772)	(27,772)
<b>Fund Balance - Beginning of Year</b>	27,772	-	27,772
<b>Fund Balance - End of Year</b>	<u>\$ 27,772</u>	<u>\$ (27,772)</u>	<u>\$ -</u>

Pikes Peak Library District  
 Special Revenue Fund  
 1905 Carnegie Support Fund  
 Year Ended December 31, 2019

**Purpose of Fund**

To accumulate funds for the support of the District's  
 1905 Carnegie Library's services, programs and assets.

**Fiscal Year Expenditures**

	2019		
	Budget	Mid-Year Adjustment	Adjusted Budget
Capital outlay	\$ -	\$ 4,374	\$ 4,374
<b>Total Fiscal Year Expenditures</b>	<b>-</b>	<b>4,374</b>	<b>4,374</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>-</b>	<b>(4,374)</b>	<b>(4,374)</b>
<b>Fund Balance - Beginning of Year</b>	<b>4,374</b>	<b>-</b>	<b>4,374</b>
<b>Fund Balance - End of Year</b>	<b>\$ 4,374</b>	<b>\$ (4,374)</b>	<b>\$ -</b>

Pikes Peak Library District  
 Special Revenue Fund  
 1905 Carnegie Garden Support Fund  
 Year Ended December 31, 2019

**Purpose of Fund**

To accumulate funds for the support of the District's  
 1905 Carnegie Garden area.

**Fiscal Year Expenditures**

	2019		
	Budget	Mid-Year Adjustment	Adjusted Budget
Capital outlay	\$ -	\$ 998	\$ 998
<b>Total Fiscal Year Expenditures</b>	<b>-</b>	<b>998</b>	<b>998</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>-</b>	<b>(998)</b>	<b>(998)</b>
<b>Fund Balance - Beginning of Year</b>	<b>998</b>	<b>-</b>	<b>998</b>
<b>Fund Balance - End of Year</b>	<b>\$ 998</b>	<b>\$ (998)</b>	<b>\$ -</b>

Pikes Peak Library District  
 Special Revenue Fund  
 Regional History and Genealogy Support Fund  
 Year Ended December 31, 2019

	2019		
	Budget	Mid-Year Adjustment	Adjusted Budget
<b>Purpose of Fund</b>			
To accumulate funds for the support of the District's Regional History and Genealogy department.			
<b>Fiscal Year Expenditures</b>			
Other expenditures	\$ -	\$ 1,113	\$ 1,113
<b>Total Fiscal Year Expenditures</b>	<u>-</u>	<u>1,113</u>	<u>1,113</u>
<b>Excess (Deficit) Revenues Over Expenditures</b>	-	(1,113)	(1,113)
<b>Fund Balance - Beginning of Year</b>	1,113	-	1,113
<b>Fund Balance - End of Year</b>	<u>\$ 1,113</u>	<u>\$ (1,113)</u>	<u>\$ -</u>



## 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

## Contract for Courier Services

### Synopsis

PPLD received two bids for courier services and recommends the selection of Stat Courier Services to provide continuing courier delivery services to all PPLD locations at a starting annual (2019) cost of \$180,000 with an additional \$212.50 per week, once the Calhan location opens later this year.

### Background

Through a formal RFP process, PPLD awarded the current courier contract to Stat Courier in early 2012. Delivery frequency was increased at many facilities to twice a day, five days per week, and added weekend deliveries to significantly shorten the patron wait time for hold items to be transferred. This service improvement was greatly appreciated by patrons and received many positive comments. Since then, the District opened Library 21c and Manitou Springs libraries as well as moved Collection Management functions from the Penrose Library campus to Library 21c. The material recycling/disposal process was also revamped and Stat Courier adapted to all the changes. They have been a reliable and trusted partner in our delivery processes. On average Stat delivers and picks up between 140 and 200 bins per day; each weighing up to 50 lbs.

This spring, PPLD released the RFP for courier services. RFP notices were sent to courier companies in the local and Denver areas, which appeared to have the capabilities needed. Four companies attended our Q&A and tour opportunity. Two companies submitted bids and PPLD also prepared a quote to bring the courier in-house for comparison.

### Process and Analysis

PPLD had a team of five employees review the bids and provide recommendations. This team included a regional manager, a library manager, a Facilities staff (who prepares and reviews other proposals), the internal PPLD courier, and the circulation coordinator. Two bids were received. One from Stat Courier (current contractor) and American Courier Company, a previous PPLD courier vendor. Only a partial response was received from American Courier Company by the May 20 RFP deadline. American did not submit required attachments until after the bid deadline. As a result, American Courier did not fully meet the proposal requirements. However, the team evaluated both proposals based on the information received by the deadline. Without the complete information requested by the RFP, the American Courier proposal was significantly weaker than Stat Courier in all areas but pricing.

The team evaluated the two proposals and determined that the significant difference was that the Stat Courier bid was a flat monthly rate and for every additional year, the contract cost would increase 2%. These terms are similar to our existing contract with Stat. American Courier Company offered a monthly rate plus additional monthly gas surcharge based on the retail cost of gas. Their annual contract increase is 3%.

To consider bringing the courier in-house, the team gathered all projected costs for operation including: the cost of three employees—one full-time and two part-time; two cargo trucks; and the affiliated operation and maintenance costs of the trucks. The team explored three library departments for the management and operation of the courier service (Collection Management, Facilities, and Mobile Library Services). The team did not find an ideal location, but it appeared that a possible shared responsibility with Collection Management and Facilities might offer some solutions for the vehicle and staff caretaking with further development. Bringing the service in-house was estimated at about \$10,000 less per year than the Stat Courier bid. There are some large hurdles that would accompany the in-house option; many related to challenges presented by employee turnover and ability to quickly hire qualified

replacements in a field where turnover can be high and training time is significant. With hiring and vehicle acquisition timeframes, approximately three months would be required to implement an in-house courier service.

**Financial Impact**

Below is a courier services pricing comparison. The Annual Cost compares each courier option for the first full contract year (2020). The Total Contract Cost compares the cumulative total for each courier option if the contract remains in place for the remainder of 2019 and through four possible annual extensions. These costs include the Calhan Library delivery four days per week and assumes a fuel price of \$2.75/gallon. If fuel prices rise above \$2.80/gallon, American Courier operation costs rise above Stat Courier’s costs, which remain stable, as there is no fuel surcharge.

	American Courier	Stat Courier	PPLD internal
Annual Cost (2020)	\$191,607	\$194,871	\$184,876
Total Contract Cost over 4.25 years	\$879,122	\$882,786	\$905,114

Note: American Courier prices shown here, but company failed to include bid document attachments by the mandatory deadline.

**Recommendation**

The Courier RFP Review Team unanimously recommends that the contract for courier services be awarded to Stat Courier. PPLD’s experience with this company since 2012 has proven that they can perform all aspects of the job satisfactorily and that they have a track record of adjusting to required changes. Additionally, Stat provided a bid with fixed fuel pricing which makes budgeting more reliable and not dependent on the price of gasoline. The costs to bring the service in-house are similar to outsourcing. Outsourcing this service places the logistics and risks of this business on a company that has established experience in this area.

## Copier RFP: Multi-Function Device (MFD) Project

### Background

The current copier fleet is well beyond end of life (EOL) requiring replacement. The project objective is to replace the copier fleet with MFDs capable of copy, print, and facsimile (fax) with secure printing capability which is critical to removing desktop printers. Reducing desktop printers can possibly reduce the estimated \$60,000 costs associated with replacement toner and ink cartridges.

### Acquisition Strategy

RFP 520-19-04 was issued on June 20, 2019 with notice published in the newspaper and invitations sent out to 11 vendors. Fourteen attended a pre-bid non-mandatory meeting on July 1, 2019. We also received four intents-to-bid though submitting an intent, which was not mandatory for this RFP. We received proposals from the following vendors: Lewan Technology, All Copy Products, Konica Minolta, and Axis Business Solutions.

### Evaluation

#### Compliance Score

The first phase of the evaluation process was to review for compliance with RFP specifications/criteria (presenting required documentation, meeting requirement to propose by location, presenting a pricing breakdown, meeting user needs as determined by staff review, etc.)

Evaluators reviewed each proposal and scored for basic compliance (meeting required points of RFP, responding to questions asked in the RFP, proposing models by location, and providing a price breakdown). The scores are as follows:

1. Lewan Technology scored 95%
2. Axis Business Solutions scored 40%
3. Konica Minolta scored 89%
4. All Copy Products scored 86%

Based upon the scores above, the evaluators moved forward to the demonstration phase with the three vendors with the highest scores.

#### Demonstration Phase

Each vendor provided a medium-sized specific model MFD for demonstration and capability comparison purposes. During the demonstration, the District's staff evaluated each MFD on a scale from 1-10 for ease-of-use and solicited comments on each MFD. Comments fell into four categories: 1) positive, 2) negative, 3) neutral, or 4) an active issue.

1. Lewan Technology scored 8.1 for ease-of-use and had 55% positive feedback
  2. Konica Minolta scored 5.2 for ease-of-use and had 21% positive feedback
  3. All Copy Products scored 8.1 for ease-of-use and had 60% positive feedback

Based on the scores above, we decided to move forward with the two vendors with the highest scores.

## Pricing

The RFP grading matrix weighed pricing equal to compliance/usability. The focus in this phase shifted to comparing the two remaining vendors solely on pricing. In order to facilitate an equitable comparison of each proposer we judged cost using per model pricing (as provided by each vendor) and an estimate of the final needs of each floor of every library. Lewan's pricing per model was significantly higher than All Copy's; the estimated price difference between the final numbers was over \$50,000. As either vendor's capability to meet the RFP requirements and their ratings from our staff were similar, there was not enough additional value in Lewan's proposal to justify their selection over All Copy's lower bid. The following is a table that shows the pricing of the vendors, including the two vendors not selected for this portion of the evaluation for comparison purposes only:

	Pricing	Cost Per Impression
All Copy Products	\$143,500	B&W \$0.0039; Color \$0.039
Lewan Technology	\$194,451	B&W \$0.0039; Color \$0.039
Axis Business Solutions	\$141,286 (1)	B&W \$0.0065; Color \$0.058
Konica Minolta	\$175,497	B&W \$0.0040; Color \$0.040

(1) The price was provided in one lump amount.

