



**PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES**  
**FEBRUARY 13, 2018, 4 PM**  
**PENROSE LIBRARY**

- I. CALL TO ORDER
- II. ITEMS TOO LATE FOR THE AGENDA
- III. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- IV. CORRESPONDENCE AND COMMUNICATIONS
  - A. Minutes (enclosed p. 1)
  - B. Correspondence
    - 1. Patron Note to Staff (enclosed p. 8)
  - C. Events & Press Clippings (enclosed p. 9)
  - D. Presentation: World Maker Faire – New York: B. Cruz & A. Cox
- V. REPORTS
  - A. Friends of the Pikes Peak Library District Report (enclosed p. 12)
  - B. Pikes Peak Library District Foundation Report (enclosed p. 13)
  - C. Board Reports
    - 1. Governance Committee Report
    - 2. Internal Affairs Committee Report
    - 3. Public Affairs Committee Report
    - 4. Adopt-a-Department Reports
    - 5. Board President's Report
  - D. Financial Report (M. Varnet) (enclosed 14)
  - E. Public Services Report (T. Blevins, L. Proctor) (enclosed p. 31)
  - F. Circulation Report (J. Spears) (enclosed p. 33)
  - G. Chief Librarian's Report (J. Spears)
- VI. BUSINESS ITEMS
  - A. Consent Items: Decision 18-2-1 (enclosed p. 36)  
*Consent items shall be acted upon as a whole, unless a specific item is called for discussion. Any item called for discussion shall be acted upon separately as "New Business".*
  - B. Unfinished Business
    - 1. Finalization of 2018 Goals for Chief Librarian & CEO: Decision 18-2-2 (K. Spicer) (enclosed p. 37)
  - C. New Business
    - 1. Reservation System Replacement: Decision 18-2-3 (R. Peters) (enclosed p. 38)
    - 2. Policy Update: FMLA: Decision 18-2-4 (S. Jensen) (enclosed p. 40)
    - 3. Policy Update: Medical Leave: Decision 18-2-5 (S. Jensen) (enclosed p. 49)
    - 4. Policy Update: Unpaid Leave Non-benefitted Employees: Decision 18-2-6 (S. Jensen) (encl. p. 54)
    - 5. Policy Update: Vacation Leave: Decision 18-2-7 (S. Jensen) (enclosed p. 57)
    - 6. Policy Update: Sabbatical Leave: Decision 18-2-8 (S. Jensen) (enclosed p. 60)
    - 7. Policy Update: Leaves Under Colorado Statutes: Decision 18-2-9 (S. Jensen) (enclosed p. 63)
    - 8. Changes to Personnel Policies: Discussion (S. Jensen)
- VII. ADJOURNMENT

**MINUTES**  
**PIKES PEAK LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING**  
**January 9, 2018**  
**4 pm**  
**Penrose Library**

**MEMBERS PRESENT**

President Kathleen Owings, Vice President Wayne Vanderschuere, Secretary/Treasurer Keith Clayton, Trustee Ken Beach, Trustee Cathy Grossman, Trustee Katherine Spicer

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

Chief Librarian & CEO John Spears, Special Collections Division Head Tim Blevins, Chief Communication Officer Sean Anglum, Chief Development Officer & Foundation Executive Officer Dolores Cromeens, Friends of Pikes Peak Library District Board President Dora Gonzales, El Paso County Commissioner Longinos Gonzalez, Assistant to the Chief Librarian Sue Hammond, Chief HR & OD Officer Sally Jensen, Director of Library Services Janice McPherson, Chief Information Officer Richard Peters, Director of Branches Lynne Proctor, Chief Facilities Management Officer Gary Syling, Caleb Taylor, Scott Taylor, Chief Financial Officer Michael Varnet

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**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**CALL TO ORDER**

President Owings called the January 9, 2018 meeting of the Pikes Peak Library District Board of Trustees to order at 4:01 p.m.

**ITEMS TOO LATE FOR THE AGENDA**

There were no items to add to the agenda.

**PUBLIC COMMENT**

There was no public comment.

**CORRESPONDENCE AND COMMUNICATIONS**

**Minutes**

The minutes of the December 12, 2017 meeting of the Board of Trustees were presented for review.

**Motion:** Wayne Vanderschuere moved to approve the minutes of the December 12, 2017 meeting of the Board of Trustees as presented.

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

## **Correspondence**

There was no correspondence to report.

## **Events & Press Clippings**

Chief Librarian & CEO John Spears asked the Board to recognize Chief Communication Officer Sean Anglum who will retire from PPLD on January 26. Chief Librarian Spears and the Board thanked Mr. Anglum for his service to PPLD.

Events and press clippings were included in the Board packet. Of special note:

- **The Unanswered Question: Six Talks at Harvard by Leonard Bernstein**, a PPLD/C.S. Philharmonic partnership for the Leonard Bernstein Festival, January 25 – March 4, Venue at Library 21c.  
**Lecture I** “Musical Phonology”: January 25, 6:30 pm,  
**Lecture II** “Musical Syntax”: February 4, 2:00 pm,  
**Lecture III** “Musical Semantics”: February 14, 6:30 pm.
- **Staff Development Day:** February 19, 8 am – 4 pm at Library 21c.

## **REPORTS**

### **Friends of the Pikes Peak Library District**

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends of the Pikes Peak Library District Board President Dora Gonzales invited the Board to attend the Friends Annual Meeting on January 20 at 10 am at Library 21c. Ms. Gonzales noted that it has been a full year since the Friends implemented online book sales, and in that year online sales have brought in about \$10K.

### **Pikes Peak Library District Foundation**

The PPLD Foundation Report was included in the Board packet. Chief Development Officer & Foundation Executive Officer Dolores Cromeens reported that the Foundation ended 2017 with grants and donations totaling over \$904K.

## **Board Reports**

### **Governance Committee**

Governance Committee Chair Katherine Spicer reported that the committee met on December 27, 2017 to work on the Chief Librarian & CEO's annual performance evaluation. The Board will conduct a formal evaluation with Chief Librarian Spears in Executive Session today.

### **Internal Affairs Committee**

Internal Affairs Committee Chair Ken Beach reported that the committee met on December 27, 2017. Trustee Beach noted that a member of the public came to the meeting to comment. Mr. Tom Noonan requested that the Internal Affairs Committee consider opening Ruth Holley Branch on Sundays. Mr. Noonan also expressed his admiration of the PPLD staff and the services and materials provided to the community.

### **Public Affairs Committee**

Past Public Affairs Committee Chair Kathleen Owings reported that the committee met on January 5, 2018 and discussed alternate funding sources and options for the future. These topics will be discussed by the full Board when the three Board vacancies have been filled.

### **Board President**

President Owings reported that until the three new Trustees have been selected and appointed the committees will continue on as they were in 2017 with the exception of Cathy Grossman replacing President Owings as Chair of the Public Affairs Committee.

## **Financial Report**

The financial report for the period ending November 30, 2017 was included in the Board packet. Chief Financial Officer Michael Varnet reported that revenues are up by more than 6% from November 30, 2016 and expenditures are about 5% higher for the same period. Mr. Varnet noted that the District's health insurance provider is currently in negotiations with a major service provider. He assured the Board that whatever the outcome of these negotiations, PPLD will act to ensure that staff are provided with the services they expected and that there will be no additional costs.

## **Public Services Report**

Chief Librarian Spears took a moment to recognize Director of Library Services Janice McPherson. This is Ms. McPherson's last Board meeting before her retirement at the end of January. The Board gave Ms. McPherson a hearty round of applause.

The Public Services Report was included in the Board packet. Director of Library Services Janice McPherson provided the Board members with a 2018 Adult Reading Program mug.

Director of Branches Lynne Proctor spoke briefly about how PPLD's many facilities serve as conduits for members of the community to help one another. She cited teen programs to make gifts for others and the community photo day at Penrose Library as good examples.

## **Circulation Report**

Chief Librarian Spears reported that PPLD's CyberShelf vendor of ebooks and eaudios, OverDrive, is currently the top circulating "branch" in the District with 1,459,032 circs in 2017. Circulation at Library 21c continues to increase, showing an 11.1% increase in 2017. A list of the District's top circulating titles was included in the Board packet. The majority of top circulating titles in 2017 were fiction.

## **Chief Librarian's Report**

The book *Sorry to Disrupt the Peace* by Patty Yumi Cottrell was recently challenged by a PPLD patron. A team of librarians thoroughly reviewed the challenge and determined that the book should remain in the collection. A copy of the letter to the patron was enclosed in the Board packet.

The Flux Capacitor has recently entered into a relationship with a local establishment and will now host the majority of their concerts at that establishment.

In the course of working with the Division of Workforce Services, PPLD's Adult Education Department will receive an additional \$6,000. The \$6,000 will serve as seed money to create programming that will allow PPLD to create a certificate program. PPLD will work with local employers to find out which skills potential employees need to have in our job market, and PPLD will create classes to teach those skills.

Chief Facilities Management Officer Gary Syling is working on a unified RFP for work at the Penrose Library Campus. This includes office spaces, a new PE meeting room, and improvements to Knights of Columbus Hall.

PPLD is continuing the fines amnesty that was begun in November. This will avoid stop-start confusion related to fines as a staff team studies the impact of fines and works toward a permanent fines philosophy to present to the Board in coming months. At this time, all fines for overdue materials have been purged. Fees for lost and damaged materials and for collection agency expense are still payable.

## **BUSINESS ITEMS**

### **Decision 18-1-1: Consent Items**

Consent Items Presented:

1. New Hires
2. Resolution Designating Posting Places for 2018 Board Meetings
3. Resolution Designating the Official Custodian of Records (p. 43)

4. Disposition of PPLD Property (p. 46)
5. 2018 Contract/Vendor Approval (p. 50)
6. Conflict of Interest Statement (p. 58)
7. Insurance Policies (p. 60)
8. Auditor for Audit of 2017 Financial Records (p. 62)

**Motion:** Ken Beach moved to approve all items in the consent agenda as presented.

**Second:** Cathy Grossman seconded the motion.

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

### **Unfinished Business**

There was no unfinished business to conduct.

### **New Business**

#### **Decision 18-1-2: Policy Update: Interlibrary Loan Policy**

An update to PPLD's Interlibrary Loan Policy was included in the Board packet. As PPLD is unable to purchase or subscribe to every available resource, Interlibrary Loan services are essential to PPLD to meet the information and recreational needs of the community.

**Motion:** Wayne Vanderschuere moved to approve Board Policy as presented in the updated PPLD Interlibrary Loan Policy.

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

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

#### **Decision 18-1-3: Policy Update: Code of Conduct Policy**

An update to PPLD's Code of Conduct Policy was included in the Board packet. The updated policy does not include a list of "can't dos", but rather a short list of basic behavioral expectations. This new approach to the Code of Conduct will enable staff to be flexible and to make decisions that are appropriate to each individual incident.

**Motion:** Keith Clayton moved to approve Board Policy as presented in the updated PPLD Code of Conduct Policy with the following amendment:

*"This policy, in conjunction with all other PPLD Policies, ensures that Pikes Peak Library District can carry out its mission and ensures that no person or group is denied access to Library facilities or a safe and welcoming environment."*

**Second:** Ken Beach seconded the motion.

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

#### **Decision 18-1-4: Integrated Library System Migration to Software as a Service**

The Integrated Library System is a core library system that manages the collection and patron library accounts as well as serving as the validation authority for patron accounts to use numerous PPLD services. PPLD's current Integrated Library System vendor now provides a service to host PPLD's ILS. An additional annual cost of \$30,482 to migrate the ILS to Software as a Service will reduce risk, improve availability, increase security and reduce IT infrastructure costs.

**Motion:** Ken Beach moved that the Board approve expenditures related to the migration of the integrated library system to Software as a Service as presented.

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

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

#### **EXECUTIVE SESSION**

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

**Second:** Cathy Grossman seconded the motion.

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

The Board entered into Executive Session to discuss personnel matters related to the annual performance evaluation of the Chief Librarian & CEO as authorized by C.R.S. § 24-6-402(4)(f) at 5:19 pm.

**Motion:** Katherine Spicer moved that the Pikes Peak Library District Board of Trustees reconvene in open session.

**Second:** Wayne Vanderschuere seconded the motion.

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

The Board reconvened in open session at 6:25 pm.

#### **Decision 18-1-5: Actions Relevant to the Chief Librarian's Annual Performance Evaluation**

CRS 24-90-109 states that the library board of trustees is responsible to employ a librarian. The Board conducted an annual appraisal of Chief Librarian Spears's performance in Executive Session.

**Motion:** Wayne Vanderschuere moved that the Board approve a 3% market based salary adjustment to be retroactive to January 1, 2018 for Chief Librarian & CEO John Spears and that John Spears' goals for 2018 should include:

- Implementation of the Singer Study including the regional approach.
- Implementation and monitoring of the PPLD Strategic Plan.
- Evaluation of facilities and infrastructure plans.

- Development of a marketing plan for increased awareness of PPLD services and programs.
- Development and implementation of a succession plan, professional development and increased community involvement for the Leadership Team.

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

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

## **ADJOURNMENT**

There being no further business to conduct, President Owings adjourned the meeting at 6:27p.m.

*C. Grossman joined the meeting at 4:10 pm*

*L. Gonzalez left the meeting at 5 pm*

*T. Blevins, S. Anglum, D. Cromeens, D. Gonzales, S. Hammond, S. Jensen, J. McPherson, R. Peters, L. Proctor, G. Syling, C. Taylor, S. Taylor,*

*M. Varnet left the meeting at 5:18 pm*



IM NOT HAVEN A

GOOD

DAY



I hope all of you that 1-23-18  
work HERE, are of to a good  
start me struggling it will  
get greater later when my face  
is straight HA-HA I want to  
say to all of you here last night  
I needed time to myself so I  
stayed out/outside no where to  
go even 7-11 didn't let me in  
for more then 5 min. the whole  
night sucked real BAD cold  
SO being able to come into  
the library is A REAL BLESSING  
THANK YOU very much



## Upcoming Events February 13, 2018

Find many more listings for programs and initiatives at *What's New* on [ppld.org](https://ppld.org)  
(<https://ppld.org/whats-new/all> )

### **February, East Library: The First 100 Days! Photo Exhibit**

A new exhibit of images from Pikes Peak Library District's Special Collections photograph archive captures the response of many residents of Colorado Springs and the Pikes Peak region to the inauguration of President Donald Trump and his first 100 days in office. The exhibit will be on display at East Library in February, followed by visits to other PPLD locations. For more information, visit [ppld.org/first-100-days](https://ppld.org/first-100-days).

