I.   CALL TO ORDER

II. ITEMS TOO LATE FOR THE AGENDA

III. PUBLIC COMMENT (*3 Minute Time Limit per Person*)

IV. CORRESPONDENCE AND COMMUNICATIONS
   A.   Minutes (p. 1)
   B.   Correspondence
   C.   Presentations
      1.   Old Colorado City Library Video Presentation (Riho Sakai)
      2.   Communications Plan (M. Ray)

V.   REPORTS
   A.   Friends of the Pikes Peak Library District Report (D. Gonzales) (p. 8)
   B.   Pikes Peak Library District Foundation Report (L. James) (p. 9)
   C.   Communications Report (M. Ray) (p. 10)
   D.   Facilities Report (G. Syling)
   E.   Financial Report (M. Varnet) (p. 13)
   F.   Human Resources Report (S. Jensen)
   G.   Information Technology Report (R. Peters)
   H.   Public Services Report (T. Blevins, L. Proctor) (p. 29)
   I.   Chief Librarian's Report (J. Spears)
   J.   Board Reports
      1.   Governance Committee Report
      2.   Internal Affairs Committee Report
      3.   Public Affairs Committee Report
      4.   Adopt-a-Trustee Reports
      5.   Board President's Report

VI. BUSINESS ITEMS
   A.   Decision 19-3-1: Consent Items (p. 33)
        Consent items shall be acted upon as a whole, unless a specific item is called for discussion. Any item called for discussion shall be acted upon separately as "New Business".
      1.   New Hires
   B.   Unfinished Business
   C.   New Business
      1.   Decision 19-3-2: Adoption of the Amended Library Bill of Rights (J. Spears) (p. 34)
      2.   Decision 19-3-3: Purchase of Property in Calhan (J. Spears) (p. 36)
      3.   Decision 19-3-4: Programming Policy Update (T. Blevins) (p. 39)
      4.   Decision 19-3-5: Makerspace Use Policy Update (T. Blevins) (p. 43)
      5.   Presentation: Urban Renewal Authority Project – True North (J. Walker) (p. 47)

V.   ADJOURNMENT

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

Providing resources and opportunities that impact individual lives and build community

MEMBERS PRESENT

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

PIKES PEAK LIBRARY DISTRICT STAFF & OTHERS PRESENT

Chief Librarian & CEO John Spears, Director of Library Services Tim Blevins, El Paso County Commissioner Cami Bremer, El Paso County Commissioner Longinos Gonzalez, Development Officer & Foundation Executive Officer Lance James, Chief OD & HR Officer Sally Jensen, Communications Administrative Specialist Colleen Lark, Organizational Development Officer Cody Logsdon, Senior Librarian Melissa Mitchell, Chief Information Officer Rich Peters, Director of Branches Lynne Proctor, Chief Communications Officer Michelle Ray, Adult Services Manager Amy Rodda, Chief Facilities Management Officer Gary Syling, Caleb Taylor, Chief Finance Officer Michael Varnet

CALL TO ORDER

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

ITEMS TOO LATE FOR THE AGENDA

There were no items to add to the agenda.

PUBLIC COMMENT

There was no public comment.

CORRESPONDENCE AND COMMUNICATIONS

Minutes

The minutes from the January 8, 2019 meeting of the Board of Trustees were presented for review. President Vanderschuere requested that the minutes be amended to read that the Internal Affairs Committee discussed potential opportunities with Pikes Peak Community College (PPCC) to explore the feasibility of construction at Penrose Library, which could include affordable housing units.

Motion:	Cathy Grossman moved to approve the minutes of the January 8, 2019 meeting of the Board of Trustees as amended.
Second:	Keith Clayton seconded the motion.
Vote:	The motion was approved unanimously.

Correspondence

No correspondence was presented.

Presentation: Adult Reading Program

Senior Librarian Melissa Mitchell provided information on the 2019 Adult Reading Program, *A Universe of Stories.* 2019 marks the 15th year for PPLD's Adult Reading Program. Adult Reading participants were surveyed in 2018, and in response to their feedback, staff have revamped the program, adding programs and activities. Six PPLD Libraries hosted kick-off parties on February 2, 2019 and already one thousand seven hundred adults have signed up to participate.

REPORTS

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District report was included in the Board packet.

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation report was included in the Board packet. Development Officer & Foundation Executive Officer Lance James invited PPLD Board members to RSVP for the reception to rename the El Pomar room to honor Robert Hilbert. The event will take place on February 27, 2019 at 5 p.m.

Communications Report

The Communications Report was included in the Board packet. Chief Communications Officer Michelle Ray pointed out that there were forty-five news features last month. Public Relations Specialist Kayah Swanson is now producing a monthly column that has been picked up by some local publications. The Communications Department is currently working on a Public Awareness Campaign and auditing all signage in the District.

Facilities Report

Chief Facilities Management Officer Gary Syling reported that the construction project at the Penrose Campus is wrapping up. The roof and skylight replacement project at Library 21c will begin soon. The carpet at Fountain Library will be replaced.

Financial Report

The Financial Report for the period ending December 31, 2018 was included in the Board packet. Chief Finance Officer Michael Varnet provided a brief report, noting that this has been a positive year.

Human Resources Report

Chief HR & OD Officer Sally Jensen introduced Cody Logsdon, PPLD's new Organizational Development Manager. Ms. Logsdon recently provided training for PPLD managers and she is working on making PPLD's onboarding process more consistent. She will be hiring the Talent Manager soon.   Ms. Jensen

reported that many staff will be recognized for years of service at the upcoming PPLDcon. Total years of services for those staff equals seven hundred ninety years!

Information Technology Report

Chief Information Officer Richard Peters reported that PPLD's recent phone system installation presented some challenges. Recognized David Burling as doing a great job.

Public Services Report

Director of Library Services Tim Blevins reported that some patrons have questioned the elimination of overdue fines. There is concern among some patrons that elimination of fines could result in longer waits for materials on hold. However, data shows that this is not the case.

Patron visits at Penrose Library increased in January 2019, while circulation of physical materials declined throughout the District. Circulation of electronic materials continues to increase.

Computer usage at Sand Creek Library is high. Although the computers are heavily used, this resource is not over taxed. Everyone needing a computer at Sand Creek has the opportunity to use one.

Director of Branches Lynne Proctor praised the Mobile Library Services staff for collecting 150 pounds of food for a food pantry in Eastern El Paso County. She highlighted several activities that have taken place in the PPLD Libraries recently.

Chief Librarian's Report

Chief Librarian & CEO John Spears reported that the American Library Association Council recently adopted a Resolution on Monetary Library Fines as a Form of Social Inequity. With the adoption of this resolution, the American Library Association takes the stance that public libraries should not collect fines.

The American Library Association Bill of Rights has been amended for the first time in forty years. The new Article VII of the *Library Bill of Rights* states: "All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use." This article may have an impact on libraries' ability to utilize data they collect for targeted marketing. The Intellectual Freedom Committee will be writing an interpretation of Article VII. The Board's Internal Affairs Committee will discuss official adoption of the amended *Library Bill of Rights*.

Chief Librarian Spears reported that the enactment of no trespassing between 10 p.m. and 8 a.m. on PPLD property went well in January and that very few tickets have been issued for trespassing. He credits PPLD Social Worker Alicia Kwande and the entire Penrose team with making sure that those experiencing homelessness who had been camping at Penrose Library were aware of the options available to them. Enactment of a new personal belongings policy also went very well, with little pushback from patrons. Temporary storage behind Penrose Library has worked amazingly well and, as promised, staff will explore permanent options for storage. With both the no trespassing and the personal belongings policy, the look and feel of Penrose Library has changed dramatically, and no one was made to feel unwelcome as a result of these changes.

The Downtown group addressing negative behavior Downtown continues to meet. Council President Richard Skorman who is a member of the group recognized PPLD for the positive impact we have made to Downtown Colorado Springs. Chief Librarian Spears thanked the entire staff for their efforts in turning

around the public perception of Penrose Library. He also thanked the Board for their continued support throughout a difficult time.

Chief Librarian Spears reported that a new Urban Renewal Authority project will be presented to the Internal Affairs Committee on February 27, 2019 and to the full Board at the March 12, 2019 meeting. The project involves the Air Force Academy Visitors Center.

Mr. Spears reported that the construction at Knights of Columbus Hall is complete. Capacity of the main hall has been increased from forty-nine to just under two hundred people. A group consisting of PPLD staff and representatives from the local arts community and business community are meeting monthly to explore how KCH will function when it reopens.