All Copy Products' proposal represented the "best value" for the District based on performance and cost.

### Estimation of Total Cost

Our current estimate for the cost of equipment from All Copy Products is approximately \$143,500. This cost is based on the estimated requirements for equipment at each branch and the price per model as submitted by All Copy Products. Estimated costs for the other vendors included in the tables above, other than Axis Business Solution, was based on the same criteria previously described.

The cost for maintenance, support, toner, etc. is an all-in-one ongoing fee based on a "cost per impression" model.

The following table shows estimated costs for the service agreements over 5 years:

	B & W (700,000/yr)		Color (400,000/yr)		Total Estimated Costs
	CPI	Estimated Costs - 5 years	CPI	Estimated Costs - 5 years	
All Copy Products	0.0039	\$13,650	0.0390	\$78,000	\$91,650
Lewan Technologies	0.0039	\$13,650	0.0390	\$78,000	\$91,650
Axis Business Solutions	0.0065	\$22,750	0.0580	\$116,000	\$138,750
Konica Minolta (1)	0.0040	\$14,000	0.0400	\$80,000	\$94,000

(1) Konica Minolta charges an additional \$10 per month per machine for service. With our current estimate for the number of machines, the service cost would increase \$5,040 per year.

Considering both the estimated costs of the equipment and the estimated service agreement costs, All Copy Products bid is the lowest total cost.

To pair with the additional multi-function devices we are adding to our system, we will need additional payment kiosks. The purchase of the additional kiosks from our current vendor, Total Business Solution, will initially cost \$44,263.40 and will increase our yearly support costs by about \$859. We will also have to purchase model-specific cables to connect the MFDs to the kiosks, which are roughly \$74 each. Based on our current estimate for the number of machines needed, that will come out to \$3,108. The costs stipulated in this paragraph would be the same regardless of the chosen vendor.

All Copy Products also proposed a potential e-fax solution at a price point of \$12,500 over five years. This would be an equivalent replacement to our current e-fax system, ScannX, and is similarly priced to the only other offered solution (Lewan offered us Xmedius Cloud Fax at a five year cost of \$11,925)

We estimate the overall cost for the equipment to be approximately \$213,000 (excluding the estimated 5 year service contract), which is within the projected \$301,000 capital budget set aside for this project.

### **Recommendation**

Management recommends the BOT approve All Copy Products as the winning vendor for RFP 520-19-04 and approval to expend up to \$213,000 for this project, which includes a 5% contingency.



### Child Safety Policy

The *Child Safety Policy* is a new Board policy regarding access to Library areas designed for children and their parents, guardians, and caregivers. The policy outlines Library expectations of parents, guardians, and caregivers, and their responsibility for the behavior and safety of the children in their care.



## Child Safety Policy

### BOARD POLICY

Pikes Peak Library District (PPLD) strives to provide a safe and welcoming environment for all community members, especially the youngest patrons. Areas designed for children and their caregivers help them make effective use of the children's spaces, books, programs, and services to provide a fun, educational, and meaningful Library experience.

### PROCEDURES

#### I. Access to Children's Areas

The children's areas in PPLD facilities are intended for the use of children and their caregivers. Only parents, guardians, teachers, caregivers, and children's literature researchers can sit in the designed areas; other adults in children's areas will be asked to use other parts of the Library. This ensures that children and their families have adequate access to the resources provided specifically for them. Adults with children present are the only adults allowed to use the restrooms in the children's areas.

#### II. Parental Expectations and Responsibilities

Parents or caregivers are responsible for their children's behavior and safety. Children ages 8 and under must be directly supervised at all times by a parent, guardian, or caregiver (who is at least 12 years old) while inside the Library.

#### III. Staff Role

PPLD staff and volunteers do not act "in loco parentis." Library staff and volunteers cannot provide childcare or assume responsibility for children's safety. PPLD staff will not, under any circumstances, be responsible for determining whether someone is a legally authorized caregiver, custodian, or custodial parent of the child.

#### **IV. Staff Procedures for Dealing with Child Safety Situations**

If Library staff determine that an unattended child is either age 8 or under, or ill, disruptive (as defined in PPLD's Code of Conduct Policy), hungry, frightened, or too immature to be left alone, staff will do the following:

- A. Comfort the child and locate the parent or responsible caregiver in the facility. Explain the situation and advise the parent of our concerns, inherent risks, and Library policies and procedures. (See also [Code of Conduct Policy](#).)
- B. Call the child's parent if the responsible person is not found in the facility, if possible. Inform them of Library policy and request that he/she pick up the child immediately. Upon arrival, provide the parent with a copy of the policy statement, as well as the Unattended Child Letter signed by the Chief Librarian and CEO and co-signed by the in-charge staff member.
- C. Call appropriate law enforcement to assume responsibility for the child if PPLD staff is unable to reach the parent within one hour, or the parent does not arrive within the agreed upon time. Each facility should identify the appropriate phone number to call for assistance and train the staff to call the appropriate law enforcement agency.
- D. Keep the child in the children's area or at a safe, staff-designated area. Notify PPLD Security, if applicable.
- E. Library staff will complete an incident report.
- F. Under no circumstances will Library staff remain in the facility alone with an unattended child. They also will not transport or take children away from the Library.

#### **V. Unattended Minors at Closing**

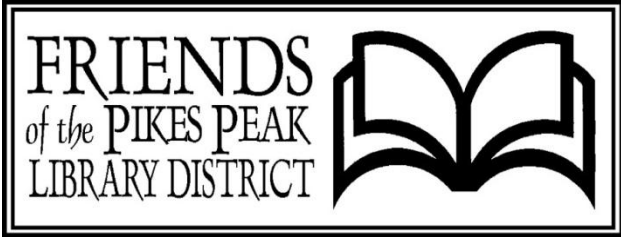
Security officers at East Library, Library 21c, and Penrose Library, and designated staff at other PPLD libraries, walk through the library facility 15 minutes prior to closing. If they encounter an unattended minor (anyone under the age of 16), they inquire about transportation and allow them to use the telephone to call a parent or caregiver, if needed.

Staff will follow these procedures in the event a minor is still at the Library at closing:

- A. Ensure that two staff members remain with the minor inside the library.
- B. Obtain the parent's name and telephone number, if possible, and call the parent.
- C. Inform the parent of Library policy and request that he/she pick up the minor immediately.
- D. Require the parent to come inside to pick up the minor. Upon arrival, provide the parent with a copy of the policy statement, as well as the Unattended Child Letter signed by the Chief Librarian and co-signed by the in-charge staff member.
- E. Call appropriate law enforcement, if the parent cannot be reached within 15 minutes after closing. Each Library Manager will identify the appropriate number to call for

assistance and train their library staff to call the appropriate law enforcement agency.

- F. Two PPLD staff members will remain with the minor until authorities arrive. The staff Library will place the minor in the care of the law enforcement agency.
- G. Library staff members will post a note for the minor's parent, guardian, or caregiver on the front door of the Library, stating that the child is now in the care of law enforcement, with the appropriate telephone number to call.
- H. Library staff will complete an incident report.
- I. Under no circumstances will Library staff remain in the facility alone with an unattended child. They also will not transport or take children away from the Library.
- J. If an unattended minor decides to wait outside of the library facility after closure, follow the above procedure, waiting 15 minutes before calling law enforcement.
- K. Library staff will not take any action if a child over 8 years old is walking or riding a bike home and is no longer on Library grounds.



*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*

Report - August 13, 2019

E-Commerce Sales:

Amazon Sales	July 2019		
\$3040.00	97 units		\$31.34 avg. sale
E-bay Sales:	June 2019		
\$225	6 transactions		\$37.50 avg. sale

Summer Adventure Children's Book Sale—\$503.00

Latina Voices—Sept 21, 2019 venue 21c

Fall Book Sale: October 4 – 6

Volunteer Coordinator Position: Working with HR on Job Posting for Volunteer Coordinator

PPLD Retreat: Well attended & found it to be very informative

Literary Awards: Planning for Literary Awards



## Report – August 13, 2019

Reviewed candidate applications and conducted final interviews for Corporate and Foundation Relations Manager

Began search for Individual Giving and Campaign Coordinator (formerly Development Associate)

Attended internal Census 2020 workgroup to begin grant application process to State of Colorado

Initiated planning a screening of The Public and panel discussion as part of Give! campaign event

Attended Colorado Association of Nonprofits C3 Conference at Penrose House

Held quarterly PPLD Foundation board meeting

Worked with Jenny Pierce to submit final report to Colorado Department of Education for the most recent State Grants to Libraries grant

Secured \$1,400 through wire transfer from US Department of State to support John Spears and Teona Shainidze-Krebs upcoming trip to the Republic of Georgia

In its first month, the King Soopers Community Rewards program signed up 54 households and generated \$450 for the PPLD Foundation

Met with Jeff Riley, Denver Public Library Friends Foundation's Executive Director