### **February 15- April 16: All Pikes Peak Writes**

Creativity and imagination abound in the Pikes Peak Region. Show off your talents by entering All Pikes Peak Writes, PPLD's third annual fiction writing contest for adults. Submit your entry to All Pikes Peak Writes from February 15 - April 16 [ppld.org\appw](https://ppld.org/appw) (link will be active February 15)

### **February 14, East Library: Career Online High School Graduation**

On Wednesday, February 14 we will have our first Career Online High School graduation at East Library. The time is 6 - 8:30 p.m. We recently profiled one of the first graduates: <https://ppld.org/whats-new/ppld-honors-first-group-career-online-high-school-graduates>

### **February 19, Library 21c : PPLD Staff Development Day**

### **February 24, Ruth Holley Library: Black History Month: Celebrating Buffalo Soldiers**

There will be a presentation at 1 p.m. in the Meeting Room entitled, "U.S. Army Buffalo Soldiers: A Historical Snapshot." We will have DVDs playing in the study room the entire two hours on the Buffalo Soldiers Come for an afternoon of fun, crafts, face painting, button making, movies, exhibits, refreshments, door prizes, and more, to celebrate Black History Month! Saturday, February 24 from 1 - 3 p.m. at Ruth Holley Library.

### **March 2, Antlers Hotel: The Shivers Concert Series**

An evening of Classical Song featuring: Amani Cole Felder, soprano; Christian Mark Gibbs, tenor; Prometheus Piano Trio, Zahari Metchkov, piano – Timothy Hsu, violin – Norah Joy Clydesdale, cello

Tickets \$55 ([ppld.org/shivers-concert](https://ppld.org/shivers-concert))

Friday, March 2 at 6:30 p.m. at Antlers Hotel

### **March 10, East Library: Human Library: Real People. Real Conversations.**

A library of human beings, the Human Library is a collection of people from all walks of life. Individuals serve as human "books" and participants can "read" the book by engaging in a conversation. [research.ppld.org/humanlibrary](https://research.ppld.org/humanlibrary)  
Saturday, March 10 at 1 p.m. at East Library

## **March 10 & 17: Celtic Music and Stories with the Jig Heads!**

Celebrate St. Patrick's Day with national and international performers, Willson & McKee, a.k.a. the Jug Heads. They will present Celtic folk songs, stories and tell the traditions and history behind each piece.

Sat., March 10 from 1 - 2:15 p.m. at Manitou Springs Congregational Church, 103 Pawnee Ave.

Sat., March 17 from 3 - 5 p.m. at Westside Community Center, 1628 W. Bijou St.

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## **Press Clippings**

**January 2018 Compliments** (Compiled by Antonia Krupicka-Smith, Adult Services Manager, Library 21c)

**North Springs partially blind resident uses Library 21c screen to do family research** (*Woodmen Edition*, Jan. 24, 2018) *Note: This article will likely lead readers to believe that the 55-inch touchscreen resides at Library 21c all the time, but it was actually only in the building for one day during the Family History Fair in November. They will be running a correction.*

**Pikes Peak Library District offers streaming movies through Kanopy** (*Colorado Springs Independent*, Jan. 19, 2018)

**Celebrating the musical mastery, humanitarian heart of Leonard Bernstein on his 100<sup>th</sup>** (*Colorado Springs Gazette*, Jan. 16, 2018)

**Library 21c hosts free story time for preschool kids** (*Woodmen Edition*, Jan. 20, 2018)

**Mrs. Claus delights local kids during library visit** (*Cheyenne Edition*, Dec. 27, 2017)

## **Recent PPLD TV Productions**

**Kinderspark!** (Feb. 2, 2018; produced by Jamey Hastings)

## **PPLD Podcasts**

All accessible through a variety of services at [ppld.org/podcasts](http://ppld.org/podcasts).

**People of the Peak** podcast strives to introduce your community to you. Join us as we interview some of the fascinating people that live in the Pikes Peak Region.

Most recent episode: Steve Wood of Concrete Couch and the Community Built Association. (hosts Antonia Krupicka-Smith and Jeremiah Walter; produced by Dave Franklyn)

**Pikes Peak Pastcast** is an audio podcast of the presentations from the PPLD's annual history symposium events and other related content. The symposia, and affiliated Regional History Series of books and DVDs, chronicle the unique and often undocumented history of Colorado and the Rocky Mountain West.

Most recent episode: Robert S. Kreider — An Intrusion of Dissenters in Colorado Springs on the Eve of World War II; Bill Sulzman — The Soldiers in Revolt at Fort Carson, 1968 - 1972 (emcee Michael L. Olsen; produced by Tim Blevins)



*Mission: To support, preserve, and promote the Pikes' Peak Library District's role in the community.*

*Vision: Every person in our community values the critical role of the Pikes Peak Library District for the common good.*

**Friends Report  
February 13, 2018**

Online Book Sales Year to Date:

E-commerce SALES TOTALS, Amazon and eBay combined)

- Jan '18        \$3298
- YTD            \$3429

Betty Fields Writing Contest Judging—March 3, 2018 at Sand Creek Library

Branch Libraries Quarterly Meeting, February 22, 2018 at Sand Creek Library at 1:00 pm.

Friends of PPLD Annual Membership Meeting on Jan 20, 2018 at Library 21c was a great success. Thank you to Linda DuVal for getting Charles Rockey & daughter Hannah to speak. Thank you to Teona Krebs from the Online Career High School & her incredible student.



## REPORT

In 2017 calendar year, the Foundation raised \$900,699 in cash and pledges and \$13,457 in applied Gifts in Kind for a grand total of \$914,155. A \$104,000 bequest helped push that total to almost a million dollar year! Included in that total is \$7,128 from 70 PPLD staff! This is an impressive statistic. We continue to receive gifts from staff even though we are not in a Capital Campaign. In addition, the Friends of the Pikes Peak Library District have pledged to donate \$35,000 to the Library in 2018. The Friends donated a similar amount in 2017, directing a majority of their giving to staff development. The Foundation's Balance Sheet reflects total assets of \$2,673,470.

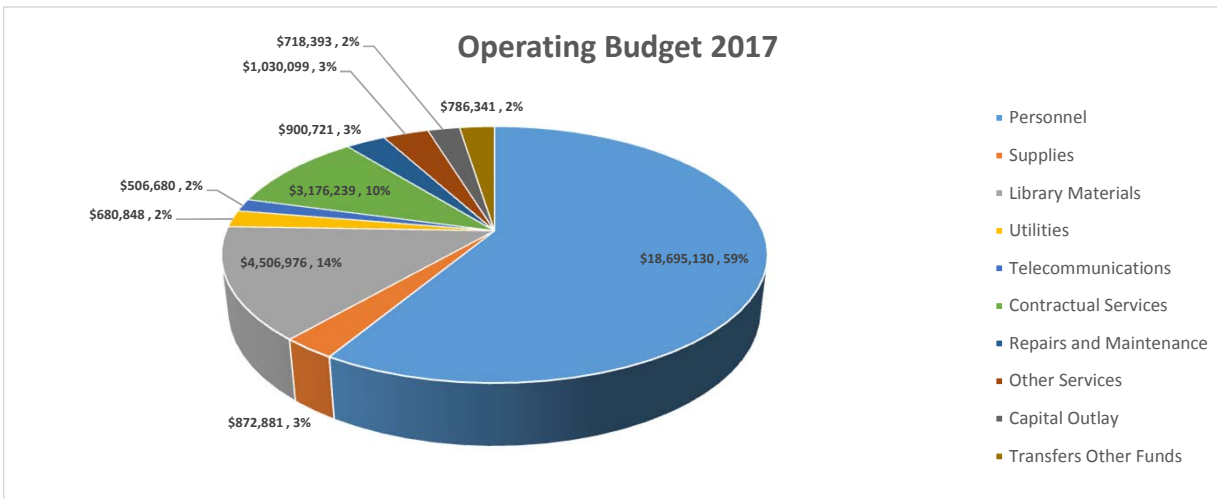
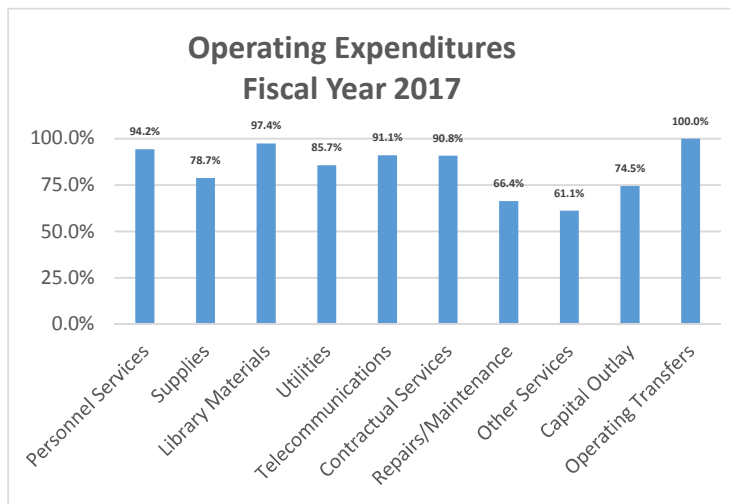
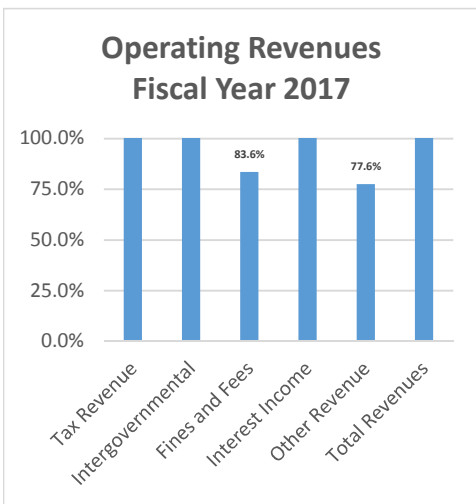
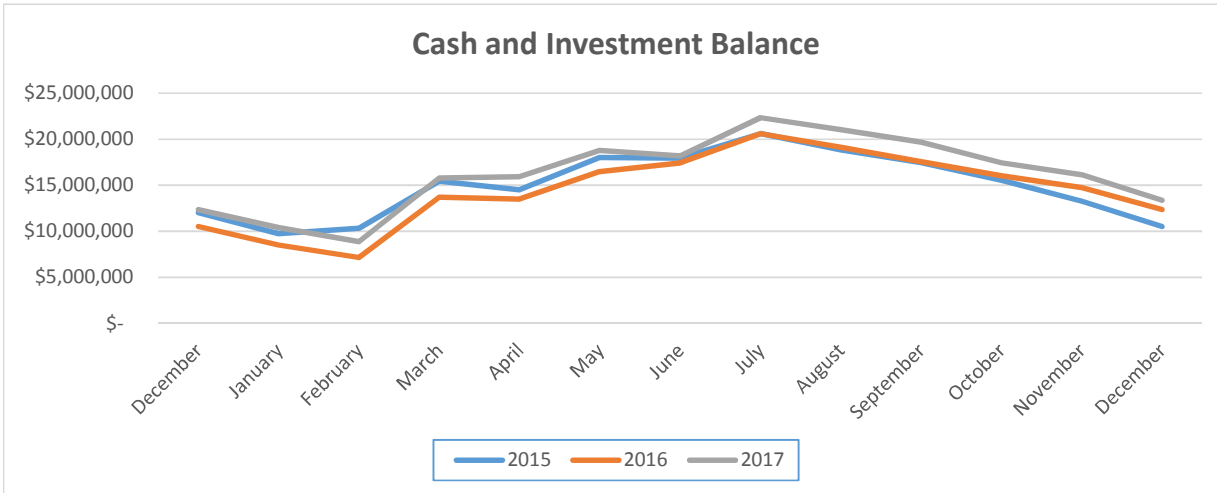
All of the required "deliverables" for the Knights of Columbus Hall Assessment Grant were detailed in a report to the State Historical Fund (SHF). We have a \$15,000 reimbursement (of expenses) grant from the SHF.

The Foundation Board of Directors will meet on February 6 to review these totals and to welcome 3 new Board members: Ken Beach, Paula Pollet, and Patricia Froehle. In addition, a representative from BKD CPA's and Advisors will summarize the anticipated impact of the new tax law on nonprofit organizations.

Social media messaging attracted 1060 likes and ended with 1059 on the Foundation Facebook page with 41 posts for the month, about 10 per week. The majority of the posts for the month were related shares from other library pages (internal and external) and library events.

# Pikes Peak Library District Financial Dashboard

December 2017



# **Pikes Peak Library District**

## **December 2017 Financial Report**

Presented to Board of Trustees on February 13, 2018



**Pikes Peak Library District  
General Fund Summary  
For the Year Ended December 31, 2017 and 2016**

General Fund	Year-To-Date		Change	% Chg.	Notes
	2017	2016			
<b>Revenues</b>					
Property Taxes	\$ 25,772,652	\$ 24,790,186	\$ 982,466	4.0%	
Specific Ownership Taxes	3,547,865	2,892,197	655,668	22.7%	1
Fines and Fees	277,083	493,532	(216,449)	-43.9%	2
Interest Income	187,890	96,038	91,853	95.6%	3
Other Revenue	1,137,451	856,104	281,347	32.9%	4
<b>Total Revenues</b>	<b>\$ 30,922,941</b>	<b>\$ 29,128,056</b>	<b>\$ 1,794,885</b>	<b>6.2%</b>	

- 1 Specific ownership tax collections are higher than expected for 2017. This in part is due to the continual growth on the local economy. Actual collections exceeded budget by \$422,865.
- 2 Fines and fees revenue will be lower in 2017 compared to 2016 primarily because PPLD no longer assesses fines on juvenile and teen materials (effective 1/1/2017). In addition, PPLD held a three-week amnesty period during the month of March. Outstanding fines and fees were waived during this period if overdue materials were returned. Total fines and fees forgiven was \$60,942. Also, starting in October, PPLD is no longer collecting fines on any overdue materials which will remain in place for the remainder of 2017.
- 3 Interest rates are higher in 2017 for various reasons.
- 4 PPLD has received \$695,591 and \$423,430 from the Foundation for fiscal years 2017 and 2016, respectively.