PPLD will host several prestigious events in the coming months:
- The IFLA Library Services to Multicultural Populations Section will meet here March 14-16, 2019. Live streams of the proceedings will be viewed by hundreds of librarians throughout the world.
- The Colorado Public Library Directors retreat will take place at PPLD in early May. Seventy to ninety public library directors from throughout the State will meet here.
- In September, Library Journal's Design Institute will take place at Penrose Library. One hundred twenty-five to one hundred fifty library directors and architects will come together for the two-day event.

Teona Shainidze-Krebs will be the keynote speaker for the Latvian Library Association.

Teona Shainidze-Krebs and Chief Librarian Spears will travel to the Republic of Georgia in August by invitation of the Georgian Library Association, the American Embassy and the State Department to present on various aspects of library service.

Board Reports

Governance Committee

Scott Taylor reported that the Governance Committee met on January 16, 2019 to work on the Chief Librarian's 2019 goals.

Internal Affairs Committee

Internal Affairs Committee Chair Debbie English reported that the Committee met on January 16, 2019. The Committee reviewed the GMP for the modular building plan in Calhan, discussed the audit of the District's 2018 financial records, and reviewed the Studio Use Policy.

Public Affairs Committee

Public Affairs Committee Chair Mina Liebert reported that the Committee met on January 16, 2019. Chief Communications Officer Michelle Ray presented her department's Strategic Communications Framework at that meeting and the Committee discussed communications procedures and guidelines.

Adopt-a-Trustee Reports

- Debbie English visited Ute Pass Library, Manitou Springs Library, and Library 21c. She also attended a Communications Department Meeting.

- Dr. Stoll attended an Information Technology meeting and visited Special Collections.

- Keith Clayton visited Monument Library.

- Cathy Grossman attended the Ruth Holley Library rededication event.

- Wayne Vanderschuere attended the Friends of the Pikes Peak Library District Board meeting. He traveled to Calhan, Colorado for a property tour, visited Monument Library as a patron, and visited with Adult Education Head Teona Shainidze-Krebs.

Board President's Report

President Vanderschuere noted that Board committees will meet on February 27, March 20, April 17, and May 15.

President Vanderschuere called for a volunteer to serve as the Board of Trustees representative to the Pikes Peak Library District Foundation. Trustee Stoll came forward to fill that role.

BUSINESS ITEMS

Consent Items

Decision 19-2-1 Consent Items

Consent Item Presented:
1. New Hires

Motion:	Keith Clayton moved to approve the consent item as presented.
Second:	Scott Taylor seconded the motion
Vote:	The motion was approved unanimously.

Unfinished Business

There was no unfinished business to conduct.

New Business

Decision 19-2-2: Studio Use Policy

The Studio Use Policy is a new policy specific to the public's use of PPLD's audio and video recording studio spaces and the equipment that is available both in the spaces and for checkout by library patrons. The policy balances equitable and responsible use of these resources while encouraging creativity and personal expression.

Motion:	Ned Stoll moved that the Pikes Peak Library District Board of Trustees approve the Studio Use Policy as presented.
Second:	Debbie English seconded the motion.

Vote: The motion was unanimously approved.

<mark>Decision 19-2-3: Selection of Auditor for Audit of 2018 Financial Records</mark>

Pikes Peak Library District completed a formal Request for Proposal for auditing services in 2011 and BKD, LLP was selected as the District's independent auditors. BKD, LLP has completed the District's audits for fiscal years 2011 – 2017. BKD, LLP's audit work has been consistently professional, thorough, and efficient. Since there were vacancies in key positions on PPLD's Leadership Team, the Pikes Peak Library District Foundation, the Finance Office, and several management positions throughout 2018, management recommends that the District does not seek a new auditor through the RFP process at this time. Retaining BKD, LLP will provide continuity, which is important when so many key positions have been vacant.

Motion: Scott Taylor moved that the Pikes Peak Library District Board of Trustees select BKD, LLP to conduct a complete audit of the District's financial records for the period January 1, 2018 – December 31, 2018 at a cost of $34,250 plus reimbursable expenses, and that the Board of Trustees authorize management to complete a formal RFP for auditing services during 2019.

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

EXECUTIVE SESSION

President Vanderschuere called for a motion to convene in Executive Session.

Motion: Keith Clayton moved that the Board of Trustees convene in Executive Session to discuss the purchase of property for the Calhan Library as authorized by C.R.S. § 24-6-402(4)(a)

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

The following left the meeting at this time: Cami Bremer, Longinos Gonzalez, Colleen Lark, Cody Logsdon, Melissa Mitchell, Amy Rodda, and Caleb Taylor.

The Board of Trustees convened in Executive Session at 5:26 p.m.

Motion: Keith Clayton moved that the Board of Trustees reconvene in Open Session.

Second: Ned Stoll seconded the motion.
Vote: The motion was approved unanimously.

The Board reconvened in open session at 5:53 p.m.

President Vanderschuere called for a motion to enter into a second Executive Session.

Motion: Keith Clayton moved to convene in Executive Session to discuss personnel matters related to the annual goals of the Chief Librarian & CEO as authorized by C.R.S. § 24-6-402(4)(f)

| Second: | Scott Taylor seconded the motion. |
| Vote: | The motion as unanimously approved. |

The following left the meeting at this time: Tim Blevins, Lance James, Rich Peters, Lynne Proctor, Michelle Ray, Gary Syling, and Michael Varnet.The Board convened in Executive Session at 5:54 p.m.

| Motion: | Keith Clayton moved that the Board of Trustees reconvene in Open Session. |

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

The Board reconvened in Open Session at 6:45 p.m.

BUSINESS ITEMS CONTINUED

Decision 19-2-4: Chief Librarian's 2019 Goals

The Board of Trustees developed the Chief Librarian's 2019 Goals and discussed those goals with Chief Librarian Spears. The goals were presented for approval as follows:

1. Develop a facilities master plan for the Pikes Peak Library District.

2. Develop and implement a marketing plan to increase awareness of Library programs and services.

3. In conjunction with the Public Affairs Committee, implement a Government Outreach plan to improve communication and awareness of the Pikes Peak Library District with various elected officials and their staff.

4. Continue professional development strategy for the Chief Librarian as well as the PPLD staff.

5. Brief the Board periodically throughout the year about the progress of these and the strategic plan goals.

6. Prepare a plan for developing a new strategic plan for the Pikes Peak Library District in 2020.

| Motion: | Scott Taylor moved that the Board of Trustees approve the Chief Librarian's 2019 goals as presented. |

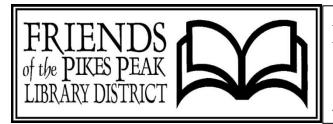| Second: | Mina Liebert seconded the motion. |
| Vote: | The motion was unanimously approved. |

ADJOURNMENT

There being no further business to conduct, President Vanderschuere adjourned the February 12, 2019 meeting of the Pikes Peak Library District Board of Trustees at 6:48 p.m.

Sally Jensen left the meeting at 5:10 p.m.

Friends Report
March 12, 2019

E-Commerce Sales:

Amazon Sales: February 2019

$1,840   59 units $31.18 avg. sale

E-bay Sales: February 2019

$ 298   3 transactions $99 avg. sale

Book Recycling Company Update

PPLD will continue to work with Thrift Books.

Jenny Pierce will continue monitoring the process before making a partnership decision and where the contract will be housed; with PPLD or Friends.

Betty Field Writing Contest

317 Mystery Stories were read & judged on Saturday, March 2 by 26 judges.

Book Sale: March 8, 9, & 10.

Come & buy a book for yourself, a child, or a friend.

Support PPLD Friends

March 12, 2019

Worked closely with El Pomar to coordinate the Rob Hilbert Non Profit Resource Center rededication ceremony on Wednesday 27 February.

Coordinated with John Spears, Mike Varnet, Gary Syling and the Calhan Youth Education and Recreation Foundation board members and representatives to make an offer to purchase the 600 Bank Street building in Calhan.

Lance James presented to more than 150 YMCA of the Pikes Peak region volunteers and staff at the YMCA's annual campaign kick-off party on Fundraising 101. Special thanks goes to Tammy Sales for being integral in constructing the presentation.

Isabel Soto-Luna and Lance James are drafting PPLD Foundation Fundraising plan and a redesigned PPLD Foundation Board Member Handbook in preparation for the April PPLD Foundation board meeting.