Met with Nadine Hensler, GE Johnson Senior Business Development Director

Attended Children's Hospital Colorado grand opening ribbon cutting ceremony

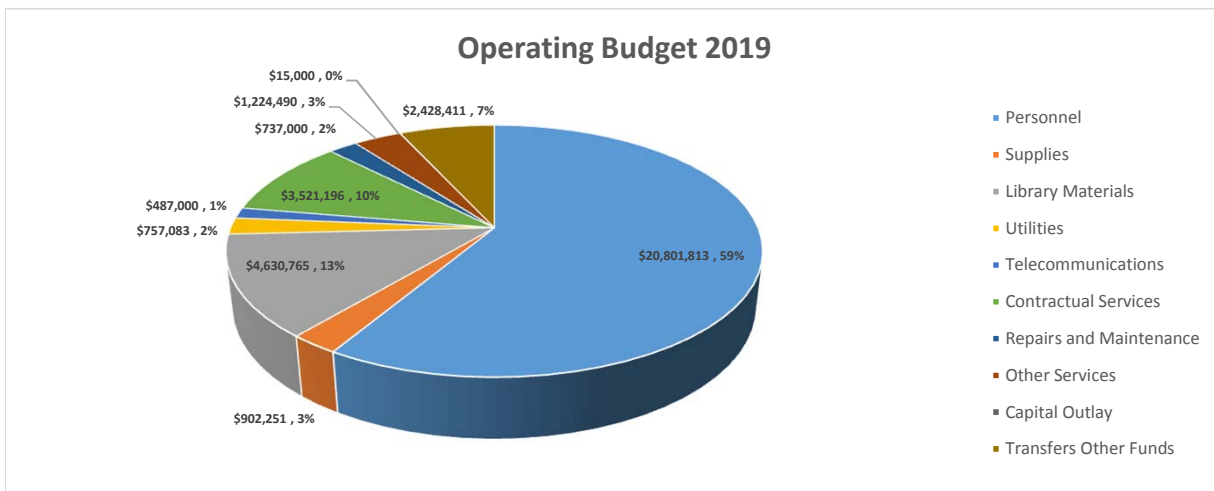
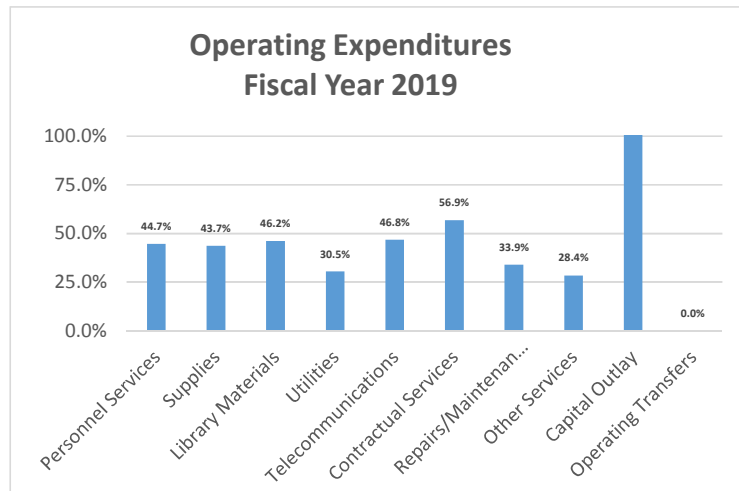
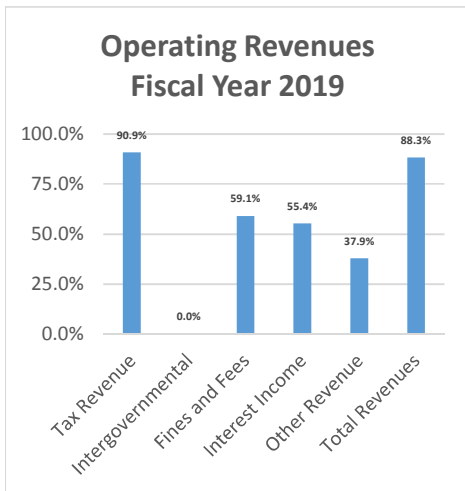
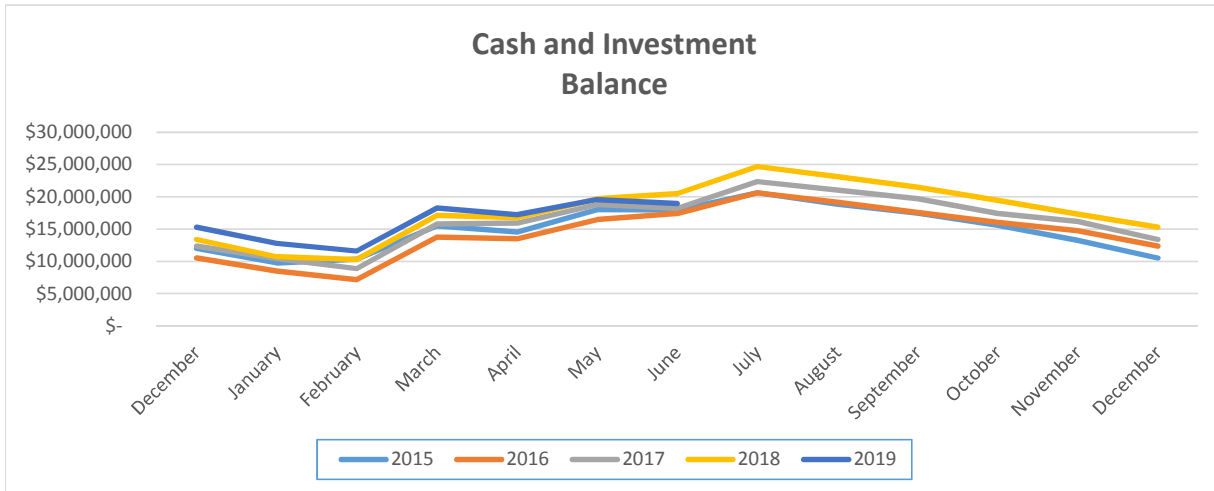
### DID YOU KNOW?

Pikes Peak Library District has so much more than books. There are 3D printers, laser cutters, recording studios, cameras, digital content, Colorado State Park Passes, movies, Vibes tickets, and so much more! The possibilities are endless!



# Pikes Peak Library District Financial Dashboard

## June 2019



# **Pikes Peak Library District**

## **June2019 Financial Report**

Presented to Board of Trustees August 13, 2019



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

General Fund	Year-To-Date				Notes
	2019	2018	Change	% Chg.	
<b>Revenues</b>					
Property taxes	\$ 27,302,796	\$ 25,618,397	\$ 1,684,399	6.6%	
Specific ownership taxes	1,649,421	1,586,349	63,072	4.0%	
Fines/fees	59,058	64,488	(5,431)	-8.4%	
Investment earnings	210,355	147,270	63,085	42.8%	1
Other	274,425	507,938	(233,513)	-46.0%	
<b>Total Revenues</b>	<b>\$ 29,496,055</b>	<b>\$ 27,924,442</b>	<b>\$ 1,571,612</b>	<b>5.6%</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 Six-Month Period Ended June 30, 2019

Percent of Year 50.0%

Account Description	2019 Budget	YTD Actual	Variance	% Collected
<b>Tax Revenue</b>				
Property taxes				
Current	\$ 28,477,334	\$ 27,322,596	\$ 1,154,738	95.9%
Abatements/refunds	(140,000)	(38,523)	(101,477)	27.5%
Omitted properties	6,000	3,093	2,907	51.6%
Delinquent	17,000	10,575	6,425	62.2%
Penalties/interest	36,000	5,055	30,945	14.0%
Specific ownership taxes	3,450,000	1,649,421	1,800,579	47.8%
Local government in lieu of prop. taxes	10,500	-	10,500	0.0%
<b>Total Tax Revenue</b>	<b>31,856,834</b>	<b>28,952,217</b>	<b>2,904,617</b>	<b>90.9%</b>
<b>Intergovernmental</b>				
Federal - eRate Funding	200,000	-	200,000	0.0%
State Grant - library materials	145,000	-	145,000	0.0%
<b>Total Intergovernmental</b>	<b>345,000</b>	<b>-</b>	<b>345,000</b>	<b>0.0%</b>
<b>Fines and Fees</b>	<b>100,000</b>	<b>59,058</b>	<b>40,943</b>	<b>59.1%</b>
<b>Interest Income</b>	<b>380,000</b>	<b>210,355</b>	<b>169,645</b>	<b>55.4%</b>
<b>Other Revenue</b>				
Donations/grants/gifts				
PPLD Foundation	567,559	206,681	360,878	36.4%
Other	18,000	212	17,788	1.2%
Copier charges/PMS charges	96,000	48,065	47,935	50.1%
Parking lot collections	33,000	10,837	22,163	32.8%
Merchandise sales	-	2,607	(2,607)	100.0%
Miscellaneous	4,500	3,785	715	84.1%
Asset sales proceeds	5,000	2,238	2,762	44.8%
<b>Total Other Revenue</b>	<b>724,059</b>	<b>274,425</b>	<b>449,634</b>	<b>37.9%</b>
<b>Total General Fund Revenues</b>	<b>\$ 33,405,893</b>	<b>\$ 29,496,055</b>	<b>\$ 3,909,839</b>	<b>88.3%</b>

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

<b>General Fund</b>	<b>Year-To-Date</b>				<b>Notes</b>
	<b>2019</b>	<b>2018</b>	<b>Change</b>	<b>% Chg.</b>	
<b>Expenditures</b>					
Personnel	\$ 9,297,527	\$ 8,550,527	\$ 747,000	8.7%	
Supplies	394,433	326,222	68,211	20.9%	
Library materials	2,139,435	2,083,953	55,482	2.7%	
Utilities	230,869	216,171	14,698	6.8%	
Telecommunication costs	227,831	239,687	(11,856)	-4.9%	
Contractual services	2,003,763	1,825,002	178,761	9.8%	
Repairs and maintenance	249,645	252,030	(2,385)	-0.9%	
Other services	347,600	252,896	94,704	37.4%	
Capital outlay	45,606	48,353	(2,747)	-5.7%	
Operating transfers - other funds	-	-	-	0.0%	
<b>Total Expenditures</b>	<b>\$ 14,936,710</b>	<b>\$ 13,794,841</b>	<b>\$ 1,141,869</b>	<b>8.3%</b>	