Pikes Peak Library District

Statement of Revenues

Percent of Year 100.0%

General Fund

Year Ended December 31, 2017

Account Description	Budget	Ytd Received	Available Budget	% Received
<b>Tax Revenue</b>				
Property Taxes - Current	25,844,236	\$ 25,851,793	\$ 7,557	100.0%
Property Taxes-Abatement	(95,000)	(141,951)	(46,951)	149.4%
Property Taxes - Omitted	3,150	5,204	2,054	165.2%
Property Taxes - Delinquent	15,000	14,007	(993)	93.4%
Penalty/Interest-Del Property	30,000	33,187	3,187	110.6%
Specific Ownership Taxes	3,125,000	3,547,865	422,865	113.5%
Local Gov In Lieu Of Tax	9,250	10,412	1,162	112.6%
<b>Total Tax Revenue</b>	<b>28,931,636</b>	<b>29,320,517</b>	<b>388,881</b>	<b>101.3%</b>
<b>Intergovernmental</b>				
State Grant - Library Materials	145,000	144,574	(426)	99.7%
Federal - eRate Funding	225,000	230,723	5,723	102.5%
State - Other grant	8,000	16,700	8,700	100.0%
<b>Total Intergovernmental</b>	<b>378,000</b>	<b>391,997</b>	<b>13,997</b>	<b>103.7%</b>
<b>Fines and Fees</b>				
Fines And Fees	326,420	270,204	(56,216)	82.8%
Collection Agency Fees	3,580	5,619	2,039	157.0%
Other Fees	1,500	1,260	(240)	84.0%
<b>Total Fines and Fees</b>	<b>331,500</b>	<b>277,083</b>	<b>(54,417)</b>	<b>83.6%</b>
<b>Interest Income</b>				
Interest Earnings	100,000	187,890	87,890	187.9%
<b>Other Revenue</b>				
Donations-PPLD Foundation	793,753	551,018	(242,735)	69.4%
Donations - Civic Organization	15,000	7,500	(7,500)	50.0%
Donations - Other Categories	20,000	18,317	(1,683)	91.6%
Copier Charges	30,450	39,755	9,305	130.6%
Patron Mgmt. System Printer	24,550	53,975	29,425	219.9%
Parking Lot Collections	34,000	31,880	(2,120)	93.8%
Merchandise Sales	5,500	5,309	(191)	96.5%
Meeting Room Rental	-	763	763	100.0%
Miscellaneous	13,000	25,297	12,297	194.6%
Sales Of Assets - Gen Capital	4,200	960	(3,240)	22.9%
Sales Of Assets-Lost Library Mat	20,800	10,680	(10,120)	51.3%
<b>Total Other Revenue</b>	<b>961,253</b>	<b>745,454</b>	<b>(215,799)</b>	<b>77.6%</b>
<b>Total General Fund Revenues</b>	<b>\$ 30,702,389</b>	<b>\$ 30,922,941</b>	<b>\$ 220,552</b>	<b>100.7%</b>

**Pikes Peak Library District  
General Fund Summary  
For the Year Ended December 31, 2017 and 2016**

General Fund	Year-To-Date				Notes
	2017	2016	Change	% Chg.	
<b>Expenditures</b>					
Personnel	\$ 17,652,308	\$ 16,032,964	\$ 1,619,344	10.1%	1
Supplies	688,447	668,483	19,964	3.0%	
Library Materials	4,393,364	4,418,963	(25,599)	-0.6%	
Utilities	583,149	539,344	43,805	8.1%	
Telecommunication costs	461,483	324,867	136,616	42.1%	2
Contractual Services	2,902,377	2,855,790	46,587	1.6%	
Repairs and Maintenance	584,866	589,710	(4,844)	-0.8%	
Other Services	598,545	656,628	(58,083)	-8.8%	
Capital Outlay	535,430	147,683	387,747	262.6%	3
Operating Transfers To Other Funds	786,341	1,259,088	(472,747)	-37.5%	4
<b>Total Expenditures</b>	<b>\$ 29,186,310</b>	<b>\$ 27,493,520</b>	<b>\$ 1,692,790</b>	<b>6.2%</b>	

1 During 2017.e District spent approximately \$1.6 million towards pay adjustments in relation to the implementation of the compensation study recommendations.

2 Certain costs that were previously classified under contractual services have been reclassified to telecommunications costs (i.e., Internet - \$21,600, etc.). Per the mid-year budget, a total of \$132,000 has been reclassified for this reason.

3 Included in the 2017 total was \$478,476 for the construction of the Sand Creek Library Maker Space. The final cost for this project will be reflected in the November financial statements.

4 Operating transfers have been made in accordance with the approved budgets.

Pikes Peak Library District  
Statement of Expenditures  
General Fund  
Year Ended December 31, 2017

Percent of Year 100.0%

Account Description	FY 2017 Budget	Ytd Expended	Available Budget	% Used
<b>Personnel Services</b>				
Regular Employees	\$ 14,344,732	\$ 13,497,350	\$ 847,382	94.1%
Temporary Employees	60,811	59,495	1,316	97.8%
Substitute Employees	610,506	516,421	94,085	84.6%
Work-Study And Internship	32,439	6,913	25,526	21.3%
Social Security Contributions	1,101,691	1,033,254	68,437	93.8%
Retirement Contributions	830,022	773,982	56,040	93.2%
Health Plan Contributions	1,467,000	1,520,229	(53,229)	103.6%
Unemployment Compensation	44,000	30,158	13,842	68.5%
Workers Compensation	97,000	76,714	20,286	79.1%
Vision Plan Ins Contributions	54,000	48,002	5,998	88.9%
Life A&D Ins Contributions	51,000	52,449	(1,449)	102.8%
Tuition Reimbursement	45,000	37,341	7,659	83.0%
<b>Total Personnel Services</b>	<b>18,738,201</b>	<b>17,652,308</b>	<b>1,085,893</b>	<b>94.2%</b>
<b>Supplies</b>				
General Supplies	235,917	150,040	85,877	63.6%
Microform Supplies	2,450	540	1,910	22.0%
Software Purchases	276,698	236,711	39,987	85.5%
Computer Supplies	46,000	43,006	2,994	93.5%
Processing Supplies	95,760	94,649	1,111	98.8%
Office Supplies	142,012	127,310	14,702	89.6%
Other Supplies	75,972	36,191	39,781	47.6%
<b>Total Supplies</b>	<b>874,809</b>	<b>688,447</b>	<b>186,362</b>	<b>78.7%</b>
<b>Library Materials</b>				
Audio-Visual Materials	865,251	739,059	126,192	85.4%
Books	1,480,036	1,269,741	210,295	85.8%
E-Materials	1,248,526	1,365,617	(117,091)	109.4%
Library Materials - Other	155,263	258,649	(103,386)	166.6%
Microforms	5,000	9,300	(4,300)	186.0%
Periodicals	208,987	111,765	97,222	53.5%
Serials	38,517	27,603	10,914	71.7%
Databases - On-Line Services	510,241	607,394	(97,153)	119.0%
Memorial Materials	154	4,236	(4,082)	2749.9%
<b>Total Library Materials</b>	<b>4,511,976</b>	<b>4,393,364</b>	<b>118,612</b>	<b>97.4%</b>
<b>Utilities</b>				
Gas	99,713	63,322	36,391	63.5%
Electric	477,480	439,860	37,620	92.1%
Water And Sewer	103,655	79,967	23,688	77.1%
<b>Total Utilities</b>	<b>680,848</b>	<b>583,149</b>	<b>97,699</b>	<b>85.7%</b>

Pikes Peak Library District  
Statement of Expenditures  
General Fund  
Year Ended December 31, 2017

Percent of Year 100.0%

Account Description	FY 2017 Budget	Ytd Expended	Available Budget	% Used
<b>Telecommunications</b>				
Data Telecommunications	355,880	332,268	23,612	93.4%
Voice Telecommunications	77,600	53,208	24,392	68.6%
Cellular Telecommunication	73,200	76,007	(2,807)	103.8%
<b>Total Telecommunications</b>	<b>506,680</b>	<b>461,483</b>	<b>45,197</b>	<b>91.1%</b>
<b>Contractual Services</b>				
Janitorial Services	401,200	385,965	15,235	96.2%
Rental-Library Facilities	527,287	508,135	19,152	96.4%
Common Area Mntn Costs	139,745	140,516	(771)	100.6%
Security contractual services	30,000	25,128	4,872	83.8%
Rental-Storage Area	16,200	16,200	-	100.0%
Audit	41,450	39,705	1,745	95.8%
Legal	50,000	56,690	(6,690)	113.4%
Consultant	243,487	177,207	66,280	72.8%
Cataloging	50,600	31,291	19,309	61.8%
Trash Removal	21,669	18,803	2,866	86.8%
Copier Services	45,000	48,027	(3,027)	106.7%
Courier Services	200,800	175,231	25,569	87.3%
Ins-Not Employee Benefit	181,000	159,524	21,476	88.1%
Collection Agency Fees	41,000	40,311	689	98.3%
Printing	100,200	88,094	12,106	87.9%
Programming	293,381	226,384	66,997	77.2%
Treasurer Fees	386,656	388,563	(1,907)	100.5%
Microfilming Services	24,550	13,280	11,270	54.1%
Computer Support Agreement	113,500	123,627	(10,127)	108.9%
Maintenance-Computer Equipment	208,882	183,672	25,210	87.9%
Software Licenses	20,828	371	20,457	1.8%
Employee Assistance Program	17,000	16,061	939	94.5%
Parking	42,375	39,592	2,783	93.4%
<b>Total Contractual Services</b>	<b>3,196,811</b>	<b>2,902,377</b>	<b>294,434</b>	<b>90.8%</b>
<b>Repairs and Maintenance</b>				
Grounds Maintenance	71,400	56,594	14,806	79.3%
Vehicle Operating Supplies	54,750	58,045	(3,295)	106.0%
Maintenance-Equipment	560,011	341,256	218,755	60.9%
Repairs-Equipment	21,210	13,691	7,519	64.5%
Repairs-Furniture	32,500	20,064	12,436	61.7%
Repairs-Buildings	140,850	95,216	45,634	67.6%
<b>Total Repairs and Maintenance</b>	<b>880,721</b>	<b>584,866</b>	<b>295,855</b>	<b>66.4%</b>

Pikes Peak Library District  
Statement of Expenditures  
General Fund  
Year Ended December 31, 2017

Percent of Year 100.0%

Account Description	FY 2017 Budget	Ytd Expended	Available Budget	% Used
<b>Other Services</b>				
Translation Services	2,593	186	2,407	7.2%
Advertising	3,010	1,327	1,683	44.1%
Bank And Trustee Fees	26,600	20,963	5,637	78.8%
Information Listing	15,000	15,835	(835)	105.6%
Mileage/Travel Reimbursement	71,277	49,178	22,099	69.0%
Employee Recruitment	39,500	16,880	22,620	42.7%
Employee Testing	500	-	500	0.0%
Dues/Membership/Bus Functions	58,996	42,656	16,340	72.3%
Merchandising	5,000	582	4,418	11.6%
Employee Recognition/Excellence	20,525	10,932	9,593	53.3%
Board Of Trustees	5,000	1,717	3,283	34.3%
Community Outreach	70,000	69,495	505	99.3%
Training	229,949	167,004	62,945	72.6%
Signage	8,000	5,021	2,979	62.8%
Bindery	5,000	4,468	532	89.4%
Summer Reading Club	50,733	44,372	6,361	87.5%
Patron Reimbursement	1,000	-	1,000	0.0%
Postage	92,500	78,537	13,963	84.9%
Volunteer Program	5,900	3,294	2,606	55.8%
Safety & Wellness	18,500	11,030	7,470	59.6%
Other Grant Designated Fund Exp	216,255	27,138	189,117	12.5%
Administrative Support	10,500	7,280	3,220	69.3%
Rental-Equipment	1,000	325	675	32.5%
Other Expenses	22,189	20,325	1,864	91.6%
<b>Total Other Services</b>	<b>979,527</b>	<b>598,545</b>	<b>380,982</b>	<b>61.1%</b>
<b>Capital Outlay</b>				
Laptops	2,500	-	2,500	0.0%
Video Equip & Access	4,000	3,690	310	92.3%
Land Improvement	17,184	7,043	10,141	41.0%
Buildings	98,832	35,789	63,043	36.2%
Equipment	560,626	471,525	89,101	84.1%
Furniture	18,251	14,278	3,973	78.2%
Shelving	2,000	-	2,000	0.0%
Capital Outlay-Other Expenditures	15,000	3,105	11,895	20.7%
<b>Total Capital Outlay</b>	<b>718,393</b>	<b>535,430</b>	<b>182,963</b>	<b>74.5%</b>
<b>Operating Transfers to Other Funds</b>				
Fund Transfers Out	786,341	786,341	-	100.0%
<b>Total Expenditures</b>	<b>\$ 31,874,306</b>	<b>\$ 29,186,310</b>	<b>\$ 2,687,996</b>	<b>91.6%</b>

**Pikes Peak Library District  
Special Revenue Funds  
Year Ended December 31, 2017**

<b>Fund Balance - January 1, 2017</b>	\$ 276,398
<b>Expenditures</b>	29,954
<b>Fund Balance - December 31, 2017</b>	<u>\$ 246,444</u>

<b>Fund Balance - By Fund</b>	<u>01/01/2017</u>	<u>Expenditures</u>	<u>12/31/2017</u>
Annual Fund	\$ 7,000	\$ 6,789	\$ 211
Cheyenne Mountain Library Fund	9,067	-	9,067
Fountain Branch Library Fund	18,725	-	18,725
High Prairie Library Fund	174,574	-	174,574
Sand Creek Library Fund	60,546	23,165	37,381
1905 Carnegie Library Facility Fund	4,374	-	4,374
Carnegie Garden Support Fund	999	-	999
Special Collections Support Fund	1,113	-	1,113
	<u>\$ 276,398</u>	<u>\$ 29,954</u>	<u>\$ 246,444</u>

Pikes Peak Library District  
 East Library Capital Projects Fund  
 Year Ended December 31, 2017

Account Description	Original Approp	Budget Adjustment	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
<b>Expenditures</b>							
Water Treatment System	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ 3,000	0.00
Roof Inspection And Repairs	3,500	2,375	5,875	2,490	-	3,385	42.40
Blinds For EsL Office	2,200	-	2,200	2,173	-	27	98.80
Blinds For Erc/Maker Space	4,500	-	4,500	3,541	-	959	78.70
Window Leak-2nd Floor	7,500	-	7,500	-	-	7,500	0.00
Additional Meeting Room Chairs	2,250	-	2,250	1,433	-	817	63.70
Teen Center-Interior Paint	4,000	-	4,000	3,243	-	757	81.10
Ea Update Security Equipment	-	5,000	5,000	-	-	5,000	0.00
Paint Shelves	-	945	945	-	-	945	0.00
Furnishings/Barrier Tween Area	4,000	-	4,000	4,000	-	-	100.00
Mural	5,000	-	5,000	4,817	-	183	96.30
Chair Replacement	3,500	-	3,500	2,542	-	958	72.60
Educational Resource Center	-	160	160	272	-	(112)	170.10
It Equipment	-	2,071	2,071	-	-	2,071	0.00
<b>Total Expenditures</b>	<b>36,450</b>	<b>13,551</b>	<b>50,001</b>	<b>24,510</b>	<b>-</b>	<b>25,491</b>	<b>49.0%</b>
<b>Excess Revenues over Expenditures</b>				<b>(24,510)</b>			
<b>Fund Balance - January 1, 2017</b>				<b>132,256</b>			
<b>Fund Balance - December 31, 2017</b>				<b>\$ 107,746</b>			



Pikes Peak Library District  
 Penrose Library Capital Projects Fund  
 Year Ended December 31, 2017