Lance James attended Manitou Friends of the Library Community Forum exploring plans for the Manitou Library's expansion.

Lance James is currently meeting one-on-one with all PPLD Foundation board members and major donors.

Communications Department: Board of Trustees' Report

March 2019

News coverage from February 2019 *(compiled by Kayah Swanson, Public Relations Specialist):*

- PPLD Changes Policy on Overdue Fines (*Pikes Peak Bulletin;* Jan. 31, 2019)
- The Extra with Renae Roberts – Pikes Peak Library District (KRDO Radio; Jan. 31, 2019)
- Eugene Hires New Library Director (*Register-Guard;* Jan. 31, 2019)
- Sounds Like Southeast (*Southeast Express;* Feb. 1, 2019)
- ALA President Garcia-Febo Visits Colorado (Mountain Plains Library Association; Feb. 1, 2019)
- Pikes Peak Library District eliminates overdue fines (*Our Community News;* Feb. 2, 2019)
- The Ruth Holley Library Rededication and Open Mic has us remembering a real community hero (*Colorado Springs Independent;* Feb. 6, 2019)
- Candidates for Colorado Springs city council and mayor (KOAA; Feb. 6, 2019)
- Southwest Springs Connections: 'Everybody Welcome:' Honoring the lives and legacies of Colorado Springs' African-American trailblazers (*Cheyenne Edition;* Feb. 6, 2019)
- 18 things to do around Colorado Springs this weekend (*Colorado Springs Gazette;* Feb. 7, 2019)
- Dragging the Kids into it: The Sexualization of Children Has Begun (Christian Headlines; Feb. 7, 2019)
- Time for action on the Manitou Springs Public Library (*Pikes Peak Bulletin;* Feb. 7, 2019)
- Pikes Peak Library District celebrating black history month (KOAA; Feb. 9, 2019)
- A truly special place in Colorado Springs - the Pikes Peak Library District's Special Collections at Penrose Library downtown (*Woodmen Edition;* Feb. 13, 2019)
- A truly special place in Colorado Springs - Pikes Peak Library District's Special Collections at Penrose Library downtown (*Cheyenne Edition;* Feb. 13, 2019)
- Otis Park Community Center would make a great makerspace (*Colorado Springs Independent;* Feb. 13, 2019)
- Beyond Books—Library Social Workers Build Trust, Share Resources (KRCC; Feb. 14, 2019)
- Letters to the Editor: Obscure Piece of Black History (*Colorado Springs Gazette;* Feb. 19, 2019)
- Library Limelight: 5 Reasons You Can't Afford to Skip Pikes Peak Library District's winter adult reading program (*Cheyenne Edition;* Feb. 20, 2019)
- Library Limelight: 5 Reasons You Can't Afford to Skip Pikes Peak Library District's winter adult reading program (*Tri-Lakes Tribune;* Feb. 20, 2019)
- Library Limelight: 5 Reasons You Can't Afford to Skip Pikes Peak Library District's winter adult reading program (*Woodmen Edition;* Feb. 20, 2019)
- Think We're Woke? Wake up! (*Colorado Springs Independent;* Feb. 20, 2019)
- Westside Pioneer bids farewell to its readers (*Westside Pioneer;* Feb. 20, 2019)
- Library group hears plans, learns about lack of money (*Pikes Peak Bulletin;* Feb. 21, 2019)
- A Garden Experience' showcases growing impact of Bear Creek community garden (*Colorado Springs Gazette;* Feb. 23, 2019)
- Colorado Springs woman overcomes loss, injury to form two businesses (*Colorado Springs Gazette;* Feb. 23, 2019)
- Godfather of Manitou arts scene is 87, and still a living legacy of love (*Colorado Springs Gazette;* Feb. 25, 2019)
- Substance Abuse Forum Tonight (KKTV; Feb. 27, 2019)
- Community forum focuses on addiction, recovery (KOAA; Feb. 27, 2019)
- VIDEO: Substance Abuse Forum (KKTV; Feb. 27, 2019)
- Grab a book and celebrate National Read Aloud Day (FOX21, March 1, 2019)

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

- Statistics:
  - **PPLD.org** had a total of **124,102 users**, with 241,219 sessions and 449,092 pageviews, during February.
  - Our district-wide **Facebook** account has **6,401 page likes** and **Twitter** has 4,**952 followers**, as March 1.
- Social media highlights:
  - A Facebook post about the **Winter Adult Reading Program** reached 2,766 people with 324 engagements.
  - **AARP Tax Aide** also proved quite popular on Facebook with a reach of 3,532 and 216 engagements.
  - A boosted Facebook post about the **Home Brewing 101** class at East Library garnered a reach of 3,583 and 251 engagements.
  - **Studio 21c's new video** entitled "David Soldano: Portrait of a Photographer" reached 4,061 people with 216 engagements and more than 1,700 views on Facebook.

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

- The **"spark" marketing campaign**, which launched March 11, shares patron stories to increase public awareness and demonstrate the Library District's value, with a call-to-action to find your spark at PPLD.org. It runs through mid-May.

- The Winter Adult Reading Program, with a theme of "A Universe of Stories," continues through March 31.

- **AARP Tax Aide** will continue in the Ent Conference Center at Library 21c on Tuesdays and Thursdays through April 11.

- Pikes Peak Library District will join **Pikes Peak Women** in celebrating Women's History Month and honoring female leaders of El Paso County at "Wine, Women & Chocolate." The annual event takes place at the Tim Gill Center on March 20 from 5:30-7:30 p.m.

- Human Library will occur from 12-4 p.m. at East Library on March 23.

- The fifth **Congressional District Awards Ceremony** will take place on March 29 from 5-6 p.m. at Library 21c.

- Pikes Peak Library District's Green Team did their first podcast episode for "**Peak Environment**" **with Studio 809 Radio**. Listen at ppld.org/podcasts (episode #15).

- Heads up and save the date:
  - **Spring Break programs and events** will be happening district-wide for children and teens, beginning March 25. More details coming soon!
  - Be on the lookout for *District Discovery*! The **inaugural issue of Pikes Peak Library District's new magazine** will release during the first week of April. There will be a print publication, along with an easy-to-read digital version.
  - Pikes Peak Library District, once again, will be the distribution partner for the **Rocky Mountain Vibes' (formerly Sky Sox) community ticket nights.** Community members can visit any library facility for a free voucher to select game nights. Outreach opportunities at the games may include hosting an information table or having Mobile Library Services on-site. Stay tuned for more!

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

- Room usage:
  - **4,672 reservations** were made at library facilities during February, bringing the year-to-date total to 9,782.
  - PPLD team members hosted **1,164 public programs**, as well as **124 staff meetings**.
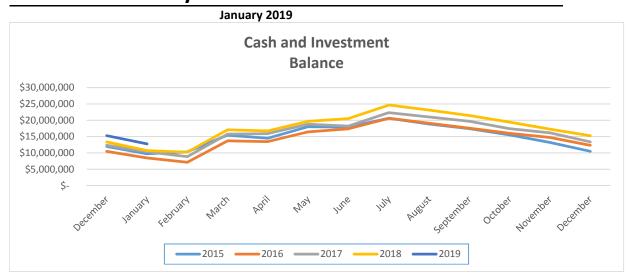 - Patrons hosted **3,339 public meetings**.
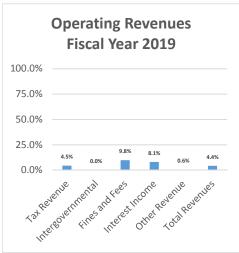- Library Market use:
  - A total of **12,616 users**, with 25,350 sessions and 147,091 pageviews, utilized PPLD.LibraryMarket.com during February 2019.
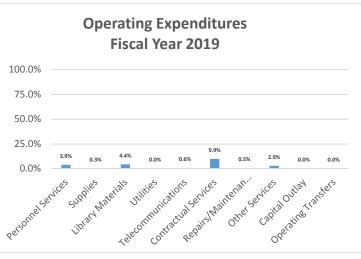
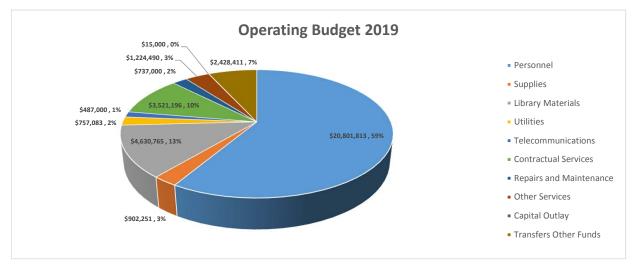**Kudos from patrons and staff** *(compiled by Antonia Krupicka-Smith, Manager of Penrose Library):*