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

Percent of Year 50.0%

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
<b>Personnel Services</b>				
Regular employees	\$ 16,206,332	\$ 7,088,965	\$ 9,117,367	43.7%
Temporary employees	12,000	3,521	8,480	29.3%
Substitute employees	327,594	170,328	157,266	52.0%
Work-Study And internship	9,000	-	9,000	0.0%
Social security contributions	1,222,809	533,115	689,694	43.6%
Retirement contributions	976,828	422,174	554,653	43.2%
Health Plan contributions	1,750,000	948,951	801,049	54.2%
Unemployment insurance	47,250	10,723	36,527	22.7%
Workers compensation	85,000	41,945	43,055	49.3%
Vision Plan insurance	62,000	27,353	34,647	44.1%
Life A&D insurance	63,000	29,463	33,537	46.8%
Tuition assistance	40,000	20,991	19,009	52.5%
<b>Total Personnel Services</b>	<b>20,801,813</b>	<b>9,297,527</b>	<b>11,504,285</b>	<b>44.7%</b>
<b>Supplies</b>				
General	304,965	101,060	203,905	33.1%
Microform	950	-	950	0.0%
Software purchases/licenses	322,000	216,673	105,327	67.3%
Computer supplies	42,000	24,083	17,917	57.3%
Processing	95,000	6,967	88,033	7.3%
Office	92,250	31,343	60,907	34.0%
Other	45,086	14,307	30,779	31.7%
<b>Total Supplies</b>	<b>902,251</b>	<b>394,433</b>	<b>507,818</b>	<b>43.7%</b>
<b>Library Materials</b>				
Audio-visual materials	762,300	267,635	494,665	35.1%
Books	1,364,400	533,606	830,794	39.1%
e-materials	1,584,700	818,367	766,333	51.6%
Library materials - other	266,000	96,737	169,263	36.4%
Microforms	5,000	-	5,000	0.0%
Periodicals	110,000	99,769	10,231	90.7%
Serials	25,000	13,013	11,987	52.1%
Databases - online services	513,365	308,524	204,841	60.1%
Memorials	-	1,782	(1,782)	0.0%
<b>Total Library Materials</b>	<b>4,630,765</b>	<b>2,139,435</b>	<b>2,491,330</b>	<b>46.2%</b>
<b>Utilities</b>				
Gas	109,168	42,305	66,863	38.8%
Electric	526,656	162,529	364,127	30.9%
Water/sewer	113,415	22,766	90,649	20.1%

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

Percent of Year 50.0%

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Storm water fees	7,844	3,269	4,576	41.7%
<b>Total Utilities</b>	<b>757,083</b>	<b>230,869</b>	<b>526,215</b>	<b>30.5%</b>

**Telecommunications**

Data	300,000	165,766	134,234	55.3%
Voice	104,000	34,060	69,940	32.7%
Cellular	78,000	26,796	51,204	34.4%
Expansion	5,000	1,209	3,791	24.2%
<b>Total Telecommunications</b>	<b>487,000</b>	<b>227,831</b>	<b>259,169</b>	<b>46.8%</b>

**Contractual Services**

Janitorial services	330,000	158,984	171,016	48.2%
Carpet cleaning services	117,000	52,872	64,128	45.2%
Library facility rental	566,473	274,147	292,326	48.4%
Common area maintenance	156,052	81,037	75,015	51.9%
Storage rental	16,800	8,100	8,700	48.2%
Audit	45,000	42,085	2,915	93.5%
Legal	65,000	31,318	33,682	48.2%
Consultant	216,500	51,624	164,877	23.8%
Cataloging	50,600	11,491	39,109	22.7%
Trash removal	24,229	10,737	13,492	44.3%
Copier services	56,000	30,772	25,228	54.9%
Courier services	222,231	66,840	155,391	30.1%
Liability/property insurance	184,500	153,249	31,251	83.1%
Collection agency fees	30,000	11,895	18,105	39.6%
Printing	125,000	46,102	78,898	36.9%
Programming	357,065	120,312	236,753	33.7%
Treasurer fees	420,000	410,120	9,880	97.6%
Microfilming services	19,600	2,474	17,126	12.6%
Computer support agreements	301,500	263,466	38,034	87.4%
Computer equipment maintenance	135,000	146,955	(11,955)	108.9%
Software licenses	19,000	-	19,000	0.0%
Employee Assistance Program	20,000	5,056	14,944	25.3%
Parking	43,646	24,129	19,518	55.3%
<b>Total Contractual Services</b>	<b>3,521,196</b>	<b>2,003,763</b>	<b>1,517,433</b>	<b>56.9%</b>

**Repairs and Maintenance**

Grounds maintenance	75,500	26,093	49,407	34.6%
Vehicle operating costs	61,000	30,836	30,164	50.6%
Equipment maintenance	382,300	140,379	241,921	36.7%
Equipment repairs	42,450	4,705	37,745	11.1%
Furniture repairs	33,000	6,337	26,663	19.2%

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

Percent of Year **50.0%**

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Building repairs	142,750	41,297	101,453	28.9%
<b>Total Repairs and Maintenance</b>	<b>737,000</b>	<b>249,645</b>	<b>487,355</b>	<b>33.9%</b>
<b>Other Services</b>				
Translation services	500	412	88	82.4%
Advertising	1,000	-	1,000	0.0%
Bank And trustee Fees	11,600	5,832	5,768	50.3%
School engagement	1,000	153	847	15.3%
Mileage/Travel reimbursement	73,800	29,980	43,820	40.6%
Employee recruitment	50,500	10,684	39,816	21.2%
Employee testing	500	-	500	0.0%
Dues and memberships	74,000	24,548	49,452	33.2%
Merchandising	1,000	1,735	(735)	173.5%
Employee recognition	20,525	4,084	16,441	19.9%
Board of Trustees	7,000	878	6,122	12.5%
Community outreach	110,000	50,996	59,004	46.4%
Training	287,534	124,164	163,370	43.2%
Signage	16,000	7,857	8,143	49.1%
Bindery	5,000	2,158	2,842	43.2%
Summer Reading Club	34,306	5,999	28,307	17.5%
Patron reimbursement	500	-	500	0.0%
Postage	62,500	36,397	26,103	58.2%
Volunteer program	5,900	1,823	4,077	30.9%
Safety and wellness	18,500	1,930	16,570	10.4%
Other grant/donation expenditures	411,125	35,551	375,574	8.6%
Administrative support	10,500	-	10,500	0.0%
Equipment rental	1,000	385	615	38.5%
Other	20,200	2,035	18,165	10.1%
<b>Total Other Services</b>	<b>1,224,490</b>	<b>347,600</b>	<b>876,890</b>	<b>28.4%</b>
<b>Capital Outlay</b>				
Other	15,000	45,606	(30,606)	304.0%
<b>Total Capital Outlay</b>	<b>15,000</b>	<b>45,606</b>	<b>(30,606)</b>	<b>304.0%</b>
<b>Operating Transfers to Other Funds</b>				
Fund transfers out	2,428,411	-	2,428,411	0.0%
<b>Total Expenditures</b>	<b>\$ 35,505,009</b>	<b>\$ 14,936,710</b>	<b>\$ 20,568,299</b>	<b>42.1%</b>

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

<b>Fund Balance - January 1, 2019</b>	\$ 160,757
<b>Expenditures</b>	1,531
<b>Fund Balance - June 30, 2019</b>	<u>\$ 159,226</u>

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

Annual Fund	\$ 212
Cheyenne Mountain Library Fund	812
Fountain Branch Library Fund	11,560
High Prairie Library Fund	112,385
Sand Creek Library Fund	27,772
1905 Carnegie Library Facility Fund	4,374
Carnegie Garden Support Fund	998
Special Collections Support Fund	1,113
	<u>\$ 159,226</u>

Pikes Peak Library District  
 East Library Capital Projects Fund  
 For the Six-Month Period Ended June 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	\$ 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>-</b>	<b>-</b>	<b>144,627</b>
<b>Expenditures</b>						
<b>2019 Budget</b>						
Chiller Roof Struct Over Pit	19,000	-	19,000	3,160	-	15,840
Roofing Evaluation & Design	30,000	-	30,000	-	-	30,000
Window Screen/Shades-Childr	1,627	-	1,627	-	-	1,627
External Filtration System	10,000	-	10,000	-	-	10,000
Replace Emergency Generator	60,000	-	60,000	-	-	60,000
Reading Bay Area Furniture	15,000	-	15,000	-	-	15,000
Patio Furniture (Fundraising)	5,000	-	5,000	-	-	5,000
Shared Workstation - 4-Person	4,000	-	4,000	2,765	-	1,235
<b>Sub-total</b>	<b>144,627</b>	<b>-</b>	<b>144,627</b>	<b>5,925</b>	<b>-</b>	<b>138,702</b>
<b>Carryover From 2018</b>						
Roof Inspection and Repairs	-	6,235	6,235	-	-	6,235
Window Leak-2nd Floor	-	7,500	7,500	-	-	7,500
Replace Public Water Fountains	-	494	494	-	-	494
Replace Staff Lounge Blinds	-	142	142	-	-	142
Ea Update Security Equipment	-	5,000	5,000	-	-	5,000
Laminator	-	205	205	-	-	205
Enclose Chiller Pit	-	38,463	38,463	-	-	38,463
Additional Study Room Chairs	-	3,500	3,500	3,547	-	(47)
Reface Cabinets In Story Office	-	5,500	5,500	-	-	5,500
Children's Cabinets	-	5,478	5,478	-	-	5,478
Tractor Replacement	-	2,001	2,001	-	-	2,001
Contingency	-	1,635	1,635	-	-	1,635
IT Equipment	-	2,071	2,071	-	-	2,071
<b>Sub-total</b>	<b>-</b>	<b>78,224</b>	<b>78,224</b>	<b>3,547</b>	<b>-</b>	<b>74,677</b>
<b>Total Expenditures</b>	<b>\$ 144,627</b>	<b>\$ 78,224</b>	<b>\$ 222,851</b>	<b>9,472</b>	<b>\$ -</b>	<b>\$ 213,379</b>
<b>Excess Revenues over Expenditures</b>				(9,472)		
<b>Fund Balance - January 1, 2019</b>				78,224		
<b>Fund Balance - June 30, 2019</b>				<u>\$ 68,752</u>		



Pikes Peak Library District  
 Penrose Library Capital Projects Fund  
 For the Six-Month Period Ended June 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>						
<b>2019 Budget</b>						
Asphalt Crack Fill	15,500	-	15,500	-	15,500	-
Roofing Evaluation Pe	30,000	-	30,000	-	-	30,000
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	852	-	2,748
Adjustable Heigh Desks	3,600	-	3,600	-	-	3,600
<b>Sub-total</b>	<u>96,700</u>	<u>-</u>	<u>96,700</u>	<u>38,317</u>	<u>15,500</u>	<u>42,883</u>
<b>Carryover from 2018</b>						
Penrose Entry Way	-	370	370	-	-	370
Roof Inspection And Repairs	-	5,130	5,130	-	-	5,130
Replace Existing Parking Meter	-	50,000	50,000	-	-	50,000
Elevator Modernization - Cab	-	8,914	8,914	-	-	8,914
Upgrade Two Interior Elevators	-	4,577	4,577	-	-	4,577
Chiller Replacement	-	55,000	55,000	-	-	55,000
27" Laminator	-	705	705	-	-	705
Hvac Heating Loop & Glycol	-	9,324	9,324	-	-	9,324
Penrose Renovation Conting	-	18,985	18,985	-	1,150	17,835
Pe Campus Project	-	850,363	850,363	554,716	8,652	286,995
<b>Sub-total</b>	<u>-</u>	<u>1,003,368</u>	<u>1,003,368</u>	<u>554,716</u>	<u>9,802</u>	<u>438,850</u>
<b>Total Expenditures</b>	<u>\$ 96,700</u>	<u>\$ 1,003,368</u>	<u>\$ 1,100,068</u>	<u>593,033</u>	<u>\$ 25,302</u>	<u>\$ 481,733</u>
<b>Excess Revenues over Expenditures</b>				(554,716)		
<b>Fund Balance - January 1, 2019</b>				1,003,368		
<b>Fund Balance - June 30, 2019</b>				<u>\$ 448,652</u>		