Account Description	Original Approp	Budget Adjustment	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
<b>Expenditures</b>							
Building Improvement - Penrose	\$ -	\$ 5,280	\$ 5,280	\$ -	\$ -	\$ 5,280	0.00
Roof Inspection And Repairs	-	2,280	2,280	-	-	2,280	0.00
Replace Floors In Elevators	-	3,500	3,500	3,392	-	108	0.00
Window Caulking	-	53,013	53,013	48,985	-	4,028	92.40
Additional Lighting	1,000	-	1,000	1,000	-	0	100.00
Roof Maintenance	3,500	-	3,500	2,515	415	570	83.70
Window Blinds For Ea	3,200	-	3,200	2,964	-	236	92.60
Replace Existing Parking Meter	50,000	-	50,000	-	-	50,000	0.00
Facade Repair	16,000	-	16,000	15,650	-	350	97.80
Elevator Modernization - Cab	45,000	-	45,000	36,086	-	8,914	80.20
Convert Pea Gravel Walk	2,000	-	2,000	-	2,000	-	100.00
Wood Repairs & Scaffolding	40,000	-	40,000	36,570	-	3,430	91.40
Shelving Signage	2,000	-	2,000	-	-	2,000	0.00
Replace 4 Staff Chairs	1,500	-	1,500	1,396	-	104	93.10
Capital Outlay-Other Expenses	-	464	464	-	-	464	0.00
<b>Total Expenditures</b>	<b>164,200</b>	<b>64,537</b>	<b>228,737</b>	<b>148,557</b>	<b>2,415</b>	<b>77,765</b>	<b>66.0%</b>
<b>Sources of Funds</b>							
Operating Transfer - General Fund	\$ 59,690	\$ -	\$ 59,690	59,690	-	-	100.0%
<b>Excess Revenues over Expenditures</b>				(88,867)			
<b>Fund Balance - January 1, 2017</b>				173,206			
<b>Fund Balance - December 31, 2017</b>				<u>\$ 84,339</u>			

Pikes Peak Library District  
Library 21c Capital Projects Fund  
Year Ended December 31, 2017

Account Description	Original Approp	Budget Adjustment	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
<b>Expenditures</b>							
Parking Repairs	\$ 570,000	\$ 80,000	\$ 650,000	\$ 642,553	\$ 3,458	\$ 3,988	99.40
Install Ceiling Fans In Childr	-	1,750	1,750	-	-	1,750	0.00
Sound Dampening Of AMH Space	-	3,000	3,000	-	-	3,000	0.00
Sound Attenuation	5,000	(3,434)	1,566	1,565	-	1	31.30
Improve Teen Gaming Room	30,000	8,434	38,434	20,300	18,134	-	25.00
Install Electrical Outlets	5,000	(5,000)	-	-	-	-	0.00
ADA Fixtures	10,000	-	10,000	9,964	-	36	99.60
Audio Booth	-	2,000	2,000	-	-	2,000	0.00
Contingency	-	35,868	35,868	-	-	35,868	0.00
Staging	-	4,675	4,675	-	-	4,675	0.00
Audio/Lighting	-	4,000	4,000	-	-	4,000	0.00
Signage	5,000	-	5,000	-	-	5,000	0.00
Patron Registration	3,000	-	3,000	-	-	3,000	0.00
Taz 3D Printer	10,000	-	10,000	10,783	-	(783)	0.00
Portable Projectors	13,000	-	13,000	-	-	13,000	0.00
Audio Room - Mikes Hanging	-	1,500	1,500	-	-	1,500	0.00
Munis Record Management Syst	30,000	-	30,000	-	-	30,000	0.00
<b>Total Expenditures</b>	<b>681,000</b>	<b>132,793</b>	<b>813,793</b>	<b>685,165</b>	<b>21,592</b>	<b>107,035</b>	<b>86.8%</b>
<b>Sources of Funds</b>							
Transfer from General Fund	-	50,000	50,000	50,000	-	-	100.00
Donations	30,000	-	30,000	35,000	-	5,000	116.7%
<b>Total Sources of Funds</b>	<b>\$ 30,000</b>	<b>\$ 50,000</b>	<b>\$ 80,000</b>	<b>85,000</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>106.3%</b>
<b>Excess Revenues over Expenditures</b>				(600,165)			
<b>Fund Balance - January 1, 2017</b>				777,665			
<b>Fund Balance - December 31, 2017</b>				<u>\$ 177,500</u>			

Pikes Peak Library District  
 Capital Reserve Fund  
 Year Ended December 31, 2017

Account Description	Original Approp	Budget Adjustment	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
<b>Expenditures</b>							
<b>Facilities</b>							
Building Maint-Minor Renov Prj	-	25,000	25,000	-	-	\$ 25,000	0.0%
Ch Carpet Replacement	-	25,018	25,018	25,018	-	-	100.0%
Ma - Building Maintenance/Mino	-	10,000	10,000	-	-	10,000	0.0%
Ma - Other Furn Or Equip Repl	-	1,000	1,000	-	-	1,000	0.0%
Ho-Access Control	5,700	5,100	10,800	8,328	472	2,000	81.5%
Mo-Access Control	12,000	-	12,000	-	8,300	3,700	69.2%
Ro-Access Control	2,000	7,100	9,100	8,833	-	267	97.1%
Sa-Access Control	1,100	-	1,100	6,609	491	(6,000)	645.5%
Upgrade Intrusion Alarm System	20,000	-	20,000	20,000	-	-	100.0%
Mo-Carpet Replacement	30,000	(3,530)	26,470	26,470	-	-	100.0%
Dw- Concrete Replacement	12,000	7,171	19,171	7,611	-	11,560	39.7%
Dw - Asphalt Repairs	15,000	15,373	30,373	9,400	9,000	11,973	60.6%
Mo-Painting	10,000	-	10,000	6,612	-	3,388	66.1%
Staff Lounges Improvements	30,000	-	30,000	-	-	30,000	0.0%
Adult Ed Improvements	30,000	-	30,000	-	-	30,000	0.0%
Water Management System	25,000	-	25,000	-	-	25,000	0.0%
Furniture Replacement	25,000	4,982	29,982	10,180	-	19,802	34.0%
Standing Workstation-Garage	1,000	-	1,000	958	-	42	95.8%
Ho-Study Table & Chairs	9,000	-	9,000	8,957	-	43	99.5%
Mo-Storage Cabinets	1,500	-	1,500	866	-	634	57.7%
Mo-Reupholster Mr Chairs	1,600	-	1,600	1,484	-	116	92.7%
Pa-Storage Shed	2,800	-	2,800	-	-	2,800	0.0%
Pa-Reupholster Patron Chairs	1,000	-	1,000	1,000	-	-	100.0%
Vehicles	50,000	10,300	60,300	10,346	41,329	8,625	85.7%
Bo - Senior Van	75,000	-	75,000	-	-	75,000	0.0%
Contingency	25,000	97,737	122,737	66,977	17,996	37,764	69.2%
<b>Total Facilities</b>	<b>384,700</b>	<b>205,251</b>	<b>589,951</b>	<b>219,649</b>	<b>77,588</b>	<b>292,714</b>	<b>50.4%</b>

**Pikes Peak Library District  
Capital Reserve Fund  
Year Ended December 31, 2017**

<b>Account Description</b>	<b>Original Approp</b>	<b>Budget Adjustment</b>	<b>Revised Budget</b>	<b>Ytd Expended</b>	<b>Encumbrances</b>	<b>Available Budget</b>	<b>% Used</b>
<b>Information Technology</b>							
Servers-Replacements	40,000	(15,000)	25,000	-	-	25,000	0.0%
Maintenance Hard&Soft	52,323	600	52,923	39,317	739	12,867	75.7%
Sirsi Test Server	-	2,532	2,532	2,550	-	(18)	100.7%
Maintenance Datadomains	24,000	(20,229)	3,771	3,771	-	-	100.0%
Primary Storage	25,000	(25,000)	-	-	-	-	0.0%
Offsite Backup System	20,000	(20,000)	-	-	-	-	0.0%
Replace Computers	80,000	81,000	161,000	-	77,485	83,515	48.1%
Upgrades To Avid Liquid 7.0	1,000	(1,000)	-	-	-	-	0.0%
Technology refresh	-	68,795	68,795	-	-	68,795	0.0%
Laptops, Tablets, Netbooks	25,000	7,454	32,454	32,454	-	-	100.0%
Adult Literacy Depart Laptops	-	4,371	4,371	4,371	-	-	100.0%
Laptop Staff Lab - Pe	-	615	615	615	-	-	100.0%
Self-Check Stations	82,434	(19,740)	62,694	56,818	-	5,876	90.6%
Barcode Scanners	-	15,102	15,102	-	-	15,102	0.0%
Telecom Switches	60,000	37,600	97,600	97,669	-	(69)	100.1%
Tipping Point Replacements	-	5,270	5,270	-	-	5,270	0.0%
Firewall Replacement	45,000	-	45,000	-	-	45,000	0.0%
Update Security Equip - Pe	5,000	(5,000)	-	-	-	-	0.0%
Archival Manag System	-	12,000	12,000	-	-	12,000	0.0%
Replace Data Domain	-	1,255	1,255	1,255	-	-	100.0%
Equip Init - Security	-	58,121	58,121	-	-	58,121	0.0%
Ut-Ceiling Projector	1,000	(1,000)	-	-	-	-	0.0%
Phone System	-	29,768	29,768	-	-	29,768	0.0%
Dibos And Camera Upgrades	50,000	(50,000)	-	-	-	-	0.0%
Children'S Equipment	52,000	42,000	94,000	-	91,707	2,293	97.6%
Computer Commons Equipment	26,000	(26,000)	-	-	-	-	0.0%
Special Collections Equip	29,000	-	29,000	-	-	29,000	0.0%
Cloud Computing Transition	15,000	(15,000)	-	-	-	-	0.0%
Mo Library It Infrastruct	50,000	(50,000)	-	-	-	-	0.0%

**Pikes Peak Library District  
Capital Reserve Fund  
Year Ended December 31, 2017**

<b>Account Description</b>	<b>Original Approp</b>	<b>Budget Adjustment</b>	<b>Revised Budget</b>	<b>Ytd Expended</b>	<b>Encumbrances</b>	<b>Available Budget</b>	<b>% Used</b>
Ea Library Tween Computers	4,000	-	4,000	-	-	4,000	0.0%
Ch Patron Laptops	5,000	(5,000)	-	-	-	-	0.0%
Reservation system	-	50,000	50,000	-	-	50,000	100.0%
Telephone system	-	150,000	150,000	-	-	150,000	200.0%
Contingency I/T	-	86,050	86,050	-	-	86,050	0.0%
<b>Total Information Technology</b>	<b>691,757</b>	<b>399,564</b>	<b>1,091,321</b>	<b>238,820</b>	<b>169,931</b>	<b>682,570</b>	<b>37.5%</b>

Pikes Peak Library District  
 Capital Reserve Fund  
 Year Ended December 31, 2017

<u>Account Description</u>	<u>Original Approp</u>	<u>Budget Adjustment</u>	<u>Revised Budget</u>	<u>Ytd Expended</u>	<u>Encumbrances</u>	<u>Available Budget</u>	<u>% Used</u>
<b>Creative Services</b>							
Studio flooring	12,000	4,067	16,067	14,809	-	1,258	92.2%
Upgrades to AV	-	1,000	1,000	-	-	1,000	0.0%
Studio improvements	-	3,500	3,500	1,520	-	1,980	43.4%
Equipment replacement	-	26,000	26,000	-	-	26,000	0.0%
<b>Total Creative Services</b>	<u>12,000</u>	<u>34,567</u>	<u>46,567</u>	<u>16,329</u>	<u>-</u>	<u>30,238</u>	<u>35.1%</u>
<b>Total Expenditures</b>	<u>1,088,457</u>	<u>639,382</u>	<u>1,727,839</u>	<u>474,798</u>	<u>247,519</u>	<u>1,005,522</u>	<u>41.8%</u>
<b>Sources of Funds</b>							
Operating transfer - General Fund	<u>\$ 676,651</u>	<u>\$ -</u>	<u>\$ 676,651</u>	<u>676,651</u>	<u>\$ -</u>	<u>\$ -</u>	<u>100.0%</u>
<b>Excess Revenues over Expend</b>				201,853			
<b>Fund Balance - January 1, 2017</b>				1,051,188			
<b>Fund Balance - December 31, 2017</b>				<u>\$ 1,253,041</u>			

**Pikes Peak Library District  
Receipts and Disbursements by Cash Account  
December 2017**

	<b>ColoTrust Investments</b>	<b>US Bank Checking</b>	<b>Total Cash</b>
<b>Cash December 1, 2017</b>	\$ 14,540,146	\$ 1,619,123	\$ 16,159,269
<b>Receipts December 2017</b>			
Property Taxes	330,455	-	330,455
Daily Cash Receipts	-	74,387	74,387
Credit Card Receipts	-	4,289	4,289
Transfers from other funds	-	5,156	5,156
Interest	16,302	-	16,302
<b>Disbursements December 2017</b>			
Payment of Bills week ended 12/9/2017	-	(295,301)	(295,301)
Payment of Bills week ended 12/16/2017	-	(410,681)	(410,681)
Payment of Bills week ended 12/23/2017	-	(119,030)	(119,030)
Payment of Bills week ended 12/30/2017	-	(244,231)	(244,231)
Payroll 12/1/2017	-	(687,178)	(687,178)
Payroll 12/15/2017	-	(822,589)	(822,589)
Payroll 12/29/2017	-	(630,345)	(630,345)
<b>Transfer between funds</b>	(1,800,000)	1,800,000	-
<b>Cash December 31, 2017</b>	<u>\$ 13,086,903</u>	<u>\$ 293,600</u>	<u>\$ 13,380,503</u>

## **Library Services Report February 13, 2018**

National Safe Place Network launched in partnership with Urban Peak of Colorado Springs. Antonia Krupicka-Smith talked with local newspapers and news stations at the press conference/launch party. Amberlyn Russell is heading up training all of the teen team and outreach staff and both Amberlyn and Antonia will attend organization meetings to help educate the community.

The State Department and World Affairs Council sponsored Georgian librarians who visited to learn about PPLD's services. The librarians oversee "American Corners" in Georgian libraries to promote American culture and heritage. With Teona Shainidze Krebs, they visited several libraries and were impressed by the variety of services and amazing staff. PPLD was one of five U.S. libraries visited.

Laura Broderick partnered with American Sign Language students from Pine Creek High School to put on a special story time at East library. The theme was imagination, and the students signed along to two of the books Laura read. Children and parents in attendance were enthusiastic.

Brady Nickerson combined Make/Tween programs in ChemisTREES where 54 participants learned about chemical reactions with baking soda trees and snowmen, used the scientific method to identify unknown substances, learned about the ecological effects of Styrofoam by melting Styrofoam snowmen with acetone, and made holiday cards out of recycled materials.

Maker in Residence Aja Black related that a friend from Maryland brought her son to Colorado to attend an expensive coding course in Denver. She came to Library 21c to see some of the classes offered at PPLD and said that what her son learned in PPLD's free coding class was the same as what was taught in the expensive course in Denver! She was really impressed by all of PPLD's offerings and is now planning to move to Colorado Springs in part because of the library.

East Library circulation and shelving staff coordinated a holiday giving opportunity for Helping Hands and Happy Cats Haven. Both organizations appreciated the staff generosity. Penrose circulation staff members Chris McKenzie and Debbie Vitulli participated in the Parade of Lights parade with other PPLD staff. It takes practice and coordination to perform "booktruck drills"!