- [Compliments from February 2019](#)

Pikes Peak Library District Financial Dashboard

Cash and Investment Balance

Operating Revenues Fiscal Year 2019

Operating Expenditures Fiscal Year 2019

Operating Budget 2019

Pikes Peak Library District

January 2019 Financial Report

Presented to Board of Trustees March 12, 2019

Pikes Peak Library District
General Fund Summary
For the Month Ended January 31, 2019

General Fund	Year-To-Date		Change	% Chg.	Notes
	2019	**2018**			
Revenues					
Property taxes	$ 1,115,974	$ 1,531,451	$ (415,477)	-27.1%	1
Specific ownership taxes	316,477	263,517	52,960	20.1%	
Fines/fees	9,843	9,556	287	3.0%	
Investment earnings	30,777	15,572	15,205	97.6%	2
Other	4,203	6,880	(2,677)	-38.9%	
Total Revenues	$ 1,477,274	$ 1,826,976	$ (349,702)	-19.1%	

1   Property tax receipts are collected and distributed to PPLD by El Paso County. PPLD has very little control over when tax collections actually occur. Given the nature of this revenue stream, the difference will be made up in subsequent months.

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

Statement of Revenues
General Fund
For the Month Ended January 31, 2019

Account Description	2019 Budget	YTD Actual	Variance	% Used
Tax Revenue				
Property taxes				
Current	$ 28,477,334	$ 1,123,844	$ 27,353,490	3.9%
Abatements/refunds	(140,000)	(9,277)	(130,723)	6.6%
Omitted properties	6,000	134	5,866	2.2%
Delinquent	17,000	1,225	15,775	7.2%
Penalties/interest	36,000	48	35,952	0.1%
Specific ownership taxes	3,450,000	316,477	3,133,523	9.2%
Local government in lieu of prop. taxes	10,500	-	10,500	0.0%
Total Tax Revenue	31,856,834	1,432,451	30,424,383	4.5%
Intergovernmental				
Federal - eRate Funding	200,000	-	200,000	0.0%
State Grant - library materials	145,000	-	145,000	0.0%
Total Intergovernmental	345,000	-	345,000	0.0%
Fines and Fees	100,000	9,843	90,157	9.8%
Interest Income	380,000	30,777	349,223	8.1%
Other Revenue				
Donations/grants/gifts				
PPLD Foundation	567,559	-	567,559	0.0%
Other	18,000	25	17,975	0.1%
Copier charges/PMS charges	96,000	4,005	91,995	4.2%
Parking lot collections	33,000	-	33,000	0.0%
Merchandise sales	-	158	(158)	100.0%
Miscellaneous	4,500	15	4,485	0.3%
Asset sales proceeds	5,000	-	5,000	0.0%
Total Other Revenue	724,059	4,203	719,856	0.6%
Total General Fund Revenues	$ 33,405,893	$ 1,477,274	$ 31,928,619	4.4%

Pikes Peak Library District
General Fund Summary
For the Month Ended January 31, 2019

General Fund		Year-To-Date				
		2019	**2018**	**Change**	**% Chg.**	**Notes**
Expenditures						
Personnel	$	803,342	$ 837,572	$ (34,230)	-4.1%	
Supplies		2,762	81,130	(78,368)	-96.6%	
Library materials		205,628	305,559	(99,931)	-32.7%	
Utilities		-	375	(375)	-100.0%	
Telecommunication costs		3,032	77,004	(73,972)	-96.1%	
Contractual services		349,769	433,274	(83,505)	-19.3%	
Repairs and maintenance		3,443	40,655	(37,212)	-91.5%	
Other services		35,983	27,645	8,338	30.2%	
Capital outlay		-	11,165	(11,165)	-100.0%	
Operating transfers - other funds		-	-	-	0.0%	
Total Expenditures	$	1,403,960	$ 1,814,379	$ (410,419)	-22.6%	

Overall Fluctuations in expenditure balances typically occur during the first two months of the year
for various reasons including the timing of payments for both the current and prior
years. Typically January and February are months in which prior year expenditures are paid.

The balance under Contractual Services for 2018 includes the annual payment
for insurance ($144,798). The annual payment for 2019 was made in February 2019.

As for library materials, the payments made for items received during January 2019
were made in February 2019. As for 2018, the corresponding payments were made
in late January 2018.

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Personnel Services				
Regular employees	$ 16,206,332	$ 580,314	$ 15,626,018	3.6%
Temporary employees	12,000	-	12,000	0.0%
Substitute employees	327,594	11,703	315,891	3.6%
Work-Study And internship	9,000	-	9,000	0.0%
Social security contributions	1,222,809	43,148	1,179,661	3.5%
Retirement contributions	976,828	34,576	942,252	3.5%
Health Plan contributions	1,750,000	86,271	1,663,729	4.9%
Unemployment insurance	47,250	-	47,250	0.0%
Workers compensation	85,000	41,380	43,620	48.7%
Vision Plan insurance	62,000	2,507	59,493	4.0%
Life A&D insurance	63,000	3,444	59,556	5.5%
Tuition assistance	40,000	-	40,000	0.0%
Total Personnel Services	20,801,813	803,342	19,998,470	3.9%
Supplies				
General	304,965	881	304,084	0.3%
Microform	950	-	950	0.0%
Software purchases/licenses	322,000	-	322,000	0.0%
Computer supplies	42,000	-	42,000	0.0%
Processing	95,000	1,115	93,885	1.2%
Office	92,250	311	91,939	0.3%
Other	45,086	455	44,631	1.0%
Total Supplies	902,251	2,762	899,488	0.3%
Library Materials				
Audio-visual materials	762,300	(2,193)	764,493	-0.3%
Books	1,364,400	(5,694)	1,370,094	-0.4%
e-materials	1,584,700	67,496	1,517,204	4.3%
Library materials - other	266,000	(64)	266,064	0.0%
Microforms	5,000	-	5,000	0.0%
Periodicals	110,000	88,292	21,708	80.3%
Serials	25,000	8,608	16,392	34.4%
Databases - online services	513,365	49,369	463,996	9.6%
Memorials	-	(185)	185	0.0%
Total Library Materials	4,630,765	205,628	4,425,137	4.4%
Utilities				
Gas	109,168	-	109,168	0.0%
Electric	526,656	-	526,656	0.0%
Water/sewer	113,415	-	113,415	0.0%

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Storm water fees	7,844	-	7,844	0.0%
Total Utilities	757,083	-	757,083	0.0%
Telecommunications				
Data	300,000	-	300,000	0.0%
Voice	104,000	3,032	100,968	2.9%
Cellular	78,000	-	78,000	0.0%
Expansion	5,000	-	5,000	0.0%
Total Telecommunications	487,000	3,032	483,968	0.6%
Contractual Services				
Janitorial services	330,000	25,695	304,305	7.8%
Carpet cleaning services	117,000	11,118	105,882	9.5%
Library facility rental	566,473	44,848	521,624	7.9%
Common area maintenance	156,052	9,619	146,433	6.2%
Storage rental	16,800	1,350	15,450	8.0%
Audit	45,000	-	45,000	0.0%
Legal	65,000	-	65,000	0.0%
Consultant	216,500	-	216,500	0.0%
Cataloging	50,600	-	50,600	0.0%
Trash removal	24,229	1,822	22,407	7.5%
Copier services	56,000	25,700	30,300	45.9%
Courier services	222,231	7,416	214,815	3.3%
Liability/property insurance	184,500	126,530	57,970	68.6%
Collection agency fees	30,000	-	30,000	0.0%
Printing	125,000	-	125,000	0.0%
Programming	357,065	15,812	341,253	4.4%
Treasurer fees	420,000	16,879	403,121	4.0%
Microfilming services	19,600	-	19,600	0.0%
Computer support agreements	301,500	62,979	238,521	20.9%
Computer equipment maintenance	135,000	-	135,000	0.0%
Software licenses	19,000	-	19,000	0.0%
Employee Assistance Program	20,000	-	20,000	0.0%
Parking	43,646	-	43,646	0.0%
Total Contractual Services	3,521,196	349,769	3,171,427	9.9%
Repairs and Maintenance				
Grounds maintenance	75,500	70	75,430	0.1%
Vehicle operating costs	61,000	1,165	59,835	1.9%
Equipment maintenance	382,300	2,176	380,124	0.6%
Equipment repairs	42,450	32	42,418	0.1%
Furniture repairs	33,000	-	33,000	0.0%