Pikes Peak Library District  
Library 21c Capital Projects Fund  
For the Six-Month Period Ended June 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>						
<b>2019 Budget</b>						
Roof Replacement	1,035,000	-	1,035,000	559,178	296,757	179,065
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
Office Chairs-Meeting Room	7,200	-	7,200	-	-	7,200
Tables-Adjustable Height, Cm	1,200	-	1,200	-	-	1,200
<b>Sub-total</b>	<b>1,156,100</b>	<b>-</b>	<b>1,156,100</b>	<b>663,738</b>	<b>296,757</b>	<b>195,605</b>
<b>Carryover from 2018</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	19,542	374	84
Roof Repairs	-	2,350	2,350	-	-	2,350
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	4,838	5,262	30,100
Audio Booth	-	2,000	2,000	-	-	2,000
New Teen Service Desk	-	1,200	1,200	-	-	1,200
Cafe Table Public Area	-	551	551	-	-	551
Contingency	-	47,317	47,317	-	1,989	45,328
Install Additional Can Lights	-	1,200	1,200	-	-	1,200
New Display Case With Lighting	-	39	39	-	-	39
Signage	-	5,000	5,000	-	-	5,000
Av Equipment Maintenance	-	4,686	4,686	1,879	-	2,807
Increase Stage Size	-	4,908	4,908	1,569	-	3,339
Studio Noise Mitigation	-	21,979	21,979	-	1,417	20,562
Venue Led Lighting	-	3,572	3,572	3,095	-	332
Public Equipment Eol Replacem	-	154	154	-	-	154
New Public Equipment Inventory	-	369	369	219	-	150
Munis Record Management Syst	-	30,000	30,000	-	-	30,000
<b>Sub-total</b>	<b>-</b>	<b>252,263</b>	<b>252,263</b>	<b>31,142</b>	<b>9,042</b>	<b>211,934</b>
<b>Total Expenditures</b>	<b>\$ 1,156,100</b>	<b>\$ 252,263</b>	<b>\$ 1,408,363</b>	<b>694,880</b>	<b>\$ 305,799</b>	<b>\$ 407,539</b>
<b>Excess Revenues over Expenditures</b>				(694,880)		
<b>Fund Balance - January 1, 2019</b>				252,263		
<b>Fund Balance - June 30, 2019</b>				<u>\$ (442,617)</u>		

Pikes Peak Library District  
 Capital Reserve Fund  
 For the Six-Month Period Ended June 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	1,035,984	-	1,035,984	-	-	(1,035,984)
<b>Total Revenues and Other Sources of Funds</b>	<b>1,158,984</b>	<b>-</b>	<b>1,158,984</b>	<b>-</b>	<b>-</b>	<b>(1,158,984)</b>
<b>Expenditures</b>						
<b>2019 Budget</b>						
<b>Facilities</b>						
Dw- Asphalt Maintenance	7,500	-	7,500	-	7,500	-
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	-	7,008	2,992
Update Service Points	5,000	-	5,000	-	-	5,000
Ho-Add Electricity In Storage	2,000	-	2,000	-	-	2,000
Mo-Replace Bulbs	1,200	-	1,200	698	162	340
Ol-Replace Floor Main Level	75,000	-	75,000	-	-	75,000
Ellicot Facility Allowance	200,000	-	200,000	-	-	200,000
Roof Inspection	10,000	-	10,000	-	-	10,000
Ch-Work Room Cabinets&Stor	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	8,722	-	6,278
Ho-Study Room Furniture	3,000	-	3,000	2,016	-	984
Ro-Redesign Children'S Area	2,500	-	2,500	-	-	2,500
Contingency	50,000	-	50,000	11,933	14,152	23,915
<b>Sub-total</b>	<b>402,200</b>	<b>-</b>	<b>402,200</b>	<b>23,369</b>	<b>28,822</b>	<b>350,009</b>
<b>Information Technology</b>						
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	1,491	1,599	15,910
Technology Refresh (Patrons)	131,000	-	131,000	16,445	114,400	155
Pcs-Video Editing	11,114	-	11,114	-	-	11,114
Isoc Computers	10,000	-	10,000	-	-	10,000
Laptops- Young Adult Services	6,000	-	6,000	5,897	-	103
Laptops-Children'S Ipads	6,000	-	6,000	-	5,980	20
Self-Check-Peadd Data Ports	2,500	-	2,500	-	-	2,500
Scanners-Collect Managem	2,080	-	2,080	-	-	2,080
Network Switches/Ups	100,000	-	100,000	-	-	100,000
Surveillance System Redesign	30,000	-	30,000	-	-	30,000
Surveillance System	125,000	-	125,000	-	-	125,000
Isoc - A/V Standardization	75,000	-	75,000	-	-	75,000
It Management Reserve	47,500	-	47,500	-	-	47,500
<b>Sub-total</b>	<b>642,194</b>	<b>-</b>	<b>642,194</b>	<b>23,833</b>	<b>121,979</b>	<b>496,382</b>

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

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
<b>Creative Services/Video Studio</b>						
Wireless Mic Kit	1,300	-	1,300	-	-	1,300
Audio Recorder	300	-	300	-	-	300
Audio Recorder Kit	1,200	-	1,200	-	-	1,200
Cameras - Studio21C	37,500	-	37,500	-	-	37,500
Dslr Cameras - Checkout	5,700	-	5,700	-	-	5,700
Teleprompter	1,550	-	1,550	-	-	1,550
Video Cam Kit - Checkout	3,000	-	3,000	-	-	3,000
Gopro Kits	1,500	-	1,500	-	-	1,500
Tripod System	320	-	320	-	-	320
Photo Roller System	1,000	-	1,000	-	-	1,000
Chechout Equip 21C	3,900	-	3,900	-	-	3,900
Chargeable Batteries	1,620	-	1,620	-	-	1,620
Isolation Booth 21C Studio	20,000	-	20,000	-	20,000	-
Cricut Machines	1,200	-	1,200	-	-	1,200
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	-	-	18,000
New Maker Kits	1,000	-	1,000	-	-	1,000
Equipment Replacement	3,500	-	3,500	680	-	2,820
<b>Sub-total</b>	<b>114,590</b>	<b>-</b>	<b>114,590</b>	<b>680</b>	<b>20,000</b>	<b>93,910</b>
<b>Total Exepnditures 2019 Budget</b>	<b>1,158,984</b>	<b>-</b>	<b>1,158,984</b>	<b>47,882</b>	<b>170,801</b>	<b>940,301</b>
<b>Carryover from 2018</b>						
<b>Facilities</b>						
Mo-Access Control	-	150	150	-	-	150
Dw- Concrete Replacement	-	23,560	23,560	-	-	23,560
Dw - Asphalt Repairs	-	15,072	15,072	-	458	14,614
Staff Lounges Improvements	-	29,916	29,916	1,292	1,173	27,451
Water Management System	-	18,373	18,373	285	9,715	8,373
Upgrade Fire System Dialers	-	23,500	23,500	-	-	23,500
Furniture Replacement	-	19,259	19,259	10,136	-	9,123
Childr&Teen Area Furnit	-	7,000	7,000	-	-	7,000
Vehicles	-	8,625	8,625	-	-	8,625
Calhan Project	-	515,642	515,642	81,825	13,595	420,222
Replace Generator For Bo	-	12,500	12,500	-	-	12,500
Contingency	-	118,229	118,229	160	1,380	116,689
Contingency - Furniture Replac	-	24,253	24,253	-	-	24,253
<b>Sub-total</b>	<b>-</b>	<b>816,078</b>	<b>816,078</b>	<b>93,698</b>	<b>26,321</b>	<b>696,059</b>

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

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
<b>Information Technology</b>						
Replace Computers	-	39,485	39,485	-	1,940	37,545
Technology Refresh (Patrons)	-	68,795	68,795	-	-	68,795
Barcode Scanners	-	15,102	15,102	-	-	15,102
Copier Replacement	-	200,718	200,718	-	-	200,718
Telephone Switches	-	94,834	94,834	61,502	-	33,332
Firewall Replacement	-	45,000	45,000	-	-	45,000
Switches/Ups Replacement	-	40,000	40,000	-	-	40,000
Archival Manag System	-	13,400	13,400	-	-	13,400
Amh Bins (2)	-	20,000	20,000	-	-	20,000
Surveillance System Redesign	-	100,121	100,121	-	-	100,121
Children'S Equipment	-	643	643	-	-	643
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
Av Equip For Audio Visual Dw	-	50,000	50,000	-	-	50,000
Contingency I/T	-	5,852	5,852	2,218	-	3,634
<b>Sub-total</b>	-	838,349	838,349	79,100	1,940	757,309
<b>Creative Services/Video Studio</b>						
Video Projector Repl & Addit	-	5,000	5,000	-	-	5,000
Maker Machinery Purchases	-	40,015	40,015	-	-	40,015
New Machinery	-	8,871	8,871	-	-	8,871
<b>Sub-total</b>	-	53,886	53,886	-	-	53,886
<b>Total Carryover from 2018</b>	-	1,708,313	1,708,313	172,798	28,261	1,507,254
<b>Total Expenditures</b>	\$ 1,158,984	\$ 1,708,313	\$ 2,867,297	220,680	\$ 199,062	\$ 2,447,555
<b>Excess Revenues over Expenditures</b>				(220,680)		
<b>Fund Balance - January 1, 2019</b>				1,708,313		
<b>Fund Balance - June 30, 2019</b>				<u>\$ 1,487,633</u>		