Educational Resource Center staff Gayle Meredith and Joy Fleishhacker hosted two hands-on sessions of "Toy making: Automata, a Moving Sculpture," presenting a brief history of automata and toy making, introducing mechanical concepts, and inviting creativity and imagination. The kids designed, built, and envisioned the working of moveable toys made from mostly recycled materials.

Penrose Adult Services went through more than 600 packets of hot cocoa, 100 packets of hot cider, and tons of cookies for the Winter Wonderland programs. People appreciated the socks, hand warmers, and snacks. Jenny Pierce from IT received portable power banks from Sirsi, and people loved them! One patron said that the day of movies, carolers, and gifts was the best library program she had attended. Greeting cards to loved ones were mailed for about 50 people.

Children's Kristin Brown visited with the Peppermint Patties to do a story time for 42 people. Evan Kendrick did an outreach to Partners in Housing for 20 and a Read Aloud program at Rogers Elementary for 60. Evan also visited Community Prep High School where she saw 12 teen moms and babies and she did a program at Tessa for 5 people. Carol Scheer and Jordan Newby from Sand Creek Library brought the green screen to Citadel Mall and saw a total of 50 people. Barb Huff did Noon Year's Eve with Allison Knoecklein and Sean Anglum and saw 265 people.



## Branch Report February 13, 2018

**MO/PA:** PA looked like a painting of rural Christmas past with their stained glass art crafts in the windows. Both branches had many activities for patrons of all ages to enjoy during the holidays.



**CH:** Staff conducted 16 1-1 help sessions that included helping a couple organize photos for their family and bee keeping business, managing a Facebook page, helping a poet with vision problems create a Power Point to showcase her poetry, e-reader setups, creating resumes, online applications, and brainstorm job searching techniques.

**HI:** We put up our holiday tree, which invited patrons to donate 44 hats, scarves and gloves for those in need. We also collected 156 pounds of patron donations for Care and Share. “Best Friend” Connie Elliott volunteered 1,107 hours in 2017 and our Friends donated \$11K for program materials in 2017.

**HO:** Our Teen Advisory Board stepped up to help plan ways to entertain our teens while on winter break. They worked to create passive programs for other teens such as a tic-tac-toe board game and a vinyl mat and a bookmark making station with examples.

**MA/UT:** Susan had an interesting 1-on-1 computer session, showing a patron how make her own Christmas cards. One of our passive programs at MA had 108 patrons decorating shortbread cookies with icing and sugar crystals. Both MA and UT received many lovely Christmas cards from patrons expressing their appreciation for the library.

**MLS:** The city bookmobile participated in the Parade of Lights. Our Lobby Stop volunteers have been with us for 8 and 10 years, respectively. Although we give them a small gift each year this year we were able to thank them with a holiday tea at Miramont Castle.

**OL:** We had 300 people of all ages attend the 2<sup>nd</sup> Annual Yule Ball. We were fortunate to be able to partner with CK Comics, who ran the green screen, and the Westside Community Center, who provided the space free of charge. Thanks to Facilities perseverance, all the lights in the building are now working.

**RO:** We started a new program utilizing our Paws to Read therapy dogs who visit with the teens after school. The program seems to relax our teens and open up lines of conversation with adults while they learn about therapy dogs.

**SA/FO:** Our local Young Marines Battalion used Sand Creek for a 3 day and 2 nights of Recruit Training. They held classes until 10pm and then spent the night in the library. They even used our parking lot for PT. We were able to do a test fire of our kiln that they monitored for us and they cleared out our holiday bookdrop before they left.



2018 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	55637	0	0	0	0	0	0	0	0	0	0	0	55637
Mobile Libraries Total	13901	0	0	0	0	0	0	0	0	0	0	0	13901
Cheyenne	30917	0	0	0	0	0	0	0	0	0	0	0	30917
Fountain	15729	0	0	0	0	0	0	0	0	0	0	0	15729
High Prairie	23625	0	0	0	0	0	0	0	0	0	0	0	23625
Holley	29729	0	0	0	0	0	0	0	0	0	0	0	29729
Manitou	3645	0	0	0	0	0	0	0	0	0	0	0	3645
Monument	31541	0	0	0	0	0	0	0	0	0	0	0	31541
Old Colorado City	17079	0	0	0	0	0	0	0	0	0	0	0	17079
Palmer Lake	3431	0	0	0	0	0	0	0	0	0	0	0	3431
Rockrimmon	30015	0	0	0	0	0	0	0	0	0	0	0	30015
Sand Creek	28798	0	0	0	0	0	0	0	0	0	0	0	28798
Ute Pass	2331	0	0	0	0	0	0	0	0	0	0	0	2331
Senior Van	2103	0	0	0	0	0	0	0	0	0	0	0	2103
Bookmobiles	11798	0	0	0	0	0	0	0	0	0	0	0	11798
East	106165	0	0	0	0	0	0	0	0	0	0	0	106165
Library 21c	78418	0	0	0	0	0	0	0	0	0	0	0	78418
Dispensers	0	0	0	0	0	0	0	0	0	0	0	0	0
Parenting	90	0	0	0	0	0	0	0	0	0	0	0	90
<b>Total Physical Materials</b>	<b>471051</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>471051</b>

YTD CIRC Comparison	2018	2017	% Change
Penrose	55637	65426	-15.0%
Mobile Libraries Total	13901	13662	1.7%
Cheyenne	30917	26625	16.1%
Fountain	15729	14826	6.1%
High Prairie	23625	24970	-5.4%
Holley	29729	30802	-3.5%
Manitou	3645	4328	-15.8%
Monument	31541	32089	-1.7%
Old Colorado City	17079	18979	-10.0%
Palmer Lake	3431	3665	-6.4%
Rockrimmon	30015	30019	0.0%
Sand Creek	28798	30571	-5.8%
Ute Pass	2331	2727	-14.5%
Senior Van	2103	1993	5.5%
Bookmobiles	11798	11669	1.1%
East	106165	115150	-7.8%
Library 21c	78418	73374	6.9%
Dispensers	0	332	-100.0%
Parenting	90	136	-33.8%
<b>Total Physical Materials</b>	<b>471051</b>	<b>487681</b>	<b>-3.41%</b>

Current Month Comparison CIRCULATION	2018	2017	% Change
Penrose	55637	65426	-15.0%
Mobile Libraries Total	13901	13662	1.7%
Cheyenne	30917	26625	16.1%
Fountain	15729	14826	6.1%
High Prairie	23625	24970	-5.4%
Holley	29729	30802	-3.5%
Manitou	3645	4328	-15.8%
Monument	31541	32089	-1.7%
Old Colorado City	17079	18979	-10.0%
Palmer Lake	3431	3665	-6.4%
Rockrimmon	30015	30019	0.0%
Sand Creek	28798	30571	-5.8%
Ute Pass	2331	2727	-14.5%
Senior Van	2103	1993	5.5%
Bookmobiles	11798	11669	1.1%
East	106165	115150	-7.8%
Library 21c	78418	73374	6.9%
Dispensers	0	332	-100.0%
Parenting	90	136	-33.8%
<b>Total Physical Materials</b>	<b>471051</b>	<b>487681</b>	<b>-3.41%</b>

## Circulation Report By Facility January 2018

in 2017 Cheyenne was closed due to weather on January 15 and closed from 1/9 through 1/16 for renovations

Current Month Comparison VISITORS	2018	2017	% Change
Penrose	45043	46618	-3.4%
Mobile Libraries Total	3626	3321	9.2%
Cheyenne	18303	13325	37.4%
Fountain	9198	8163	12.7%
High Prairie	8898	9099	-2.2%
Holley	18051	16958	6.4%
Manitou	3649	3515	3.8%
Monument	15783	15695	0.6%
Old Colorado City	11624	12719	-8.6%
Palmer Lake	1850	1973	-6.2%
Rockrimmon	15664	16411	-4.6%
Sand Creek	22042	20791	6.0%
Ute Pass	1585	1477	7.3%
Knights of Columbus Hall	236		
East	43611	45059	-3.2%
Library 21c	44136	43624	1.2%
<b>TOTAL</b>	<b>263299</b>	<b>258748</b>	<b>1.8%</b>
Special Collections	2686	3012	-10.8%

2018 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	282740	0	0	0	0	0	0	0	0	0	0	0	282740
DVD	144635	0	0	0	0	0	0	0	0	0	0	0	144635
CD Music	15390	0	0	0	0	0	0	0	0	0	0	0	15390
CD Book	17438	0	0	0	0	0	0	0	0	0	0	0	17438
Playaway	5120	0	0	0	0	0	0	0	0	0	0	0	5120
Kit	1657	0	0	0	0	0	0	0	0	0	0	0	1657
Game	4071	0	0	0	0	0	0	0	0	0	0	0	4071
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL Physical Items</b>	<b>471051</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>471051</b>
ILL	2092	0	0	0	0	0	0	0	0	0	0	0	2092
CyberShelf-OverDrive	134584	0	0	0	0	0	0	0	0	0	0	0	134584
Zinio	3787	0	0	0	0	0	0	0	0	0	0	0	3787
eReader	27	0	0	0	0	0	0	0	0	0	0	0	27
OneClick Audio	491	0	0	0	0	0	0	0	0	0	0	0	491
Hot Spots	74	0	0	0	0	0	0	0	0	0	0	0	74
Cameras & Equipment	46	0	0	0	0	0	0	0	0	0	0	0	46
													0
<b>TOTAL STATE Circ</b>	<b>612106</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>612106</b>
Freegal Music	9425	0	0	0	0	0	0	0	0	0	0	0	9425
Freeding	105	0	0	0	0	0	0	0	0	0	0	0	105
DVD Player	94	0	0	0	0	0	0	0	0	0	0	0	94
Hoopla	1851	0	0	0	0	0	0	0	0	0	0	0	1851
ComicsPlus	475	0	0	0	0	0	0	0	0	0	0	0	475
Kanopy	122	0	0	0	0	0	0	0	0	0	0	0	122
<b>TOTAL PPLD Circ</b>	<b>624178</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>624178</b>
CLC	10955	0	0	0	0	0	0	0	0	0	0	0	10955
Laptop Use	1434	0	0	0	0	0	0	0	0	0	0	0	1434
Active Users	258251	0	0	0	0	0	0	0	0	0	0	0	

Monthly Circ by Format			
	2018	2017	Change
Print	282740	283039	0%
DVD	144635	159192	-9%
CD Music	15390	17304	-11%
CD Book	17438	17810	-2%
Playaway	5120	4995	3%
Kit	1657	1735	-4%
Game	4071	3606	13%
	0		
<b>TOTAL Physical Items</b>	<b>471051</b>	<b>487681</b>	<b>-3.41%</b>
ILL	2092	1708	22%
CyberShelf-OverDrive	134584	121211	11%
Zinio	3787	5505	-31%
eReader	27	64	-58%
OneClick Audio	491	527	-7%
Hot Spots	74	53	40%
Cameras & Equipment	46		
<b>Total e-materials</b>	<b>138936</b>	<b>127296</b>	<b>9%</b>
<b>TOTAL STATE Circ</b>	<b>612106</b>	<b>616749</b>	<b>-0.8%</b>
Freegal Music	9425	11387	-17%
Freeding	105	73	44%
DVD Player	94	127	-26%
Hoopla	1851	1456	27%
ComicsPlus*	475	243	95%
Kanopy	122		
CLC	10955	11560	-5%
Laptop Use	1434	1579	-9%
Active Users	258251	260189	-1%

MTD Total	2018	2017	Change
January	612106	616749	-0.8%
February		570433	-100%
March		661785	-100%
April		602424	-100%
May		631090	-100%
June		662704	-100%
July		656366	-100%
August		641563	-100%
September		599252	-100%
October		608892	-100%
November		598463	-100%
December		559133	-100%

YTD Total	2018	2017	Change
January	612106	616749	-1%
February		1187182	-100%
March		1848967	-100%
April		2451391	-100%
May		3082481	-100%
June		3745185	-100%
July		4401551	-100%
August		5043114	-100%
September		5642366	-100%
October		6251258	-100%
November		6849721	-100%
December		7408854	-100%

For the Month of January  
2018

CLC Circulation Monthly			
Facility	Calendar Year 2017	Calendar Year 2016	% Change
Penrose	20781	22695	-8%
Bookmo	698	425	64%
Cheyenne	6541	8356	-22%
Fountain	39686	41616	-5%
High Prairie	1652	2325	-29%
Holley	3301	4024	-18%
Manitou	407	692	-41%
Monument	3747	4332	-14%
OCCB	4794	6209	-23%
Palmer Lake	2089	2389	-13%
Rockrimmon	1086	1881	-42%
Sand Creek	26937	30552	-12%
Ute Pass	8729	10237	-15%
East	6884	9078	-24%
21c	7131	5746	24%
<b>Total</b>	<b>134463</b>	<b>150557</b>	<b>-11%</b>

CLC as a Percentage of Total Circulation			
Calendar Year 2017			
Facility	CLC Circ	Total Circ	% of Circ from CLC Users
Penrose	20781	714133	3%
Bookmo	698	157979	0.4%
Cheyenne	6541	386538	2%
Fountain	39686	191400	21%
High Prairie	1652	289874	0.6%
Holley	3301	367831	1%
Manitou	407	47318	0.9%
Monument	3747	390805	1%
OCCB	4794	214947	2%
Palmer Lake	2089	44718	5%
Rockrimmon	1086	368714	0.3%
Sand Creek	26937	370525	7%
Ute Pass	8729	31623	28%
East	6884	1303118	0.5%
21c	7131	986551	1%
<b>Total</b>	<b>134463</b>	<b>5866074</b>	<b>2%</b>

**Consent Agenda: New Hires**

The following individuals were hired by the Pikes Peak Library District for the positions indicated during the period of January 1, 2018 – January 31, 2018.

Terry Josiah Sharpe: Senior Library Associate, SA (25 hrs)

David Krueger: Facilities Specialist, PE (40 hrs)

Taylor Gorman: Senior Library Assistant, CH (24 hrs)

**2018 Goals for Chief Librarian & CEO  
Prepared by the Board of Trustees**

1. Lead and monitor the implementation of the PPLD Strategic Plan.
2. Continue implementation of the Singer Study.
3. Evaluate current facilities and infrastructure plans and develop and implement as appropriate.
4. Develop and implement a marketing plan to increase awareness of Library programs and services.
5. Develop and implement a Leadership Team Succession Plan that includes professional development, mentoring, and industry and local community involvement.
6. Brief the Board periodically throughout the year about the progress of these goals.