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Building repairs	142,750	-	142,750	0.0%
Total Repairs and Maintenance	737,000	3,443	733,557	0.5%

Other Services

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Translation services	500	-	500	0.0%
Advertising	1,000	-	1,000	0.0%
Bank And trustee Fees	11,600	181	11,419	1.6%
School engagement	1,000	-	1,000	0.0%
Mileage/Travel reimbursement	73,800	-	73,800	0.0%
Employee recruitment	50,500	-	50,500	0.0%
Employee testing	500	-	500	0.0%
Dues and memberships	74,000	-	74,000	0.0%
Merchandising	1,000	-	1,000	0.0%
Employee recognition	20,525	-	20,525	0.0%
Board of Trustees	7,000	840	6,160	12.0%
Community outreach	110,000	1,510	108,491	1.4%
Training	287,534	5,000	282,534	1.7%
Signage	16,000	-	16,000	0.0%
Bindery	5,000	-	5,000	0.0%
Summer Reading Club	34,306	-	34,306	0.0%
Patron reimbursement	500	-	500	0.0%
Postage	62,500	3,120	59,380	5.0%
Volunteer program	5,900	-	5,900	0.0%
Safety and wellness	18,500	149	18,351	0.8%
Other grant/donation expenditures	411,125	25,095	386,030	6.1%
Administrative support	10,500	-	10,500	0.0%
Equipment rental	1,000	88	912	8.8%
Other	20,200	-	20,200	0.0%
Total Other Services	1,224,490	35,983	1,188,507	2.9%

Capital Outlay

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Other	15,000	-	15,000	0.0%
Total Capital Outlay	15,000	-	15,000	0.0%

Operating Transfers to Other Funds

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Fund transfers out	2,428,411	-	2,428,411	0.0%
Total Expenditures	$ 35,505,009	$ 1,403,960	$ 34,101,049	4.0%

Pikes Peak Library District
Special Revenue Funds
For the Month Ended January 31, 2019

Fund Balance - January 1, 2019	$	161,319
Expenditures		-
Fund Balance - January 31, 2019	$	161,319

Fund Balance - By Fund - January 31, 2019
`

Annual Fund	$	212
Cheyenne Mountain Library Fund		812
Fountain Branch Library Fund		11,560
High Prairie Library Fund		114,478
Sand Creek Library Fund		27,772
1905 Carnegie Library Facility Fund		4,374
Carnegie Garden Support Fund		998
Special Collections Support Fund		1,113
	$	161,319

Pikes Peak Library District
East Library Capital Projects Fund
For the Month Ended January 31, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
Revenues and Other Sources of Funds						
Donations-PPLD Foundation	$ 5,000	$ -	$ 5,000	$ -	$ -	$ 5,000
Fund Transfers In	139,627	-	139,627	-	-	139,627
Total Revenues and Other Sources of Funds	144,627	-	144,627	-	-	144,627
Expenditures						
2019 Budget						
Chiller Roof Struct Over Pit	19,000	-	19,000	-	-	19,000
Roofing Evaluation & Design	30,000	-	30,000	-	-	30,000
Window Screen/Shades-Childr	1,627	-	1,627	-	-	1,627
External Filtration System	10,000	-	10,000	-	-	10,000
Replace Emergency Generator	60,000	-	60,000	-	-	60,000
Reading Bay Area Furniture	15,000	-	15,000	-	-	15,000
Patio Furniture (Fundraising)	5,000	-	5,000	-	-	5,000
Shared Workstation - 4-Person	4,000	-	4,000	-	-	4,000
Sub-total	144,627	-	144,627	-	-	144,627
Carryover From 2018						
Roof Inspection And Repairs	-	6,235	6,235	-	-	6,235
Window Leak-2Nd Floor	-	7,500	7,500	-	-	7,500
Replace Public Water Fountains	-	494	494	-	-	494
Replace Staff Lounge Blinds	-	142	142	-	-	142
Ea Update Security Equipment	-	5,000	5,000	-	-	5,000
Laminator	-	205	205	-	-	205
Enclose Chiller Pit	-	38,463	38,463	-	-	38,463
Additional Study Room Chairs	-	3,500	3,500	-	-	3,500
Reface Cabinets In Story Office	-	5,500	5,500	-	-	5,500
Children'S Cabinets	-	5,478	5,478	-	-	5,478
Tractor Replacement	-	2,001	2,001	-	-	2,001
Renovation Contingency	-	1,635	1,635	-	-	1,635
IT Equipment	-	2,071	2,071	-	-	2,071
Sub-total	-	78,224	78,224	-	-	78,224
Total Expenditures	$ 144,627	$ 78,224	$ 222,851	-	$ -	$ 222,851
Excess Revenues over Expenditures				-		
Fund Balance - January 1, 2019				78,224		
Fund Balance - January 31, 2019				$ 78,224		

Pikes Peak Library District
Penrose Library Capital Projects Fund
For the Month Ended January 31, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
Revenues and Other Sources of Funds						
Fund Transfers In	96,700	-	96,700	-	-	(96,700)
Expenditures						
2019 Budget						
Asphalt Crack Fill	15,500	-	15,500	-	-	15,500
Roofing Evaluation Pe	30,000	-	30,000	-	-	30,000
Replace Lobby Rooftop Unit	23,500	-	23,500	-	-	23,500
Replace Existing Fire Panel	18,500	-	18,500	-	16,921	1,579
Charging Station Outlets	2,000	-	2,000	-	-	2,000
Larger Trash Receptacles	3,600	-	3,600	-	-	3,600
Adjustable Heigh Desks	3,600	-	3,600	-	-	3,600
Sub-total	96,700	-	96,700	-	16,921	79,779
Carryover from 2018						
Penrose Entry Way	-	370	370	-	-	370
Roof Inspection And Repairs	-	5,130	5,130	-	-	5,130
Replace Existing Parking Meter	-	50,000	50,000	-	-	50,000
Elevator Modernization - Cab	-	8,914	8,914	-	-	8,914
Upgrade Two Interior Elevators	-	4,577	4,577	-	-	4,577
Chiller Replacement	-	55,000	55,000	-	-	55,000
27" Laminator	-	705	705	-	-	705
Hvac Heating Loop & Glycol	-	9,324	9,324	-	-	9,324
Penrose Renovation Conting	-	18,985	18,985	-	-	18,985
Pe Campus Project	-	912,563	912,563	-	605,852	306,711
Sub-total	-	1,065,568	1,065,568	-	605,852	459,716
Total Expenditures	$ 96,700	$ 1,065,568	$ 1,162,268	-	$ 622,773	$ 539,495
Excess Revenues over Expenditures				-		
Fund Balance - January 1, 2019				1,065,568		
Fund Balance - January 31, 2019				$ 1,065,568		

Pikes Peak Library District
Library 21c Capital Projects Fund
For the Month Ended January 31, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
Revenues and Other Sources of Funds						
Fund Transfers In	$ 1,156,100	$ -	$ 1,156,100	$ -	$ -	$ (1,156,100)
Expenditures						
2019 Budget						
Roof Replacement	1,035,000	-	1,035,000	-	-	1,035,000
Replace Skylight/Repairs	108,000	-	108,000	-	104,560	3,440
Re-Bulb Children'S Area	1,200	-	1,200	-	-	1,200
Children'S Shelf Movers	2,500	-	2,500	-	-	2,500
Studio Column, Make Space	1,000	-	1,000	-	-	1,000
Office Chairs-Meeting Room	7,200	-	7,200	-	-	7,200
Tables-Adjustable Height, Cm	1,200	-	1,200	-	-	1,200
Sub-total	1,156,100	-	1,156,100	-	104,560	1,051,540
Carryover from 2018						
Venue Improv & Equip	33,676	-	33,676	-	-	33,676
Concrete Walkway Ea To South	19,500	-	19,500	-	-	19,500
Courtyard Improvements	20,000	-	20,000	-	2,180	17,820
Roof Repairs	2,350	-	2,350	-	-	2,350
Improv Teen Gaming Room	9,409	-	9,409	-	-	9,409
Ent & Make Ii Window Treatment	4,152	-	4,152	-	-	4,152
Roof Replacement (Fully Adhere	40,200	-	40,200	-	10,100	30,100
Audio Booth	2,000	-	2,000	-	-	2,000
New Teen Service Desk	1,200	-	1,200	-	-	1,200
Cafe Table Public Area	551	-	551	-	-	551
Contingency	47,317	-	47,317	-	-	47,317
Install Additional Can Lights	1,200	-	1,200	-	-	1,200
New Display Case With Lighting	39	-	39	-	-	39
Signage	5,000	-	5,000	-	-	5,000
Av Equipment Maintenance	4,686	-	4,686	-	445	4,241
Increase Stage Size	4,908	-	4,908	-	1,638	3,270
Studio Noise Mitigation	21,979	-	21,979	-	-	21,979
Venue Led Lighting	7,626	-	7,626	-	8,217	(591)
Public Equipment Eol Replacem	154	-	154	-	-	154
New Public Equipment Inventory	369	-	369	-	219	150
Munis Record Management Syst	30,000	-	30,000	-	-	30,000
Sub-total	256,317	-	256,317	-	22,799	233,518
Total Expenditures	$ 1,412,417	$ -	$ 1,412,417	-	$ 127,359	$ 1,285,058
Excess Revenues over Expenditures				-		
Fund Balance - January 1, 2019				256,317		
Fund Balance - January 31, 2019				$ 256,317		