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

	<b>ColoTrust Investments</b>	<b>US Bank Checking</b>	<b>Total Cash</b>
<b>Cash and Investments Balance June 1, 2019</b>	\$ 19,624,743	\$ (63,486)	\$ 19,561,257
<b>Receipts June 2019</b>			
Property Taxes	1,903,910	-	1,903,910
Daily Cash Receipts	-	26,714	26,714
Credit Card Receipts	-	8,350	8,350
Interest	40,127	-	40,127
<b>Disbursements June 2019</b>			
Payment of Bills week of 06/07/2019	-	(397,440)	(397,440)
Payment of Bills week of 06/14/2019	-	(157,252)	(157,252)
Payment of Bills week of 06/21/2019	-	(362,016)	(362,016)
Payment of Bills week of 06/28/2019	-	(146,253)	(146,253)
Payroll 06/14/2019	-	(691,417)	(691,417)
Payroll 06/28/2019	-	(617,179)	(617,179)
End of Month Payroll Payments	-	(237,503)	(237,503)
<b>Transfer between funds</b>	(2,500,000)	2,500,000	-
<b>Cash and Investments Balance June 30, 2019</b>	<u>\$ 19,068,780</u>	<u>\$ (137,482)</u>	<u>\$ 18,931,298</u>

## Public Services Report August 13, 2019

### Community

East Library hosted School District 11 Free Summer Lunches and they served 2,969 lunches during June, averaging 148 lunches served per day. At Penrose Library, the Care and Share Snack program finished off the first month with on average of 20 snacks given out each week day to patrons 18 years or younger.

Fountain Library staff Alicia Gomori and Mary Gapko attended the June Communities that Care Strategy Workgroup concentrating on safe youth spaces.

Beloved local artist Charles Rockey passed away on June 16 and a tribute to Rockey planned by Joe Paisley was held at Old Colorado City Library on July 1.

### Resources

On June 8, 213 people attended the annual Pikes Peak Regional History Symposium "Poets, Professors, & Provocateurs of the Pikes Peak Region." Twelve speakers presented original research; many utilized historic assets held by Special Collections.

At High Prairie Library Laura Foye coordinated a new partnership opportunity with Fresh Start Center, wherein they will plant, tend, and harvest the small garden and provide the harvest to the community members utilizing their resources.

### Innovation / Creativity

Melody Alvarez successfully applied for the LENA Start Matching Funds grant. PPLD, in cooperation with community partners, will sustain the program in subsequent years. This program promotes early literacy by measuring and encouraging meaningful conversations between parents and young children. The first ten-week parent session with Community Partnership for Child Development (CPCD) will be late August/early September. A LENA presentation July 18 and a staff training August 6 will prepare staff and partners.

On June 13, Library 21c hosted "Self-publishing: Publish Your Own @ PPLD." The workshop's content—an overview of the self-publishing process—has evolved from its previous inceptions to include links to previous Indie Author Day recordings. A Self-publishing LibGuide was created for PPLD's website by Adult Librarian Heather Johnson.

### Service

Young Adult and Children's Summer Adventure launched June 1. Teen participation has increased, with 1,943 participants enrolled in the program, and 295 program completions, compared to 1,699 registrations and 225 completions last year at this time. Children's participation was at 11,390 as of June 30, compared to 10,536 in 2018 at this time.

In Young Adult Services Whitney Springer, Joanna Nelson Rendon, Amy Rodda, and John Jarrell organized the *Yes She Can* book event at Penrose on June 23 with 47 people in attendance. Elle Celeste, Molly Dillon, and Jenna Brayton (three contributors to the book) gave a panel discussion and took questions from the audience.

Adult Services presented this month's Library Explorers program, featuring Dr. Wanda and Ron Cousar teaching the participants the basics of African percussion, dance and song. Eighty-three people attended at EA—one of the largest Explorers programs on record.

The Mobile Library staff served at Ridgeview Elementary School during their summer reading program. During the stop staff registered all of the students for library cards and instructed them on what Pikes Peak Library District has to offer.

#### **Internal – Staff**

In June, three Creative Services staff attended the Nation of Makers Conference in Chattanooga, getting lots of new information.

Laura Broderick and Christa Funke of Children's Services attended ALA. Laura presented as part of an Intellectual Freedom panel and Christa met with Readsquared and Beanstack software representatives to compare their features.

#### **Accountability**

In Collection Management, the partnership with Thriftbooks to sell and recycle discarded materials is working well, with over 56,000 items (largely books), including patron donations, being re-used or recycled in the past six months. PPLD's profit share is much smaller than the sales price, but getting the majority of the discards/donations to a recycler is the primary goal.



	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						207,074
Mobile Libraries	7,615	8,515	8,461	8,291	7,099	8,418	7,311						55,710
Cheyenne	24,795	22,725	23,122	22,970	24,524	23,580	23,712						165,428
Fountain	10,692	9,334	9,994	8,361	10,246	12,298	12,456						73,381
High Prairie	18,507	16,493	17,506	16,384	16,363	18,101	17,677						121,031
Ruth Holley	20,746	18,659	18,548	18,944	18,253	18,809	20,024						133,983
Manitou Springs	2,972	2,914	3,177	2,991	2,924	2,843	3,252						21,073
Monument	22,829	21,025	23,750	21,161	22,642	25,160	25,059						161,626
Old Colorado City	13,187	11,563	12,519	12,626	12,740	12,023	11,986						86,644
Palmer Lake	2,210	2,184	2,217	2,482	2,578	2,886	3,157						17,714
Rockrimmon	22,716	19,817	21,781	20,629	21,545	23,248	22,900						152,636
Sand Creek	20,906	19,089	19,852	18,239	19,054	20,506	19,119						136,765
Ute Pass	1,708	1,584	2,083	1,527	1,383	1,397	1,472						11,154
Senior Van	1,464	1,670	1,265	1,712	1,525	1,598	1,415						10,649
East	83,737	73,242	83,606	74,752	79,030	92,223	88,352						574,942
Library 21c	56,576	50,524	55,580	49,844	52,530	62,436	62,031						389,521
Total	342,214	307,198	333,130	310,322	322,083	355,128	349,256	0	0	0	0	0	2,319,331

YTD CIRC Comparison	2019	2018	% Change
Penrose	207074	252783	-18.1%
Mobile Libraries	55710	60438	-7.8%
Cheyenne	165428	176392	-6.2%
Fountain	73381	86163	-14.8%
High Prairie	121031	129110	-6.3%
Ruth Holley	133983	155794	-14.0%
Manitou Springs	21073	19801	6.4%
Monument	161626	173445	-6.8%
Old Colorado City	86644	91426	-5.2%
Palmer Lake	17714	17016	4.1%
Rockrimmon	152636	158871	-3.9%
Sand Creek	136765	158751	-13.8%
Ute Pass	11154	13121	-15.0%
Senior Van	10649	12849	-17.1%
East	574942	571419	0.6%
Library 21c	389521	434617	-10.4%
Total Physical Materials	2319331	2511996	-7.7%

Current Month CIRCULATION Comparison by Facility	2019	2018	% Change
Penrose	29333	37891	-22.6%
Mobile Libraries	7311	7190	1.7%
Cheyenne	23712	26260	-9.7%
Fountain	12456	13455	-7.4%
High Prairie	17677	19233	-8.1%
Ruth Holley	20024	22946	-12.7%
Manitou Springs	3252	2726	19.3%
Monument	25059	27058	-7.4%
Old Colorado City	11986	12626	-5.1%
Palmer Lake	3157	2280	38.5%
Rockrimmon	22900	24085	-4.9%
Sand Creek	19119	22774	-16.0%
Ute Pass	1472	1744	-15.6%
Senior Van	1415	1797	-21.3%
East	88352	92886	-4.9%
Library 21c	62031	64996	-4.6%
Total Physical Materials	349256	379947	-8.1%

Current Month e-materials & Summary	2019	2018	% Change
Overdrive	173056	145238	19.2%
RB Digital Mags	5715	2589	120.7%
eReaders	13	20	-35.0%
1-Click Audio	454	424	7.1%
Hot Spots	53	72	-26.4%
<b>Total e-materials</b>	<b>179291</b>	<b>148343</b>	<b>20.9%</b>
ILL	2336	2246	4.0%
Cameras/Equip	79	93	-15.1%
<b>Physical Materials</b>	<b>349256</b>	<b>379947</b>	<b>-8.1%</b>
<b>Total Monthly Circ</b>	<b>530962</b>	<b>530629</b>	<b>0.1%</b>

Circulation without Renewals  
July 2019

Current Month Comparison VISITORS	2019	2018	% Change
Penrose	46080	49732	-7.3%
Mobile Libraries	3257	3314	-1.7%
Cheyenne	17533	18298	-4.2%
Fountain	10394	11206	-7.2%
High Prairie	10467	10295	1.7%
Ruth Holley	16148	18196	-11.3%
Manitou	4585	4084	12.3%
Monument	17985	19082	-5.7%
Old Colorado City	12562	12637	-0.6%
Palmer Lake	1688	1906	-11.4%
Rockrimmon	17497	17210	1.7%
Sand Creek	22852	24525	-6.8%
Ute Pass	1642	1750	-6.2%
East	55657	57113	-2.5%
21c	48488	49506	-2.1%
KCH	0	172	-100.0%
<b>TOTAL Visitors</b>	<b>286835</b>	<b>299026</b>	<b>-4.1%</b>
Special Collections			#DIV/0!