## Reservation System Replacement

### BACKGROUND

PPLD has used its current computer reservation and printing software vendor since 2003. There are twelve systems deployed throughout PPLD. Each system includes:

- One PC for patron computer reservations
- One PC to release print jobs
- Library Document Station for fax services
- Jamex coin receptors to accept patron payments for print and fax services

### PROBLEM

Challenges with the current system include:

- IT staff support for vendor software maintenance has increased significantly.
- The Library Document Station component is at the end its of life, requiring replacement in October 2018.
- Inability to migrate to Windows 10 operating system, resulting in “uneven” patron experience across PPLD, and the requirement of staff familiarization with three different Windows operating systems (i.e., Windows 7, 8 and 10).
- No remote monitoring or control, requiring the use of third party vendor solution that further complicates system maintenance.
- 

### FACTS

- Reservation system is a unique library service, and there are limited vendors to service this “niche” market. The three vendor candidates for replacing the current system are Comprise, Envisionware and Total Business Solution.
- The three vendors offer services that are dissimilar, making an objective comparison based on cost and features impossible.
- The Information Technology Department End User Service staff evaluated the products/services offered from the three vendors against requirements for reducing total cost of ownership, ease of maintaining hardware and software and interoperability with future requirements.
- Information Technology Department staff’s subjective analysis determined that Total Business Solution (TBS) was the only vendor that met the established requirements.
  - Total Cost of Ownership – integrated computer reservation and printer release into one computer; integrated payment system would remove Jamex box.
  - Hardware uptime rates would reduce staff maintenance.
  - Software supports migration to Windows 10.

- Integrated system removes requirement for Library Document Station and interfaces with the commercial multi-function device (integrated copier, fax, scan and print) that PPLD will use to replace copiers in May 2018.
- Reduces the number of computers used as print release and reservation appliances.
- Allows Library Document Station functions at every branch that has a copier (or future multi-function device) rather than having to buy a \$10,000+ appliance for each branch that reaches end of life within a few years.
- Moves PPLD away from self-supporting Jamex vending machines that maintenance records indicate are expensive and time consuming to maintain.
- The library staff tested the TBS system and provided positive feedback.
- Total Business Solution will provide an integrated kiosk allowing patrons to complete transactions for printing, copying, scanning and faxing and software for a web-based computer-booking solution.

**ACQUISITION COURSES OF ACTION**

Course of Action 1: Continue to use existing vendor services and piecemeal replacement of hardware as end of life occurs (i.e., Library Document Station). The IT Department does not recommend because of anticipated continued increase in total cost of ownership (i.e., staff workload increase to maintain hardware and software), continued impact to patron services, inability to migrate to Windows 10 and less efficient operation.

Course of Action 2: Replace with Total Business Solutions using US Communities Contract vehicle that is a competitive bid contract in accordance with Board of Trustee Financial Guidelines approved in March 2017. The table below reflects five-year lifecycle costs (not part of any financial commitment at this time).

	2018	2019	2020	2021	2022
COA 2:	\$101,282	\$16,316	\$16,316	\$16,316	\$16,316

Five Year Lifecycle Cost

**RECOMMENDATION**

Management recommends that the Board of Trustees approve the selection of Total Business Solutions as the vendor to replace the existing software and hardware equipment as described above



## **500.5 Family and Medical Leave Act (FMLA) Leaves of Absence**

### ***Board Policy***

It is the policy of Pikes Peak Library District to comply with the federal Family and Medical Leave Act (FMLA).

The ultimate determination of whether an employee is entitled to FMLA leave or whether any time off by the employee may be deemed to be FMLA leave is not governed by this policy, but rather is governed by the provisions of the FMLA, as well as the applicable regulations and other law interpreting the FMLA. In addition, the Library will comply with any applicable state or local law or regulation or collective bargaining agreement that provides greater leave or related entitlements to employees.

The purpose of this policy is to provide employees with a summary of some of the important provisions of the FMLA and how the Library administers FMLA leave.

In addition to this policy, information about the FMLA is posted on Bulletin Boards located at each Library facility. Further information regarding the FMLA, as well as applicable forms, can be obtained from the Human Resources Department.

### ***Administrative Policy***

#### ***Introduction***

Under this policy, the Library will grant up to 12 weeks of unpaid, job-protected leave (or up to 26 weeks of unpaid military caregiver leave) during a 12-month period to eligible employees.

#### ***Eligibility***

To be eligible for FMLA leave, the employee must meet all of the following criteria:

- The employee must have worked for the Library for at least 12 months as of the date the leave is to begin. The 12 months need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.

- The employee must have worked for the Library at least 1,250 hours during the 12-month period immediately before the date the leave is to begin. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
- The employee must work at a location where at least 50 employees are employed by the Library within 75 miles of the employee's worksite.

### *Leave Entitlement*

An eligible employee can take up to 12 workweeks of unpaid leave within an applicable 12-month period for the following reasons:

- *For the employee's incapacity due to pregnancy, prenatal medical care or child birth;*
- *The birth of a child or placement of a child for adoption or foster care, and to bond with a child after birth or placement for adoption or foster care;*
- *To care for the employee's spouse, child, or parent with a qualifying serious health condition (described below);*
- *Because of the serious health condition (described below) of the employee that makes the employee unable to perform one or more of the essential functions of the employee's position;*
- *To address a qualifying exigency arising out of the fact that the spouse, son, daughter or parent of the employee is on covered active duty or has been notified of an impending call or order to covered active duty status ("qualifying exigency leave").*

An eligible employee can take up to 26 workweeks of unpaid leave within an applicable 12-month period for the following reason:

- *To care for a covered servicemember, of whom the employee is the spouse, son, daughter, parent or next of kin, who has a serious injury or illness ("military caregiver leave").*

### *Amount of Leave*

In order to determine the applicable "12-month period" for all types of FMLA leave other than military caregiver leave, the Library uses the 12-month period measured forward from the date an employee uses any leave under this policy. Under this method, an employee is entitled to 12 weeks of leave during the year beginning on the first date FMLA leave is taken; the next 12-month period would begin the first time FMLA leave is taken after completion of any previous 12-month period.

For purposes of military caregiver leave, the Library uses the 12-month period measured forward from the date an employee's first FMLA leave to care for a covered servicemember begins.

Eligible employees are entitled to a combined total of 26 weeks of all types of FMLA leave during the "12-month period" applicable to military caregiver leave, and no more than 12 of those 26 weeks may be taken for qualifying reasons other than military caregiver leave.

Where an employee and his or her spouse are both employed by the Library and both are eligible for FMLA leave, they will be entitled to a combined total of 12 weeks of leave during the applicable 12-month period for leave taken for the birth or placement of a child and to bond with the child after birth/placement, and to care for the employee's parent with a serious health condition, not 12 weeks each. Similarly, eligible spouses will be entitled to a combined 26 weeks of leave during the applicable 12-month period for leave taken for a combination of military caregiver leave and one of the foregoing reasons. Where the spouses both use a portion of their entitlements for the foregoing reasons, they are each entitled to the difference between the amount of leave they have taken individually for such reasons and the 12 (or 26) weeks of leave for other purposes.

#### *Use of Leave – Continuous Leave, Intermittent Leave or Reduced Schedule*

The employee may take FMLA leave in one continuous block of time. If medical necessary, or for a qualifying exigency, or as otherwise permitted by the Library, the employee may take FMLA leave intermittently (for example, take a day periodically when needed over the applicable 12-month year) or may take leave on a reduced schedule (for example, reducing the length of the workweek or workday).

For the birth or placement for adoption or foster care of a child, leave may be taken intermittently or on a reduced schedule only with advance approval of the Library. Leave for the birth or placement for adoption or foster care of a child must be taken within one year of the birth or placement of the child.

The Library may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the leave, in instances when leave is foreseeable, such as when leave is for planned medical treatment, is for a period of recovery from a serious health condition or serious illness or injury of a covered servicemember, or is used with the Library's approval for the birth or placement for adoption or foster care of a child.

If the employee's need for leave is foreseeable because of planned medical treatment, the employee must make a reasonable effort, subject to the approval of the health care provider, to schedule the leave so as not to unduly disrupt the operations of the Library.

#### *Requesting FMLA Leave: Employee Notice Requirements*

Employees are expected to comply with the following requirements for requesting FMLA leave. Failure to comply with these requirements may result in the request for leave being delayed or denied.

### *Substance of Notice*

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to an HR Specialist. When providing notice of a need for leave, employees are not required to share a medical diagnosis. However, employees must provide sufficient information so the Library can determine whether the leave may qualify for FMLA protection as well as the anticipated timing and duration of the leave. Sufficient information may include informing the Library that the employee is unable to perform his or her job functions, that a family member is unable to perform daily activities, or that hospitalization or continuing medical treatment is needed.

Employees must inform the Library if the need for leave is for a reason for which FMLA leave was previously taken or certified.

### *Timing of Notice*

When the need for the leave is foreseeable, the employee must provide at least 30 days' prior notice. If 30 days' notice is not possible, the employee must provide notice of the need for the leave as soon as practicable, which typically should be either the same day or the next business day after the employee learns of the need for leave.

When the need for FMLA leave is not foreseeable, the employee must provide notice as soon as practicable, which typically should be within the time prescribed by the Library's usual and customary notice and procedural requirements for requesting leave.

Notice of the need for qualifying exigency leave must be provided as soon as practicable.

### *Responding to a Request for FMLA Leave: The Library's Responsibilities*

After the Library becomes aware that an employee may need leave for a reason that may qualify under the FMLA, the Library will notify the employee if he or she is eligible for FMLA leave. If the employee is not eligible for FMLA leave, the Library will provide at least one reason for the ineligibility. If the employee is eligible for FMLA leave, the Library will provide a notice of the employee's rights and responsibilities under the FMLA, including any additional information that may be required of the employee (such as the submission of a certification in support of the request for FMLA leave).

After the Library receives sufficient information to determine whether the leave will be designated as FMLA leave, the Library will notify the employee as to whether the leave has been designated as FMLA leave and, if so, how much leave will be designated as FMLA leave.

### *Certification*

### *Timing*

If the Library requests a certification in support of the need for FMLA leave, the certification must be submitted within 15 calendar days of the request, unless submission of such a certification within that timeframe is not possible despite diligent, good faith efforts or due to extenuating circumstances. Failure to submit the certification within this time period may result in the request for FMLA leave being delayed or denied.

### *Leave due to Employee's or Family Member's Serious Health Condition*

An employee seeking leave due to his or her own serious health condition or due to the serious health condition of the employee's spouse, son, daughter or parent, must provide the Library with a medical certification issued by the health care provider of the employee or family member.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by:

- a period of incapacity of more than 3 consecutive, full calendar days combined with either: (i) at least 2 in-person visits to a health care provider (generally, 1 of these visits must occur within 7 days of the first day of incapacity, while the other visit must occur within 30 days of the first day of incapacity); or (ii) 1 in-person visit to a health care provider and a regimen of continuing treatment (generally, the 1 visit must occur within 7 days of the first day of incapacity); or
- incapacity due to pregnancy, or for prenatal care; or
- incapacity due to a chronic condition which requires periodic in-person visits to a health care provider (at least 2 visits per year).

Other conditions may meet the definition of continuing treatment. Employees with questions about what serious health conditions are covered under this policy are encouraged to consult with a Human Resource Specialist.

If the Library determines that the certification is incomplete, the Library will provide a written notice to the employee indicating what additional information is required. If necessary, the Library may directly contact the health care provider for authentication or clarification of a medical certification using a health care professional, an HR professional, leave administrator or management official. The Library will not use the employee's direct supervisor for this contact. Before the Library makes direct contact with the health care provider for purposes of clarification, the employee will be given an opportunity to resolve any deficiencies in the medical certification. If the employee fails to resolve deficiencies or clarify the certification, or fails to provide a HIPAA-compliant authorization to allow the health care provider to provide

clarification directly to the Library, the Library may deny the FMLA leave if the certification is unclear.

The Library has the right to ask for a second opinion if the Library has reason to doubt the certification. The Library will pay for the employee to get a certification from a second doctor, which the Library will select. If necessary, to resolve a conflict between the original certification and the second opinion, the Library will require the opinion of a third doctor. The Library and the employee will mutually select the third doctor, and the Library will pay for the opinion. This third opinion will be considered final. The Library may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

The Library may require periodic recertification for the serious health condition of the employee or the employee's family member. In certain circumstances, the Library may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition. In addition, the Library may require a new certification at the beginning of a new 12-month leave year in conjunction with an absence relating to the serious health condition of the employee or the employee's spouse, son, daughter, or parent, even if the serious health condition to which the absence relates was certified in the previous leave year.

#### *Qualifying Exigency Leave*

An employee who requests qualifying exigency leave must provide the Library with: (a) a copy of the active duty orders or other military documentation which indicates that the military member is on active duty or call to active duty status in a foreign country and the dates of such service; and (b) a certification providing the appropriate facts related to the particular qualifying exigency for which leave is sought.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, attending post-deployment reintegration briefings, spending time with a military member who is on Rest and Recuperation leave during deployment, addressing issues arising from short notice deployment, and certain activities relating to caring for the military member's parent.

Additional information regarding qualifying exigency leave, including information about the definition of covered active duty, restrictions which may apply with respect to the circumstances which may qualify for such leave, and the maximum time period of leave permitted, can be obtained from the Human Resources Department.

#### *Military Caregiver Leave – Serious Injury or Illness*

An employee who requests military caregiver leave for a current servicemember may be required to provide the Library with a certification completed by an authorized health care provider or a copy of an Invitational Travel Order or Invitational Travel Authorization. An

employee seeking military caregiver leave to care for a veteran may be required to provide the Library with a certification completed by an authorized health care provider. An authorized health care provider may be a military-affiliated health care provider or a non-military-affiliated health care provider. However, a second and third opinion concerning the current servicemember's or veteran's serious injury or illness may be required when the certification is provided by a non-military-affiliated health care provider.

Further information concerning the definitions of "covered servicemember" and "serious injury or illness" (which is different from the definition of "serious health condition") may be obtained from the Human Resources Department.

### *Dishonesty or Misuse of FMLA Leave*

Employees are prohibited from engaging in FMLA fraud, abuse or misuse. The submission of false information in support of a request for FMLA leave, or the abuse or misuse of approved FMLA leave, may result in discipline, up to and including immediate termination.

### *Use of Paid and Unpaid Leave*

FMLA leave runs concurrently with other forms of Library leave applicable to the need for leave. Specifically:

- An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member, or FMLA military caregiver leave, must use all paid leave (including medical leave, personal leave, floating holiday, vacation, and, if a member of the sick leave bank, that allocation) concurrently with FMLA leave.
- When an employee takes workers compensation leave or disability leave due to an FMLA-qualifying serious health condition, the full amount of such leave will run concurrently with FMLA leave. Employees on FMLA leave due to their own serious health condition may be eligible for payments from other sources such as workers compensation or short-term disability benefits. Employees should ask Human Resources if they believe they are eligible for these benefits.
- An employee who is taking leave to bond with a child after birth or placement for adoption or foster care must use all paid vacation, personal leave, floating holiday, and vacation concurrently with FMLA leave.
- An employee who is taking FMLA qualifying exigency leave must use all paid vacation, personal leave, floating holiday, and vacation concurrently with FMLA leave.

Any FMLA leave taken after accrued paid leave is exhausted will be unpaid.

### *Employee Status and Benefits During Leave*

Employees taking FMLA leave will not lose any employment benefit accrued prior to the date the leave began.