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
Revenues and Other Sources of Funds						
Donations-PPLD Foundation	$ 123,000	$ -	$ 123,000	$ -	$ -	$ 123,000
Fund Transfers In	1,035,984	-	1,035,984	-	-	1,035,984
Total Revenues and Other Sources of Funds	1,158,984	-	1,158,984	-	-	1,158,984
Expenditures						
2019 Budget						
Facilities						
Dw- Asphalt Maintenance	7,500	-	7,500	-	-	7,500
Fo-Window Tint - Children'S	3,000	-	3,000	-	-	3,000
Ho-Replace Meeting Room Carpet	13,000	-	13,000	-	-	13,000
Ho-Repaint Interior	10,000	-	10,000	-	-	10,000
Update Service Points	5,000	-	5,000	-	-	5,000
Ho-Add Electricity In Storage	2,000	-	2,000	-	-	2,000
Mo-Replace Bulbs	1,200	-	1,200	-	-	1,200
Ol-Replace Floor Main Level	75,000	-	75,000	-	-	75,000
Ellicot Facility Allowance	200,000	-	200,000	-	-	200,000
Roof Inspection	10,000	-	10,000	-	-	10,000
Ch-Work Room Cabinets&Stor	2,000	-	2,000	-	-	2,000
Fo-Av Closet - Meeting Room	3,000	-	3,000	-	-	3,000
Ho-Meeting Room Furniture	15,000	-	15,000	-	-	15,000
Ho-Study Room Furniture	3,000	-	3,000	-	-	3,000
Ro-Redesign Children'S Area	2,500	-	2,500	-	-	2,500
Contingency	50,000	-	50,000	-	36,495	13,505
Sub-total	402,200	-	402,200	-	36,495	365,705
Information Technology						
Servers-Ea Data Updates	2,000	-	2,000	-	-	2,000
Data Center Redesign Servers	75,000	-	75,000	-	-	75,000
Technology Refresh (Staff)	19,000	-	19,000	-	-	19,000
Technology Refresh (Patrons)	131,000	-	131,000	-	-	131,000
Pcs-Video Editing	11,114	-	11,114	-	-	11,114
Isoc Computers	10,000	-	10,000	-	-	10,000
Laptops- Young Adult Services	6,000	-	6,000	-	-	6,000
Laptops-Children'S Ipads	6,000	-	6,000	-	-	6,000
Self-Check-Peadd Data Ports	2,500	-	2,500	-	-	2,500
Scanners-Collect Managem	2,080	-	2,080	-	-	2,080
Network Switches/Ups	100,000	-	100,000	-	-	100,000
Surveillance System Redesign	30,000	-	30,000	-	-	30,000
Surveillance System	125,000	-	125,000	-	-	125,000
Isoc - A/V Standardization	75,000	-	75,000	-	-	75,000
It Management Reserve	47,500	-	47,500	-	-	47,500
Sub-total	642,194	-	642,194	-	-	642,194

Pikes Peak Library District
Capital Reserve Fund
For the Month Ended January 31, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
Creative Services/Video Studio						
Wireless Mic Kit	1,300	-	1,300	-	-	1,300
Audio Recorder	300	-	300	-	-	300
Audio Recorder Kit	1,200	-	1,200	-	-	1,200
Cameras - Studio21C	37,500	-	37,500	-	-	37,500
Dslr Cameras - Checkout	5,700	-	5,700	-	-	5,700
Teleprompter	1,550	-	1,550	-	-	1,550
Video Cam Kit - Checkout	3,000	-	3,000	-	-	3,000
Gopro Kits	1,500	-	1,500	-	-	1,500
Tripod System	320	-	320	-	-	320
Photo Roller System	1,000	-	1,000	-	-	1,000
Chechout Equip 21C	3,900	-	3,900	-	-	3,900
Chargeable Batteries	1,620	-	1,620	-	-	1,620
Isolation Booth 21C Studio	20,000	-	20,000	-	-	20,000
Cricut Machines	1,200	-	1,200	-	-	1,200
Sa-Vinyl Record Cutter	9,000	-	9,000	-	-	9,000
Sa-Larger Kiln	3,000	-	3,000	-	-	3,000
Ea-Larger Laser Cutter	18,000	-	18,000	-	-	18,000
New Maker Kits	1,000	-	1,000	-	-	1,000
Equipment Replacement	3,500	-	3,500	-	-	3,500
Sub-total	114,590	-	114,590	-	-	114,590
Total Exepnditures 2019 Budget	1,158,984	-	1,158,984	-	36,495	1,122,489
Carryover from 2018						
Facilities						
Mo-Access Control	-	150	150	-	-	150
Dw- Concrete Replacement	-	23,560	23,560	-	-	23,560
Dw - Asphalt Repairs	-	15,072	15,072	-	-	15,072
Staff Lounges Improvements	-	29,916	29,916	-	-	29,916
Water Management System	-	18,373	18,373	-	8,373	10,000
Upgrade Fire System Dialers	-	15,000	15,000	-	-	15,000
Furniture Replacement	-	19,259	19,259	-	10,136	9,123
Childr&Teen Area Furnit	-	7,000	7,000	-	-	7,000
Vehicles	-	8,625	8,625	-	-	8,625
Bo - Senior Van	-	515,642	515,642	-	1,143	514,499
Replace Generator For Bo	-	12,500	12,500	-	-	12,500
Contingency	-	126,729	126,729	-	1,380	125,349
Contingency - Furniture Replac	-	24,253	24,253	-	-	24,253
Sub-total	-	816,079	816,079	-	21,032	795,047

Pikes Peak Library District
Capital Reserve Fund
For the Month Ended January 31, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
Information Technology						
Replace Computers	-	39,485	39,485	-	2,091	37,394
Technology Refresh (Patrons)	-	68,795	68,795	-	-	68,795
Barcode Scanners	-	15,102	15,102	-	-	15,102
Copier Replacement	-	200,718	200,718	-	-	200,718
Telephone Switches	-	279,768	279,768	-	-	279,768
Firewall Replacement	-	45,000	45,000	-	-	45,000
Switches/Ups Replacement	-	40,000	40,000	-	-	40,000
Archival Manag System	-	13,400	13,400	-	-	13,400
Amh Bins (2)	-	20,000	20,000	-	-	20,000
Surveillance System Redesign	-	100,121	100,121	-	-	100,121
Children'S Equipment	-	643	643	-	-	643
Special Collections Equip	-	29,000	29,000	-	15,380	13,620
Ea Library Tween Computers	-	4,000	4,000	-	-	4,000
Datacenter Project	-	111,399	111,399	-	-	111,399
Av Equip For Audio Visual Dw	-	50,000	50,000	-	-	50,000
Contingency I/T	-	5,853	5,853	-	-	5,853
Sub-total	-	1,023,284	1,023,284	-	17,471	1,005,813
Creative Services/Video Studio						
Video Projector Repl & Addit	-	5,000	5,000	-	-	5,000
Maker Machinery Purchases	-	40,015	40,015	-	-	40,015
New Machinery	-	8,871	8,871	-	-	8,871
Sub-total	-	53,886	53,886	-	-	53,886
Total Carryover from 2018	-	1,893,248	1,893,248	-	38,503	1,854,745
Total Expenditures	$ 1,158,984	$ 1,893,248	$ 3,052,232	-	$ 74,998	$ 2,977,235