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	0	0	0	0	0	349216
Mobile Libraries Total	11278	13161	13478	13937	12066	13295	12060	0	0	0	0	0	89275
Cheyenne	30604	33278	37279	36480	38250	37297	38553	0	0	0	0	0	251741
Fountain	13965	14601	17060	14669	16930	19381	21001	0	0	0	0	0	117607
High Prairie	24346	25660	29705	28079	27831	28954	30225	0	0	0	0	0	194800
Holley	27152	28984	32016	31869	30667	30742	33669	0	0	0	0	0	215099
Manitou	3756	4166	4943	4804	4638	4450	5027	0	0	0	0	0	31784
Monument	30228	32367	39250	34970	36376	39476	41589	0	0	0	0	0	254256
Old Colorado City	16491	17317	19837	20086	20299	18906	19284	0	0	0	0	0	132220
Palmer Lake	2970	3458	3566	3931	4076	4372	5040	0	0	0	0	0	27413
Rockrimmon	30572	30602	34924	34000	34203	36208	36897	0	0	0	0	0	237406
Sand Creek	25926	28975	34099	31904	31664	33984	32402	0	0	0	0	0	218954
Ute Pass	2081	2248	3108	2325	2265	2104	2295	0	0	0	0	0	16426
Senior Van	1567	1970	1750	2287	1930	2080	1882	0	0	0	0	0	13466
Bookmobiles	9711	11191	11728	11650	10136	11215	10178	0	0	0	0	0	75809
East	112093	115913	141935	132781	133296	149381	151444	0	0	0	0	0	936843
Library 21c	72298	77951	94214	86948	87996	99958	104348	0	0	0	0	0	623713
Dispensers	0	0	0	0	0	0	0	0	0	0	0	0	0
Parenting	180	122	112	120	145	128	122	0	0	0	0	0	929
<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>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3697682</b>

YTD CIRC Comparison	2019	2018	% Change
Penrose	349216	375929	-7.1%
Mobile Libraries Total	89275	88795	0.5%
		0	
Cheyenne	251741	222762	13.0%
Fountain	117607	112445	4.6%
High Prairie	194800	168856	15.4%
Holley	215099	204777	5.0%
Manitou	31784	24201	31.3%
Monument	254256	231019	10.1%
Old Colorado City	132220	115730	14.2%
Palmer Lake	27413	24056	14.0%
Rockrimmon	237406	215032	10.4%
Sand Creek	218954	200170	9.4%
Ute Pass	16426	17327	-5.2%
Senior Van	13466	13423	0.3%
Bookmobiles	75809	75372	0.6%
East	936843	786612	19.1%
Library 21c	623713	552031	13.0%
Dispensers	0	0	
Parenting	929	1020	-8.9%
<b>Total Physical Materials</b>	<b>3697682</b>	<b>3340762</b>	<b>10.68%</b>

Current Month Comparison CIRCULATION	2019	2018	% Change
Penrose	50882	56127	-9.3%
Mobile Libraries Total	12060	11460	5.2%
Cheyenne	38553	33530	15.0%
Fountain	21001	17335	21.1%
High Prairie	30225	25728	17.5%
Holley	33669	30334	11.0%
Manitou	5027	3301	52.3%
Monument	41589	35850	16.0%
Old Colorado City	19284	16176	19.2%
Palmer Lake	5040	3092	63.0%
Rockrimmon	36897	32441	13.7%
Sand Creek	32402	28984	11.8%
Ute Pass	2295	2282	0.6%
Senior Van	1882	1889	-0.4%
Bookmobiles	10178	9571	6.3%
East	151444	126396	19.8%
Library 21c	104348	84426	23.6%
Dispensers	0	0	
Parenting		159	-100.0%
<b>Total Physical Materials</b>	<b>584716</b>	<b>507621</b>	<b>15.19%</b>

**Circulation Report  
By Facility  
July 2019**

Current Month Comparison VISITORS	2019	2018	% Change
Penrose	46080	49732	-7.3%
Mobile Libraries Total	3257	3314	-1.7%
Cheyenne	17533	18298	-4.2%
Fountain	10394	11206	-7.2%
High Prairie	10467	10295	1.7%
Ruth Holley	16148	18196	-11.3%
Manitou	4585	4084	12.3%
Monument	17985	19082	-5.7%
Old Colorado City	12562	12637	-0.6%
Palmer Lake	1688	1906	-11.4%
Rockrimmon	17497	17210	1.7%
Sand Creek	22852	24525	-6.8%
Ute Pass	1642	1750	-6.2%
Knights of Columbus Hall	0	172	-100.0%
East	55657	57113	-2.5%
Library 21c	48488	49506	-2.1%
<b>TOTAL</b>	<b>286835</b>	<b>299026</b>	<b>-4.1%</b>
Special Collections	1790	2941	-39.1%

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	0	0	0	0	0	2257837
DVD	134871	147462	176680	165284	164741	162650	167963	0	0	0	0	0	1119651
CD Music	12862	15085	16143	15359	14810	13949	14631	0	0	0	0	0	102839
CD Book	14932	15071	18322	16817	17362	18036	18285	0	0	0	0	0	118825
Playaway	6258	6686	8369	7703	7887	9129	9015	0	0	0	0	0	55047
Kit	1582	1571	1723	1986	1993	2252	2309	0	0	0	0	0	13416
Game	3178	3541	4736	4393	4478	4891	4850	0	0	0	0	0	30067
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>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3697682</b>
ILL	2037	1983	2307	2123	2201	2007	2336	0	0	0	0	0	14994
CyberShelf-OverDrive	167140	148668	167363	154120	164499	164282	173056	0	0	0	0	0	1139128
RB Digital Magazines	5910	5611	6620	6885	6949	6276	5715	0	0	0	0	0	43966
eReader	4	7	6	3	3	10	13	0	0	0	0	0	46
OneClick Audio	460	387	415	415	458	492	454	0	0	0	0	0	3081
Hot Spots	58	56	56	57	54	53	53	0	0	0	0	0	387
Cameras & Equipment	65	84	64	89	66	84	79	0	0	0	0	0	531
													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>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4899815</b>
Freel Music	7065	6521	6835	6876	6744	6804	6798	0	0	0	0	0	47643
Freeding	108	109	132	124	117	89	112	0	0	0	0	0	791
DVD Player	160	137	95	152	151	155	147	0	0	0	0	0	997
Hoopla	1948	1767	2059	1792	1922	1896	1858	0	0	0	0	0	13242
Comics	341	368	405	323	308	309	394	0	0	0	0	0	2448
Kanopy	838	828	844	1040	1449	1677	1601	0	0	0	0	0	8277
													0
CLC	9990	10628	12635	11322	11442	11830	12479	0	0	0	0	0	80326
Laptop Use	1373	1336	1519	1626	1635	1153	1187	0	0	0	0	0	9829
													0
Active Users	255131	254818	254774	253569	253425	254251	254279	0	0	0	0	0	0

Monthly Circ by Format			
	2019	2018	Change
Print	367785	316313	16%
DVD	167963	145547	15%
CD Music	14631	14676	0%
CD Book	18285	18289	0%
Playaway	9015	7251	24%
Kit	2309	2104	10%
Game	4850	3441	41%
	0	0	
<b>TOTAL Physical Items</b>	<b>584838</b>	<b>507621</b>	<b>15.21%</b>
ILL	2336	2246	4%
CyberShelf-OverDrive	173056	145238	19%
RB Digital Magazines	5715	2589	121%
eReader	13	20	-35%
OneClick Audio	454	424	7%
Hot Spots	53	72	-26%
Cameras & Equipment	79	93	
<b>Total e-materials</b>	<b>179291</b>	<b>148343</b>	<b>21%</b>
<b>One Play</b>		<b>29</b>	
Freel Music	6798	7133	-5%
Freeding	112	54	107%
DVD Player	147	184	-20%
Hoopla	1858	1846	1%
Comics	394	431	-9%
Kanopy	1601	469	241%
CLC	12479	11357	10%
Laptop Use	1187	1718	-31%
<b>Active Users</b>	<b>254279</b>	<b>257560</b>	

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		632095	-100%
September		584033	-100%
October		627088	-100%
November		598931	-100%
December		559962	-100%

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		4960254	-100%
September		5544287	-100%
October		6171375	-100%
November		6770306	-100%
December		7330268	-100%

One Play no longer a service

# Circulation Report Item Type July 2019



# Communications Department: Report for August 2019

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## News coverage and media highlights *(compiled by Kayah Swanson, Public Relations Specialist)*:

- Monthly coverage total:
  - 97 features
  
- Highlighted coverage:
  - The **naturalization ceremony** held at Library 21c on July 22 was covered by [KKTU](#), [KRDO](#), the [Woodmen Edition](#), and the [Gazette](#), which also featured a [large photo album](#) online. Combined, there were a **total of 11,246 shares** on social media.
  - The **summer lunch** program, offered by D11 outside of four PPLD locations, was [featured in the Gazette](#). This story was **shared 436 times** on social media.
  - TheaterWorks' free production of **A Comedy of Errors**, in partnership with PPLD, was previewed by both the [Independent](#) and the [Gazette](#). They were **shared a total of 315 times** on social media.
  - The **Shared\_Studios Portal** that stopped at Sand Creek Library, as well as Calhan, was covered in the [Southeast Express](#). It was also the feature of the Library Limelight column in the [Woodmen Edition](#), [Cheyenne Edition](#), and [Tri-Lakes Tribune](#).
  - Several of PPLD's **Summer Adventure** programs were covered, including a photo album featuring "Critters Galore!" in the [Gazette](#), a story on "Magic Mission to Mars" in the [Woodmen Edition](#) and the [Cheyenne Edition](#), and a [FOX21 feature](#) about "Pint-Size Polkas" musician Mike Schneider.
  - Some PPLD **classes** were featured in the *Woodmen Edition*, including the [Woven Watercolor](#) class, as well as [teacher Claire Santellana and her classes](#). These stories were **shared a combined 458 times** on social media.

## Digital marketing statistics and highlights *(compiled by marketing, Studio 21c, and website staff)*:

- PPLD.org website statistics (monthly):
  - **Totals:** 124,580 users; 238,608 sessions; 443,761 pageviews
  - **Most popular web page**, besides the home page: [ppld.org/jobs](http://ppld.org/jobs)
  - **Comments:** 49
  
- District-wide social media statistics (all time):
  - **Facebook:** 6,969 page likes
  - **Twitter:** 5,034 followers

- Social media and video highlights:
  - The [Summer Adventure commercial](#), produced by Studio 21c, was **viewed more than 12,000 times** (combined total via Facebook, YouTube, and Vimeo).
  - A recent Facebook post, **highlighting the value of libraries** like PPLD, organically reached 3,499 people. It got 144 reactions, 2 comments, and 22 shares.