While an employee is on leave, the Library will continue the employee's health benefits and retirement plan if applicable, during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than the continuance, recurrence, or onset of a serious health condition of the employee or the employee's family member or a serious illness or injury of a covered servicemember which would otherwise entitle the employee to FMLA leave, or a circumstance beyond the employee's control, the Library may require the employee to reimburse the Library the amount it paid for the employee's health insurance premium during the leave period.

Under current Library policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in Finance by the last day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The employer will provide 15 days' notification prior to the employee's loss of coverage. If an employee chooses not to participate in the health care plan while on leave (or loses coverage through a failure to make timely payments), the employee may re-enroll, upon return from FMLA leave, in the same plan in which he or she participated prior to leave.

During FMLA leave in which the employee continues to receive compensation from the Library through the use of paid leave time, the employee will continue to receive all benefits as if the employee were still at work. In addition, contributions made by the Library to the retirement plan on behalf of the employee will continue as if the employee were still at work.

During unpaid FMLA leave, the employee will not receive any benefits other than health insurance coverage (see above). This includes benefits such as medical and vacation leave, floating holiday leave, paid holidays, and retirement contributions. Though contributions to the retirement plan may cease, FMLA leave time will count as continuous service for vesting purposes.

### *Return to Work*

The Library may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work. If an employee is able to return to work sooner than anticipated, the employee is expected to notify the Library of the changed circumstances.

Unless otherwise permitted by law, an employee who takes FMLA leave due to the employee's own serious health condition must provide a fitness for duty (FFD) certification from the health care provider that states that the employee is able to resume work. The Library may require the certification to address the employee's ability to perform the essential functions of the employee's position.



Generally, an employee who returns to work on or before the end of approved FMLA leave will be able to return to the same position or a position with equivalent status, pay, and benefits as provided under the FMLA.

At the end of the approved FMLA leave, the employee will be restored to the same position he or she held when leave began, or to a nearly identical position with equivalent pay, benefits, and other terms and conditions of employment, so long as the employee is able to perform the essential functions of his/her position, with or without reasonable accommodation. However, an employee has no greater right to reinstatement or to other benefits and conditions of employment than if he/she had been continuously employed during the leave period. Thus, for example, restoration may not apply if there has been a workforce reduction, a reorganization, or similar business change affecting the employee's position while the employee was on FMLA leave.

The Library may choose to deny job restoration to certain key, highly-compensated employees where such denial is necessary to prevent substantial and grievous economic injury to the Library's operations.

### *Protecting Employee Rights*

It is against Library policy to interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Employees who have concerns with how their FMLA leave requests have been handled are encouraged to bring their concerns to the attention of Human Resources. Employees also may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against the Library. Additional information may be obtained through the Department of Labor at 1-866-4-USWAGE (1-866-487-9243) (TTY 1-877-889-5627) or [www.wagehour.dol.gov](http://www.wagehour.dol.gov).

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

***500.11 Paid Medical Leave***

***Board Policy***

It is the policy of Pikes Peak Library District to provide short-term income and job protection in the form of individual paid medical leave to all regular benefited employees, according to the schedules set forth in this policy. Paid medical leave is not provided to non-benefited employees (those who work a regular schedule less than 20 hours per week). Temporary employees, regardless of weekly schedule or hire date, accrue no benefits, including paid leave time, unless specified in an employment agreement.

***Administrative Policy***

***Introduction***

Paid medical leave is provided to regular status, benefited employees (those scheduled to work 20 or more hours each week) are eligible to accrue paid medical leave each year as a means of wage and job protection during times of illness. It is important that employees exercise discretion in the use of this leave.

Unpaid medical leave may be available pursuant to the FMLA policy (see 500.5 FMLA policy) or the Personal Leave policy (see 500.20 Personal Leave policy).

Employees who have exhausted all paid leave benefits and unpaid leave under the FMLA may be dismissed from employment if they continue to be absent from work, unless they apply for and are granted additional leave in accordance with the Personal Leave policy or are otherwise approved for additional leave by the Library.

***Notice Procedures***

In order to be approved for paid medical leave, employees must report their absence and the reason for the absence as soon as is practicable in accordance with the notification procedures established for their department by their supervisor. Typically, notification should occur before the beginning of each shift that will be affected by the employee's absence. Where advance notice in accordance with department procedures is not provided, paid medical leave will not be approved unless extraordinary circumstances apply.

In the event that an employee has received approval for a pre-established period of medical leave, it may not be necessary for the employee to call in daily; an employee will be informed if daily call in is not necessary.

***Increments of Use and Time Reporting***

Employees may use paid medical leave only to the extent that it has been accrued. Any exception (i.e., use of paid medical leave prior to accrual) requires prior written approval from the appropriate Leadership Team Member and Human Resources.

Accrued paid medical leave may be used for authorized purposes intermittently (in amounts no less than quarter hour increments) or on consecutive days as medically necessary.

Use of medical leave shall be recorded by the employee on the employee's time sheet in amounts no less than quarter hour increments and no greater than the employee's normal schedule for the day.

#### *Documentation*

Documentation from a health care provider establishing the employee's inability to work and/or the medical necessity for leave may be required depending on the duration of the requested paid medical leave.

An employee returning to work following a leave of absence for their own medical condition that exceeds five consecutive workdays will be required to provide documentation from a health care provider establishing the employee's fitness to return to work.

#### *Authorized uses of paid medical leave:*

Paid medical leave will be authorized under this policy only for certain personal or family illnesses or injuries, including:

- For periods of incapacity due to employee illness or injury;
- For medical, dental, or optical diagnosis or treatment (e.g., doctor, dentist and optometrist appointments);
- For periods of quarantine by a health care provider for medical observation after exposure to a contagious disease;
- For any personal or family medical reasons covered by the FMLA (see 500.5 FMLA policy);
- For any family reasons covered by the Colorado Personal Care Act (see \_\_\_)
- To cover the three day elimination period before Workers' Compensation insurance begins paying lost wage benefits (see 500.16 Workers' Compensation Leave policies);
- To care for or oversee the treatment of dependent children under age 18 during any illness, including accompanying children to medical, dental, or optical appointments for diagnosis or treatment;
- To care for or oversee the treatment of dependent children over age 18 who are incapable of self-care;
- In rare instances involving an emergency medical situation in which no other primary caregiver is present, to care for a non-dependent, adult child with a serious illness that precludes self-care;
- To accompany an incapacitated spouse, domestic partner, party to a civil union, or parent to medical, dental, or optical appointments for diagnosis or treatment; or

- For bereavement related to the death of a member of an employee's family (see 500.3 Bereavement Leave policy).

*Unauthorized uses of paid medical leave:*

Because this policy is intended to provide paid leave only for certain personal or family illnesses or injuries as set forth above, paid medical leave will not be permitted under this policy for employee absences from work that are due to other reasons such as bad weather, car trouble, lack of childcare, etc.

Submission of false information in support of a request to use paid medical leave, or use of paid medical leave for a reason not authorized by this policy, is considered abuse of medical leave and the employee may be subject to disciplinary action.

Paid medical leave may not be transferred from one employee to another, except as set forth in the Sick Leave Bank policy with respect to donation.

In addition, paid medical leave may not be used to supplement lost wage payments received by the employee from Workers' Compensation insurance (except for the three day elimination period referenced above—see 500.16 Workers ' Compensation Leave policies).

*Accruals:*

The full first year accrual of an employee's annual paid medical leave (96 hours for full-time employees, 48 hours for half-time employees, etc.) is accrued by newly-hired, benefited employees on the first day of hire. Employees in the first year of employment will not accrue leave incrementally until the start of their second year in a benefited position.

At the start of an employee's second year of employment, paid medical leave is accrued according to the applicable schedule below, depending on hire date.

Paid medical leave is accrued by benefited employees hired into a benefited position on or after October 1, 2001, at the start of their second year of employment according to the following schedule:

*Schedule A:*

Scheduled Hours/Week	Leave Accrual/Pay Period
35-40 (Full-time)	3.70 hours per pay period
26-34 (Three-quarter-time)	2.78 hours per pay period
20-25 (Half-time)	1.85 hours per pay period
00-19 (Non-benefited)	0.00 hours per pay period

Employees hired into a benefited position before October 1, 2001, accrue paid medical leave according to the following schedule:

*Schedule B:*

Scheduled Hours/Week	Leave Accrual/Pay Period
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35-40 (Full-time)	4.62 hours per pay period
26-34 (Three-quarter-time)	3.47 hours per pay period
20-25 (Half-time)	2.31 hours per pay period
00-19 (Non-benefited)	0.00 hours per pay period

Should an employee hired into a benefited position before October 1, 2001, lose benefited status through separation, transfer to non-benefited position, etc., the employee will be subject to the accrual rates and accumulation limits of Schedule A if the employee is ever re-hired into a benefited position.

*Accumulations:*

The maximum amount of paid medical leave that may be accumulated (or banked) by a full-time employee hired on or after October 1, 2001, is 960 hours. Employees hired before October 1, 2001, can accumulate up to 1,440 hours. These amounts are prorated for part-time employees according to their normal weekly schedule and date of hire. Employees who have accrued the maximum amount of paid medical leave allowed cannot accrue additional paid medical leave unless their accumulation falls below the maximum for their schedule and date of hire.

*Adjustment of Accruals and Accumulations:*

Should the employee's status change during employment, his or her accrual rate and accumulation limit will be adjusted to the appropriate amount as set forth below, based on years of service the specific status change.

*Reduction in Hours*

Leave accumulations will not be affected if the employee's reduced schedule is temporary (a defined short-term duration) or due to FMLA leave.

Benefited employees with less than 20 years of consecutive service whose scheduled hours are reduced will have their medical leave accumulation reduced in the following manner:

- If the number of hours in a benefited employee's bank of medical leave is above the accumulation maximum for the employee's new position, the employee's bank of hours will be reduced to the maximum for the new position. For example, if a full-time employee hired before October 1, 2001, has 1,200 hours of medical leave and takes a 30 hour position, the employee's medical leave accumulation will be reduced to 1,080 hours, which is the maximum accumulation permitted for a 30-hour-per-week employee hired before October 1, 2001. The employee will not accrue any additional medical leave in this situation until the number of hours in his or her bank of leave falls below the new accumulation limit.
- If a benefited employee's bank of medical leave is lower than the maximum accumulation allowed for the employee's new position and date of hire, the employee's accumulation of medical leave will remain the same. For example, if a full-time employee hired after

October 1, 2001, has 360 hours of medical leave and takes a 20 hour position, the employee's medical leave accumulation will remain 360 hours because it is less than the maximum accumulation allowed (480 hours) for the position and date of hire. The employee will continue to accrue medical leave at the accrual rate for the new position until limited by the accumulation cap.

- If a benefited employee takes a non-benefited position that is below 20 hours per week, the employee's medical leave accruals will be eliminated.

Benefited employees with 20 or more years of consecutive service who reduce their scheduled hours will have their medical leave accumulations reduced as described above. However, these employees will be paid for half of the entire accumulation of medical leave being eliminated. For example, if a full-time employee with 800 hours of medical leave takes a non-benefited 16-hour position, the employee's leave accumulation will be reduced to zero and the employee will be paid for 400 of the 800 hours that were eliminated.

Benefited employees who increase their scheduled hours, with one or more years as a benefited employee, will see no change in their medical leave accumulation but may begin accruing leave at the new, higher rate. For example, if an employee with five years of consecutive service in a benefited position increases his or her hours from 20 to 40 per week, the employee will keep the same amount of leave already accumulated and will begin accruing new leave at 3.7 hours per pay period instead of the original 1.85 hours. If the same employee only increases his or her hours from 20 to 25 per week, the employee will maintain the same leave accumulation and the same accrual rate based on the pro-ration schedule published in this policy.

#### *Increase in Hours*

Benefited employees who increase their scheduled hours during their first year, will be awarded a pro-rated increase in their paid medical leave accumulation according to the schedule used to pro-rate floating holiday. Then on their anniversary date, they will begin accruing leave at the higher rate. For example, a 20 hour per week employee transferred to a 40 hour position in the 4<sup>th</sup> quarter of the year will receive  $\frac{1}{4}$  of the difference between the medical leave awarded to a 40 hour employee (96 hours) and 20 hour employee (60 hours) – 36 hours or 9 additional hours. The employee will begin accruing leave at 3.7 hour per pay period beginning in the pay period that includes their 1<sup>st</sup> anniversary.

#### *Pay-Out of Accrued, Accumulated Paid Medical Leave:*

Unused accrued, accumulated paid medical leave will not be paid out on separation of employment from the Library, except that employees who separate after 20 or more consecutive years of employment in a benefited position will be paid at separation for half of ALL their accumulated paid medical leave at their rate of pay at separation.

Paid medical leave may not be cashed-out by employees or converted to vacation leave.

### ***500.14 Unpaid Leave for Non-benefited Employees***

#### ***Board Policy***

It is the policy of Pikes Peak Library District to permit non-benefited employees (those who work a regular schedule less than 20 hours per week and who are not eligible for FMLA leave) to take a certain amount of authorized, unpaid leave from work.

#### ***Administrative Policy***

##### *Introduction*

Each year, non-benefited employees are permitted up to a total of five weeks (prorated to the employee's regular weekly schedule) in authorized, unpaid absences from work for vacations, illnesses, or any combination of both. This leave does not accrue and unused portions cannot be carried over from one year to the next.

Once every five years, non-benefited employees who have otherwise exhausted unpaid leave may request up to two weeks unpaid vacation leave (pro-rated according to weekly scheduled hours) during a calendar year.

Employees who have exhausted all unpaid leave may be dismissed from employment if they continue to be absent from work, unless they apply for and are granted additional leave in accordance with the Extended Medical Leave policy 500.17, the Personal Leave of Absence policy 500.20, Sabbatical Leave policy 500.21, or are otherwise approved for additional leave by the Library.

##### *Notice Procedures*

Unpaid leave for purposes of vacation should be requested from the employee's supervisor as far in advance of the requested leave as possible, using the same forms and procedures used by benefited employees. Such requests may be approved when they do not create a hardship for the Library or adversely affect the employee's work unit.

Unpaid leave requests for medical purposes should be requested from the employee's supervisor as far in advance of the requested leave as possible. In order to be approved for unpaid medical leave, employees must report their absence and the reason for the absence as soon as is practicable in accordance with the notification procedures established for their department by their supervisor. Typically, notification should occur before the beginning of each shift that will be affected by the employee's absence. Where advance notice in accordance with department procedures is not provided, unpaid medical leave will not be approved unless extraordinary circumstances apply.

In the event that an employee has received approval for a pre-established period of unpaid medical leave, it may not be necessary for the employee to call in daily; an employee will be informed if daily call in is not necessary.

### *Increments of Use and Time Reporting*

Unpaid leave may be used for authorized purposes intermittently (in amounts no less than quarter hour increments) or on consecutive days.

Use of unpaid leave shall be recorded by the employee on the employee's time sheet in amounts no less than quarter hour increments and no greater than the employee's normal schedule for the day.