Excess Revenues over Expenditures   -

Fund Balance - January 1, 2019   1,893,248

Fund Balance - January 31, 2019 $ 1,893,248

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

	ColoTrust Investments	US Bank Checking	Total Cash
Cash and Investments Balance January 1, 2019	$ 14,585,544	$ 715,190	$ 15,300,734
Receipts January 2019			
Property Taxes	299,320	-	299,320
Daily Cash Receipts	-	12,684	12,684
Credit Card Receipts	-	8,495	8,495
Interest	30,757	-	30,757
Disbursements January 2019			
Payment of Bills week of 01/04/2019	-	(3,032)	(3,032)
Payment of Bills week of 01/11/2019	-	(123,582)	(123,582)
Payment of Bills week of 01/18/2019	-	(333,759)	(333,759)
Payment of Bills week of 01/25/2019	-	(472,311)	(472,311)
Payment of Bills week of 01/31/2019	-	(429,255)	(429,255)
Payroll 01/11/2019	-	(631,861)	(631,861)
Payroll 01/25/2019	-	(642,431)	(642,431)
End of Month Pyroll Payments	-	(229,767)	(229,767)
Transfer between funds	(2,100,000)	2,100,000	-
Cash and Investments Balance January 31, 2019	$ 12,815,621	$ (29,629)	$ 12,785,992

Community

Old Colorado City Library manager Sandy Hancock attended a meeting with the Old Colorado City Foundation (OCCF) and city planners for the layout of Bancroft Park. OCCF is looking to provide money for constructing a Learning Center in the park across the street from the library. It would potentially include a round raised platform with artwork created by Concrete Couch. Story times or mini programs could be held in this new space.

Fountain Library's Alicia Gomori and Mary Gapko worked with Communities that Care. Both are participating in a *Strategy Implementation Goals* workgroup focusing on building public support for safe youth community spaces in the Fountain Valley.

A well-loved Cheyenne Mountain Library program, Books, Beer, & _____ is returning in March thanks to the collaborative efforts of Dave Wendel. "I was able to confirm our partner organization, Rocky Mountain Field Institute, for Books, Beer, & _____ on March 9th. This process has taught me a lot and given me a system of communication with an outside partner, as well as learning what is best for book selecting and other logistical details. The communication with this organization has been excellent, and I believe this brings PPLD and RMFI together in community partnership that contributes to PPLD's reputation."

Liz Wilhoff, High Prairie Library manager, met with a local community member about the timeline for moving the Falcon Monument to the library. The intent is the move will occur in March and a rededication ceremony to follow. High Prairie will work with Regional History and Genealogy on putting together a program or ceremony.

Resources

Adult Services' first 2019 Medicare 101 class was held at Cheyenne Mountain and taught by Pikes Peak Area Council of Governments Area Agency on Aging. We had an almost full house. Patrons continue to thank us for offering this class with an unbiased presenter. We are scheduling these classes through October at rotating branches.

The new Columbine room(s) in the basement of Penrose is complete. Staff can now reserve the space with community groups having access to it in Library market soon.

Innovation

Ute Pass Library debuted the library district's first Ute Ukulele program. There were eighteen participants from the community who learned some of the basics of Ukulele playing.

Penrose Library staff members Felisha Port, Bethany Geiger, and Julie Griffith worked to provide the new Drop-In Crafts on Thursday. This program is a replacement for the retired Maker Monday programs. During these programs staff provided patrons with tools for repair to serve as a pop-up makerspace.

Service

At 21C Cyber Café Device Help Lab was reinstituted into the programming schedule to accommodate the community's need for technology assistance. Library users take an active interest in their personal development and technology skills. By providing dedicated assistance, time, and space for hands-on learning, Library 21c will improve community members' skills and knowledge. We are currently offering the event twice monthly on different dates and times to determine the most convenient times for our patrons to attend.

Monument Library's Sandy Yates researched and submitted a science kit idea to the Children's STEAM Committee for use across the District.

East Library produced 84 children's programs with 2,325 attendees. Programs included Make-a-Masterpiece, Mother Daughter Book Club, and Homeschool Science at East.

Ruth Holley's Melody Trejo-Lopez has been building relationships with our regular teens and discovering what they want for programs. She recruited volunteers to help her with projects in the Teen Area and with selecting programs. Our teens are excited to contribute and bring creativity to their space at the library.

Internal- Staff
After an extremely competitive application process, six staff members will attend the 2019 International Federation of Library Associations World Library and Information Congress in Athens, Greece: John Spears, Chief Librarian and CEO, Teona Shainidze Krebs, Adult Education, Amber Cox, Creative Services, Deb Hamilton, Adult Services, Antonia Krupicka-Smith, Penrose Library, and Amanda Marez-Frutchey, Collection Management.

The end of January brought Creative Services to a fully staffed level with Morgan Sawicki joining as our new senior librarian and Sarah Holland promoting from C3 as our senior library associate with a focus on technology.

Adult Services' Tammy Sayles started her role as President of the Colorado Association of Libraries for 2019.

Accountability
Adult Education continued utilizing the Adult Education and Family Literacy Act (AEFLA) funds to serve El Paso County by providing High School Equivalency and English as a Second Language classes. The team submitted the AEFLA mid-year report to the Colorado Department of Education.

On January 11, Collection Management staff executed the annual random sample inventory of the PPLD Collection. This task involved searching for a total of 1160 items throughout the libraries. For the 2019 inventory, only 2% of items (23) were not found when the Integrated Library System (ILS) listed them as on the shelf, or were found on the shelf when the ILS listed them as not being there.

2019 Circulation ITEM Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	277784	285529	0	0	0	0	0	0	0	0	0	0	563313
DVD	134871	147462	0	0	0	0	0	0	0	0	0	0	282333
CD Music	12862	15085	0	0	0	0	0	0	0	0	0	0	27947
CD Book	14932	15071	0	0	0	0	0	0	0	0	0	0	30003
Playaway	6258	6686	0	0	0	0	0	0	0	0	0	0	12944
Kit	1582	1571	0	0	0	0	0	0	0	0	0	0	3153
Game	3178	3541	0	0	0	0	0	0	0	0	0	0	6719
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Physical Items	451467	474945	0	0	0	0	0	0	0	0	0	0	926412
													0
ILL	2037	1983	0	0	0	0	0	0	0	0	0	0	4020
CyberShelf-OverDrive	167140	148668	0	0	0	0	0	0	0	0	0	0	315808
RB Digital Magazines	5910	5611	0	0	0	0	0	0	0	0	0	0	11521
eReader	4	7	0	0	0	0	0	0	0	0	0	0	11
OneClick Audio	460	387	0	0	0	0	0	0	0	0	0	0	847
Hot Spots	58	56	0	0	0	0	0	0	0	0	0	0	114
Cameras & Equipment	65	84	0	0	0	0	0	0	0	0	0	0	149
													0
TOTAL STATE Circ	627141	631741	0	0	0	0	0	0	0	0	0	0	1258882
One Play			0	0	0	0	0	0	0	0	0	0	0
Freegal Music	7065	6521	0	0	0	0	0	0	0	0	0	0	13586
Freading	108	109	0	0	0	0	0	0	0	0	0	0	217
DVD Player	160	137	0	0	0	0	0	0	0	0	0	0	297
Hoopla	1948	1767	0	0	0	0	0	0	0	0	0	0	3715
Comics	341	368	0	0	0	0	0	0	0	0	0	0	709
Kanopy	838	828	0	0	0	0	0	0	0	0	0	0	1666
													0
CLC	9990	10628	0	0	0	0	0	0	0	0	0	0	20618
Laptop Use	1373	1336	0	0	0	0	0	0	0	0	0	0	2709
Active Users	255131	254818	0	0	0	0	0	0	0	0	0	0	

Monthly Circ by Format

	2019	2018	Change
Print	285529	262364	9%
DVD	147462	130072	13%
CD Music	15085	13395	13%
CD Book	15071	16193	-7%
Playaway	6686	4912	36%
Kit	1571	1723	-9%
Game	3541	3132	13%
	0	0	
TOTAL Physical Items	474945	431791	9.99%
ILL	1983	2112	-6%
CyberShelf-OverDrive	148668	122184	22%
RB Digital Magazines	5611	4023	39%
eReader	7	23	-70%
OneClick Audio	387	440	-12%
Hot Spots	56	74	-24%
Cameras & Equipment	84	69	
Total e-materials	154729	126744	22%
OnePlay		0	
Freegal Music	6521	7672	-15%
Freading	109	81	35%
DVD Player	137	149	-8%
Hoopla	1767	1585	11%
Comics	368	0	
Kanopy	828	291	185%
CLC	10628	9852	8%
Laptop Use	1336	1467	-9%
Active Users	254818	257716	-1%

MTD Total	2019	2018	Change
January	627141	612152	2%
February	631741	560716	13%
March		635120	-100%
April		601395	-100%
May		607959	-100%
June		652514	-100%
July		658303	-100%
August		632095	-100%
September		584033	-100%
October		627088	-100%
November		598931	-100%
December			#DIV/0!