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

- **Introducing the Pikes Peak Library District PowerPass!** Beginning school year 2019-2020, all students enrolled in D11 schools can easily access PPLD resources, such as live homework help, audio and eBooks, and practice tests, with their student log-ins. Thanks to this partnership with D11, PPLD can assist ~26,500 students with their educational goals, lifelong learning and literacy, creativity, and more. More to come at [ppld.org/powerpass](http://ppld.org/powerpass).
- Thanks to the Fine Arts Center at Colorado College, a garment from the [World of WearableArt™](#) (WOW) international touring exhibit, which was designed by a Colorado Springs artist, will be on display at Sand Creek Library through Aug. 20.
- [Vitalant](#) will host a blood drive on Friday, Aug. 23, at East Library from 10 a.m. – noon and then from 2:30 - 4:30 p.m. at Library 21c.
- The awards ceremony for [All Pikes Peak Writes](#), PPLD's annual adult and teen fiction writing contest, will be hosted on Aug. 24 at East Library.
- It's time to celebrate **Fountain Library's 40<sup>th</sup> anniversary!** There are [several activities and events](#) planned, beginning Tuesday, Sept. 3, and culminating on Sat., Sept. 7. Most notably, they will host a day of family fun on Sept. 7, as well as "[The Longest Table](#)" from 4-6 p.m., where all are invited to share a meal, discuss the community's future, and build new relationships. (Registration is required.)
- PPLD continues to serve as the distribution partner for the [Rocky Mountain Vibes'](#) (formerly Sky Sox) **community ticket nights** through early September.
- [All Pikes Peak Reads](#) kicks off in early September, exploring the themes of crossings, peace, multiculturalism, identity, friendship, and memory through the selected titles, as well as scheduled events. The first event—a [documentary screening of "The Power of Forgiveness"](#)—takes place on Sat., Sept. 7, from noon – 2 p.m. at East Library.
- **Library Journal**, in partnership with PPLD, will host the renowned [Design Institute](#) from Sept. 12-13 at the Penrose Library Complex. The event brings together architects, librarians, and vendors to discuss trends in library design as well as explore ways to build, renovate, and/or retrofit spaces that redefine relationships with patrons and community engagement.



- We now have an **official partnership with the [Children's Literacy Center](#)**. With reoccurring reservation space at Penrose Library every Saturday morning, CLC can better accommodate their (popular and free) one-on-one tutoring for students who are reading below grade level.

**Meeting and study room statistics** *(compiled by Nana Lee, Meeting Room Specialist, and Virginia Franklin, Website Manager and Library Market Administrator):*

- Room usage:
  - **Patrons reservations:** 3,468 during the month, bringing the year-to-date total to 26,733
  - **Staff-hosted programs:** 1,474 public programs, bringing the year-to-date total to 9,641
- Library Market and other related use (reservations and cancellations):
  - **Use of [PPLD.LibraryMarket.com](#):** 12,531 users; 28,275 sessions; and 148,787 pageviews
  - **Online requests:** 4,399
  - **Phone and email inquiries:** 292

**Other key updates** *(compiled by Michelle Ray, Chief Communications Officer):*

- The District-wide **community needs assessment** remains in the discovery and data mining phase through August, with community engagement kicking off in September, including:
  - Survey for library patrons
  - Community leader and donor engagement (sessions and potentially survey)
  - Recruiting and conducting focus groups
  - Training for staff: Survey data analysis, focus groups, and community leader sessions
- Welcome to Brenna Hemphill, our **new Digital Marketing Specialist!** She joined the team on Aug. 5, bringing a wealth of knowledge, experience, and ideas for such marketing and promotion.
- PPLD has a **new "weekly update" email for all staff**, which started Aug. 6. (Thanks to our first-ever Internal Communications Specialist, Jeremiah Walter!)

## Facilities Department Report August 13, 2019

### Projects

Calhan Library building renovation is proceeding. Subs are procuring materials with some long lead times evident. Tentative schedule provided by GE Johnson has demo occurring early September and targeting turnover to owner October 18<sup>th</sup>. This schedule will be finalized once all materials have scheduled deliveries confirmed. Internally, FF&E plans and purchase are being finalized with the vendor and scheduled delivery will be coordinated with GE Johnson pending issuance of the Certificate of Occupancy.

District wide asphalt maintenance has been completed.

The permitting process for the three additional offices and a security wall at 21c is underway and currently in review at Regional Building Department. A pre-con meeting was held Monday, July 29<sup>th</sup> including Elder Construction, Human Resources, Information Technology, and Facilities departments for the purpose of last minute review of current conditions, tasks to be completed by all and final questions/requests. Elder Construction is scheduled to mobilize on site Monday morning, August 12. Scheduled completion is dated September 9.

High Prairie service desk redesign has been finalized and is currently in production with an estimated completion of 6-8 weeks.

Interior paint for Ruth Holley Library began the evening of August 5<sup>th</sup> with completion anticipated by the end of that week. This work will take place after hours so that regular business will not be interrupted.

Quotes for carpet replacement of the Ruth Holley Community Meeting room and staff areas were received and the project has been awarded to El Paso Floor. Procurement and scheduling is in process. At this time, lead is anticipated to be 6-8 weeks.

The East Library back-up generator replacement RFQ has been released with a due date of August 22<sup>nd</sup>. A pre-bid conference will be held the morning of August 13<sup>th</sup>. This replacement is for the original back-up generator for East Library's emergency lighting system and elevator lowering.

An RFQ for construction of a roof structure over the old chiller pit at East Library has been released with a due date of August 16. A pre-bid conference was held on August 6<sup>th</sup>. This will improve an existing storage space, not weather tight, but shielded from rain and snow for protection of shelving, exterior book drops and other appropriate library equipment.

Discussions are currently in process with regards to the wood floor replacement at Old Colorado City and the construction of a new classroom at the Ruth Holley Library.

### Facilities Staff

With the addition of the Calhan branch library anticipated in late October, some responsibilities will shift in regards to Facilities. The crew at East will assume coverage of the Calhan Library. They currently oversee the High Prairie Library. The crew at Library 21c will take on the Monument and Palmer Lake responsibilities which the East Facilities department has overseen.

In July, Rich Egan of the 21c Facilities department was reclassified to Facilities Supervisor. When Library 21c opened in 2014, Facilities supervision was combined with the Penrose Facilities department. When the former Supervisor departed in 2017 it was decided that his replacement would only cover the Penrose department. Rich Egan voluntarily took on the lead role of the 21c Facilities department and has been acting in that capacity for almost

2-years. Rich has shown his abilities and initiative in leading that department in the interim and in July, it was decided that his efforts deserved this recognition.

### **Monthly Statistics**

Over the previous month the Facilities department completed a total of (129) 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 the previous month, Facilities completed a total of (164) demand work orders (work orders submitted by PPLD staff) and (194) preventive maintenance work orders (work orders scheduled for equipment, etc.) for a total of (358) work orders. Along with work orders, Facilities on-call personnel responded to (2) after hours calls. These are emergency calls to address issues that cannot wait until the next business day.

Lastly, over the past month, Facilities completed at total of (55) meeting room set ups.



## Human Resources Report August 13, 2019

### Human Resources:

Major projects included the following:

- Organizational Development
  - Conducted "Writing Effective Emails" training for Management Team
- Benefits update
  - Searching for a replacement HRIS/Benefits/Compliance Manager
    - Re-initiated the search process
      - Conducted interviews on July 30 and August 6
- Wellness program
  - "Jump Into Summer" program concluded July 27 with 75 participants and 55 successes (so far)
- Volunteer program
  - Will begin the search once the HRIS/Benefits/Compliance Manager position is filled
- Workers Compensation
  - Two injuries were reported in July
- Recruitment

Recruitment / Selection Activity	July 2019
Jobs Posted	9
Newly Hired Employees	2
Promoted Employees	6
Transferred Employees	2
Separated Employees	1

- Training

Training Title	Date	Time	# of Attendees
Coaching Essentials	7-1-2019	8:00 a.m. – 12:00 p.m.	23
Coaching Essentials	7-1-2019	1:00 p.m. – 5:00 p.m.	27
Librarians Helping Immigrants	7-11-2019	10:00 a.m. – 11:30 a.m.	15
General Personal Safety Training	7-16-2019	2:00 p.m. – 3:30 p.m.	31
Conflict Management	7-23-2019	8:30 a.m. – 10:00 a.m.	28

- Miscellaneous
  - Demolition/Construction has begun on the building of 2 offices for the HR Managers-YAY!

## Information Technology Department Report August 13, 2019

### Projects

- Broadband Internet Service Increase: The District's internet service is saturated. The 600 megabits per second (MBps) aggregate internet access for the District is saturating, preventing use of critical services (i.e., Integrated Library System (ILS), Munis Financial and Human Resources service, etc.). Working to increase service to 3 gigabits per second (GBps) no later than September 30 (previous target was end of August).
- Data Center Redesign Project and E-Rate Program: Project on hold at this time awaiting requirements review. Evaluating scope change resulting from incorporating Disaster Recovery (DR) backup requirements into redesign.
- Core Switch Acquisition and E-Rate Program: Equipment on order. E-Rate administrator has confirmed project will receive funding. Estimated completion date (ECD) for installation is November 2019 (original target was August delay due to staff availability).
- Transition to Windows 10: Planning ongoing for transitioning from Windows 7 to Windows 10. Windows 7 support ends December 31, 2019.
- Transition from Windows Office 201X to Office 365: Project planning ongoing. ECD for installation September 2019.
- Sharepoint Implementation: Project planning ongoing with execution after satisfactory Windows 10 and Office 365 transition.
- Technology Refresh Patrons: Project in execution phase to replace 144 patron computers throughout the District.

### Information Technology Staff

- Infrastructure Manager Information Gathering. Annelise Parker continues to meet with managers to conduct IT service delivery survey, identify challenges requiring immediate IT infrastructure group response and prioritize IT project implementation schedule to synchronize with library managers requirements for remainder of the fiscal year.

### Monthly Statistics

- Computer Usage Statistics – Decreased 5.96% year to date from 2018 (298,298/317,216)
- AWE Children's Early Literacy Computer Usage – Decreased 6.23% from 2018 (37,586/40,084)
- Laptop Circulation – Decreased 5.40% (9,829/10,390)
- Hotspot Circulation – Decrease 27.26%.(387/532)
- Help Desk Tickets – Decrease 52.23% (622/1302)