Finance is responsible for record-keeping concerning the use of unpaid leave by non-benefited employees.

### *Documentation*

Documentation from a health care provider establishing the employee's inability to work and/or the medical necessity for leave may be required with respect to unpaid leave requests for medical purposes depending on the duration of the requested unpaid medical leave.

An employee returning to work following a leave of absence for their own medical condition that exceeds five consecutive workdays will be required to provide documentation from a health care provider establishing the employee's fitness to return to work.

### *Authorized uses of unpaid leave:*

#### *Vacation*

Vacation leave is an absence from work for any purpose other than illness or medical treatment.

#### *Medical Purposes*

Unpaid medical leave will be authorized under this policy only for certain personal or family illnesses or injuries, including:

- For periods of incapacity due to employee illness or injury;
- For medical, dental, or optical diagnosis or treatment (e.g., doctor, dentist and optometrist appointments);
- For periods of quarantine by a health care provider for medical observation after exposure to a contagious disease;
- For any personal or family medical reasons covered by the FMLA (see 500.5 FMLA policy);
- For any family reasons covered by the Colorado Personal Care Act (see \_\_\_)



- To care for or oversee the treatment of dependent children under age 18 during any illness, including accompanying children to medical, dental, or optical appointments for diagnosis or treatment;
- To care for or oversee the treatment of dependent children over age 18 who are incapable of self-care;
- In rare instances involving an emergency medical situation in which no other primary caregiver is present, to care for a non-dependent, adult child with a serious illness that precludes self-care;
- To accompany an incapacitated spouse, domestic partner, party to a civil union, or parent to medical, dental, or optical appointments for diagnosis or treatment; or
- For bereavement related to the death of a member of an employee's family (see 500.3 Bereavement Leave policy).

#### *Additional Unpaid Vacation Leave – Once Every Five Years*

Once every five years, non-benefited employees who have otherwise exhausted unpaid leave may request up to two weeks unpaid vacation leave (pro-rated according to weekly scheduled hours) during a calendar year. Requests for this additional unpaid leave must be submitted to the employee's immediate supervisor. Such requests should be made as far in advance of the requested leave as possible. The employee's supervisor will forward the request to the appropriate Leadership Team Member, recommending approval or denial. The final decision concerning the request will be made by that Leadership Team Member, in consultation with the Executive Director as necessary.

**500.15 Vacation Leave**

***Board Policy***

It is the policy of Pikes Peak Library District to provide paid vacation leave to employees in positions of 20 or more hours per week, according to the schedules set forth in this policy. Paid vacation leave is not provided to employees who work a regular schedule less than 20 hours per week or to temporary employees (regardless of weekly schedule or hire date).

***Administrative Policy***

***Accruals:***

Vacation leave is accrued based on the employee's length of service in a benefited position and on the time actually worked. Vacation leave is accrued every pay period on a prorated basis according to the following schedule:

***Schedule A: One through 10 years of service:***

Scheduled Weekly Hours	Vacation Leave Accrual
20-25	2.31 hours per pay period (60 hours per year)
26-34	3.47 hours per pay period (90 hours per year)
35-40	4.62 hours per pay period (120 hours per year)

***Schedule B: 11 or more years of service:***

Scheduled Weekly Hours	Vacation Leave Accrual
20-25	3.08 hours per pay period (80 hours per year)
26-34	4.62 hours per pay period (120 hours per year)
35-40	6.16 hours per pay period (160 hours per year)

***Maximum Carry-Over:***

Accrued, unused vacation leave is carried over from one calendar year to the next, subject to the following maximum permissible accumulation of accrued, unused vacation leave that can be carried over:

Scheduled Weekly Hours	Vacation Leave Maximum Carry-Over
20-25	160 hours
26-34	240 hours
35-40	320 hours

Any accrued, unused vacation leave above the maximum carry-over amount that an employee does not use by the end of the calendar year is forfeited and will not be paid out at the end of that calendar year.

### *Adjustment of Accruals:*

An employee who exceeds the maximum allowed carryover of vacation hours due to a change in status from full-time to part-time will be paid for the number of hours above the maximum accrual for their new status at the rate of pay for their old position.

Benefited employees who increase their scheduled hours will see no change in their vacation leave accumulation but may begin accruing leave at a higher rate. For example, if an employee in a benefited position for less than 10 years increases his or her hours from 20 to 40 per week, the employee will keep the leave already accumulated and will begin accruing new leave at 4.62 hours per pay period instead of the original 2.31 hours. If the same employee only increases his or her hours from 20 to 25 per week, the employee will maintain the same leave accumulation and the same accrual rate based on the pro-ration schedule published in this policy.

### *Use of Accrued Vacation Leave*

Vacation leave may not be granted in advance of accrual. Employees may use vacation leave as soon as it is accrued, with supervisory approval. Vacation leave may not be transferred from one employee to another.

The Library grants vacation leave to allow employees time to recharge their energy for their jobs. There are other acceptable uses of vacation leave including but not limited to funding flexible spending accounts, providing compensation for otherwise unpaid FMLA leave, or to pay work time lost due to inclement weather.

The Library may require employees to schedule and take vacation leave for departmental or other organizational reasons. For example: employees in Finance may be required to take vacation leave so that financial work may be audited.

### *Requests for Vacation Leave*

Requests for vacation leave are submitted on the Vacation Leave Application to the employee's immediate supervisor.

Requests for vacation leave must be submitted and approved by the employee's supervisor before the first day of leave. Supervisors are responsible for establishing vacation schedules that ensure adequate staffing of the Library.

Benefited employees who are absent without authorized leave are subject to immediate dismissal from employment.

### *Amount of Leave*

Leave may be requested and approved in full work days or in increments of less than full work days, subject to a minimum of quarter-hour increments.

Vacation leave is deducted from the employee's accrual according to the exact number of hours taken and based on the employee's normal schedule. For example, if an employee takes a full day of vacation leave on a day that he or she normally works 10 hours, the leave time deducted from the employee's accrual will be 10 hours. If an employee takes a full day of vacation leave on a day the he or she normally works four hours, the leave deducted from the employee's accrual will be four hours.

No allowance will be made for sickness or other compensable type of absence during a scheduled vacation. For example, an employee who becomes ill for three days during a two-week paid vacation will not be able to claim three days of medical leave and seven days of vacation leave on their time sheet when they return. A full 10 days of vacation leave will be deducted from the employees leave balance.

### *Compensation and Benefits*

Vacation pay for employees will consist of the employee's regular rate of pay for the vacation period and will be paid on the regularly scheduled payday.

Employee benefits during periods of unpaid leave are subject to reduction as described in 400.6 Benefit Reduction Due to Unpaid Leave.

### *Pay-Out of Accrued Vacation Leave Upon Separation:*

Accrued, unused vacation leave as of an employee's separation from the Library will be paid out to the employee at the time of separation.

A supervisor may approve vacation leave as part of an employee's notice time provided the employee submits a written statement of resignation at least two weeks prior to his or her last day of work (see 100.14 Separation From Employment policy).

Requests to use vacation leave immediately prior to an employee's last day of work require the advance approval of the employee's immediate supervisor and the supervisor's manager.

### *Requests for Additional Unpaid Vacation*

In the event a benefited employee has exhausted all vacation and floating holiday time, he/she may request up to two weeks unpaid vacation leave (pro-rated according to weekly scheduled hours) during a calendar year. This request may be made once every five years of regular service. Requests for unpaid vacation leave must be submitted in writing to the employee's immediate supervisor. Such requests should be made as far in advance of the need as possible. The employee's supervisor will forward the request to the appropriate Leadership Team Member, recommending approval or denial. The final decision concerning the request will be made by that Leadership Team Member, in consultation with the Executive Director as necessary.

## **500.21 Sabbatical Leave**

### ***Board Policy***

It is the policy of Pikes Peak Library District to grant unpaid sabbatical leave to regular full-time and regular part-time employees to pursue professional and/or personal interests that will increase their professional value to the Library.

### ***Administrative Policy***

#### *Purpose:*

The purpose of sabbatical leave is to provide regular full-time and regular part-time employees at Pikes Peak Library District with an extended period of time away from work for renewal, enrichment, study, formal education, personal growth, skill development, research, travel or other experience of professional value. It is an opportunity for employees to strategically disengage from normal work tasks so that they may concentrate on self-improvement. Sabbaticals are not intended to be long-term vacations.

#### *Eligibility:*

Pikes Peak Library District employees with at least five years of service in a regular full-time position or regular part-time position are eligible to apply for unpaid sabbaticals of between two and 26 weeks (based upon their regularly scheduled hours per week) duration.

Eligible employees may apply for subsequent sabbaticals after each five years of regular full-time or part-time service. In other words, eligible employees may receive one sabbatical every five years. Sabbaticals may not be accumulated; that is, regular full-time or regular part-time employees with 10 years of full-time service who have not previously taken a sabbatical may not combine two 26-week sabbaticals into one 52-week period of leave.

#### *Conditions for sabbatical award:*

Final approval or denial of sabbaticals rests solely with the Library's Executive Director.

Sabbaticals may be taken on an incremental basis but may not exceed a total of 26 weeks (based upon the employee's regularly scheduled hours per week) in a 12-month period. In addition, the duration of a sabbatical shall not be less than two weeks.

Sabbaticals will not be granted as extensions of paid vacation, sick, or holiday leave.

The absence of the employee for a sabbatical should not jeopardize the mission of the Library nor cause undue hardship to the employee's department, branch, or work unit. Determination of such hardship will be at the sole discretion of the Executive Director.

Employees on sabbatical may not engage in other activities for pay unless such activities were included in the proposal and approved in advance by the Executive Director or are in accordance with the Library's policies on employee consulting and engaging in secondary employment.

Employees returning from a sabbatical must return to their original position, or an equivalent position, with the Library.

Sabbaticals are considered assigned duties. Employees must file a formal, written report of sabbatical activities with their supervisors and the Executive Director within 60 days of their return from sabbatical. The report is expected to document what was done during the sabbatical and how it corresponds to the initial proposal, or explain the reasons for any difference between the two.

No more than one employee from a department, community library, or work unit may be awarded a sabbatical at the same time, unless the supervisor of the department, community library, or work unit makes a convincing case to the Executive Director for the value of approving concurrent sabbaticals.

Approved sabbaticals may not be postponed since there are finite awards available. Approval for sabbaticals that are postponed, rejected, or modified by the employee after their approval may be rescinded and awarded to another employee.

Rejected applications for sabbaticals will not be reconsidered in the current year, although they may be re-submitted for consideration in future years.

Employees awarded sabbaticals will receive no pay from the Library during their absence. The number of employees who may be awarded sabbaticals will be determined by the quality of the proposals and the manageability of the absences.

The Executive Director may elect to approve a sabbatical in conjunction with a tuition assistance grant for the employee to pursue a specific educational objective.

Employees on sabbaticals will remain at-will employees with the Library, with the classification they held at the time of departure for the sabbatical. In addition, the Library will continue to fund its portion of the employee's benefits. Employees on sabbaticals are expected to continue paying their portion, if any, of the cost of benefits. Regular full-time employees on unpaid sabbatical will remain participants in the El Paso County Retirement Plan and will continue to receive interest on their investment in the plan; however, the duration of the sabbatical will be excluded from credited service in the plan and may impact the employee's projected retirement date.

Employees who fail to return to work at the conclusion of a sabbatical, or who fail in any other way to satisfy the conditions of their sabbatical, may be required to reimburse the Library for benefit costs paid on behalf of the employee during the sabbatical.

#### *Sabbatical application procedures:*

Employees must submit a formal, written sabbatical proposal through their immediate supervisor describing the reason for the requested leave and the benefits to be gained by the employee and the Library if the request is granted. The purpose of the formal proposal is to encourage the establishment of reasonable, productive, and measurable plans for the activities

that employees intend to pursue and the relationship of the plans to the organization's continued growth. Research on the effectiveness of sabbaticals indicates that the best assurance a sabbatical will be productive is through careful analysis of the plan submitted by the employee in advance of the sabbatical.

A supervisor who receives a sabbatical proposal must, in a timely manner, forward the proposal to the Human Resources Officer for his or her review. The supervisor must attach an explanation of the impact the sabbatical will have on the department or work unit. The supervisor should include whether he or she endorses the proposal.

The Human Resources Officer will review the sabbatical proposal and the supervisor's input and then forward the materials to the Executive Director with a recommendation to approve or deny the sabbatical.

Applications for sabbaticals must be submitted to the Executive Director as soon as practicable before the sabbatical commences.

The Executive Director will review all sabbatical applications and requisite recommendations in order to provide a formal, written approval or rejection of each proposal.

The Executive Director may convene a committee of his or her choosing to review and make recommendations regarding sabbatical requests. An employee who is applying for a sabbatical should not serve on this committee.

## 500.22 Leaves of Absence under Colorado Statutes

### ***Board Policy***

It is the policy of Pikes Peak Library District to comply with applicable Colorado laws relating to leaves of absence.

The purpose of this policy is to provide employees with a summary of some of the important provisions of Colorado leave laws and how the Library administers leave under these statutes. For further information, please see the Human Resources Department.

### ***State of Colorado Family Care Act***

Under the Colorado Family Care Act (FCA), employees may take up to 12 weeks of unpaid leave to care for a person with a serious health condition (as defined under the FMLA) to whom the employee is related by civil union or domestic partnership. The same procedures applicable to leaves under the Library's FMLA policy are applicable to leaves under the FCA.

Parties to a civil union are those registered under the Colorado Civil Unions Act which took effect on May 1, 2013. Domestic partners are those with a registered domestic partnership with the municipality in which they reside or with the state and those recognized by the employer as domestic partners. Documentation will be required to confirm the existence of the civil union or domestic partnership.

Leave under the FCA does not increase the total amount of leave to which an employee is entitled during a 12-month period under the FMLA, the FCA or both.

### ***Adoption Leave***

Under Colorado law (C.R.S. § 19-5-211), employees who adopt a child (except for the spouse of a custodial parent or a second-parent adoption) may take leave under the Library's leave policies, including its FMLA, Extended Medical Leave and Personal Leave of Absence Policies, in the same manner as biological parents following the birth of a child.

### ***Domestic Violence Leave***

Under Colorado law (C.R.S. § 24-34-, 402.7), employees who are victims of domestic abuse, stalking, sexual assault or any other crime involving domestic violence may take leave of up to 3 working days, with or without pay, in any 12-month period.

This leave must be used to:

(1) obtain a civil protection order; (2) obtain medical care or mental health counseling or both for the employee or children; (3) make the employee's home secure or seek new



housing to escape the perpetrator; or (4) seek legal assistance or attend or prepare for court-related proceedings.

Except in situations of imminent danger to the health or safety of the employee, an employee seeking such leave shall provide appropriate advance notice in accordance with Library procedures for taking leave. Documentation, such as medical certification, court documents, etc., may be required by the Library depending upon the reason for the leave. An employee must first use all paid vacation leave, medical leave or floating holiday leave before requesting and taking this leave.