YTD Total	2019	2018	Change
January	627141	612152	2%
February	1258882	1172868	7%
March		1807988	-100%
April		2409383	-100%
May		3017342	-100%
June		3669856	-100%
July		4328159	-100%
August		4960254	-100%
September		5544287	-100%
October		6171375	-100%
November		6770306	-100%
December			#DIV/0!

OnePlay no longer providing resosurces to PPLD

Circulation Report
Item Type
February 2019

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	47527	46142	0	0	0	0	0	0	0	0	0	0	93669
Mobile Libraries Total	11278	13161	0	0	0	0	0	0	0	0	0	0	24439
Cheyenne	30604	33278	0	0	0	0	0	0	0	0	0	0	63882
Fountain	13965	14601	0	0	0	0	0	0	0	0	0	0	28566
High Prairie	24346	25660	0	0	0	0	0	0	0	0	0	0	50006
Holley	27152	28984	0	0	0	0	0	0	0	0	0	0	56136
Manitou	3756	4166	0	0	0	0	0	0	0	0	0	0	7922
Monument	30228	32367	0	0	0	0	0	0	0	0	0	0	62595
Old Colorado City	16491	17317	0	0	0	0	0	0	0	0	0	0	33808
Palmer Lake	2970	3458	0	0	0	0	0	0	0	0	0	0	6428
Rockrimmon	30572	30602	0	0	0	0	0	0	0	0	0	0	61174
Sand Creek	25926	28975	0	0	0	0	0	0	0	0	0	0	54901
Ute Pass	2081	2248	0	0	0	0	0	0	0	0	0	0	4329
Senior Van	1567	1970	0	0	0	0	0	0	0	0	0	0	3537
Bookmobiles	9711	11191	0	0	0	0	0	0	0	0	0	0	20902
East	112093	115913	0	0	0	0	0	0	0	0	0	0	228006
Library 21c	72298	77951	0	0	0	0	0	0	0	0	0	0	150249
Dispensers	0	0	0	0	0	0	0	0	0	0	0	0	0
Parenting	180	122	0	0	0	0	0	0	0	0	0	0	302
Total Physical Materials	**451467**	**474945**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**926412**

YTD CIRC Comparison	2019	2018	% Change
Penrose	93669	105565	-11.3%
Mobile Libraries Total	24439	25963	-5.9%
		0	
Cheyenne	63882	59670	7.1%
Fountain	28566	29526	-3.3%
High Prairie	50006	45718	9.4%
Holley	56136	56762	-1.1%
Manitou	7922	7003	13.1%
Monument	62595	60822	2.9%
Old Colorado City	33808	33023	2.4%
Palmer Lake	6428	6766	-5.0%
Rockrimmon	61174	57932	5.6%
Sand Creek	54901	55360	-0.8%
Ute Pass	4329	4735	-8.6%
Senior Van	3537	3971	-10.9%
Bookmobiles	20902	21992	-5.0%
East	228006	201798	13.0%
Library 21c	150249	151971	-1.1%
Dispensers	0	0	
Parenting	302	228	32.5%
Total Physical Materials	**926412**	**902842**	**2.61%**

Current Month Comparison CIRCULATION	2019	2018	% Change
Penrose	46142	49928	-7.6%
Mobile Libraries Total	13161	12062	9.1%
Cheyenne	33278	28753	15.7%
Fountain	14601	13797	5.8%
High Prarie	25660	22093	16.1%
Holley	28984	27033	7.2%
Manitou	4166	3358	24.1%
Monument	32367	29281	10.5%
Old Colorado City	17317	15944	8.6%
Palmer Lake	3458	3335	3.7%
Rockrimmon	30602	27917	9.6%
Sand Creek	28975	26562	9.1%
Ute Pass	2248	2404	-6.5%
Senior Van	1970	1868	5.5%
Bookmobiles	11191	10194	9.8%
East	115913	95633	21.2%
Library 21c	77951	73553	6.0%
Dispensers	0	0	
Parenting	122	138	-11.6%
Total Physical Materials	474945	431791	9.99%

Circulation Report
By Facility
February 2019

Current Month Comparison VISITORS	2019	2018	% Change
Penrose	61538	42014	46.5%
Mobile Libraries Total	3088	3297	-6.3%
Cheyenne	14202	16144	-12.0%
Fountain	7537	8078	-6.7%
High Prairie	7685	8215	-6.5%
Ruth Holley	13682	16031	-14.7%
Manitou	3471	3570	-2.8%
Monument	14953	14867	0.6%
Old Colorado City	10041	10611	-5.4%
Palmer Lake	1338	1630	-17.9%
Rockrimmon	14273	14351	-0.5%
Sand Creek	19208	20939	-8.3%
Ute Pass	1492	1484	0.5%
Knights of Columbus Hall	0	288	-100.0%
East	42573	42679	-0.2%
Library 21c	41249	40509	1.8%
TOTAL	**256330**	**244707**	**4.7%**
Special Collections	1857	2804	-33.8%

Consent Item: New Hires

The following individuals were hired by the Pikes Peak Library District for the positions indicated during the period of February 1, 2019 – February 28, 2019.

Meredith Moore: Senior Library Associate, MO (40 hrs)
Emily Koppenhaver: Library Associate-Children's, PE (20 hrs)
Caitlin Horton: Library Assistant, EA (40 hrs)
Rachel Martin: Senior Library Associate, PE (40 hrs)
Heather Fonte: Security Officer, PE (20 hrs)
Joan Jerauld: Library Assistant, PE (20 hrs)
Nicole Enger: Graphic Designer, 21c (40 hrs)
Liwliwa Gatica: Library Associate, PE (20 hrs)
Anne Spencer: Library Associate, PE (20 hrs)
Manju Murthy: Library Associate, 21c (30 hrs)

Adoption of Amended Library Bill of Rights

The Pikes Peak Library District Board of Trustees has adopted the American Library Association's (ALA) *Library Bill of Rights* to guide the daily operations of the Pikes Peak Library District.

The ALA Council amended the *Library Bill of Rights* on January 29, 2019, adding Article VII, which states: "All people, regardless of origin, age, background or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information."

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.

Purchase of Property in Calhan

EXECUTIVE SUMMARY

This report is the result of general condition assessments conducted by PPLD Facilities personnel, PPLD IT personnel, American Mechanical Services, Winters Electric, G. E. Johnson Construction Company and BCER Engineering, Inc. for telecom surveying. The results included here are based on limited scope and time and cannot ensure or verify that all possible defects were observed or suspected.

The building was constructed in 2002, is noted at 2,400 square feet, and is located on 14,239 square feet lot in central Calhan.

Mechanical System

The mechanical system was inspected and operated by American Mechanical Services who noted the system is in very good condition and appears to have been well maintained. Equipment is of high quality and no major repair, needs were noted. The contractor recommends a complete system check, clean and service, the repair one minor condensation drain leak, and testing of the building water supply backflow prevention device.

Electrical System

The electrical system was inspected by Winters Electric, Inc. They noted that the system is also in very good shape. There doesn't seem to have been many modifications since original construction, and it was noted that since the town of Calhan does not fall under the jurisdiction of the Pikes Peak Regional Building Department, they were unable to review any permit history as of this report.

The building is supplied with a single phase, 200 amp service meter. Winters did note one concern. There are currently two 200 amp disconnects located on the west end of the building. The boxes were locked, and we were not able to verify whether the disconnects contain only 100 amp fuses in each disconnect. This will need to be confirmed before any additional loads can be placed on the system. During renovation, all electrical loads will be confirmed and service size will be re-calculated as necessary.

Telecommunications Survey

The telecom system was surveyed by PPLD IT staff as well as BCER Engineering, Inc. The reuslt of the survey indicatef the need to replace all existing telecommunications cabling and wall jacks in order to adhere to fire ratings. Previous ownership compromised the rating by painting the cables. The PPLD IT department does not see any problems with the existing systems that would prevent the District from purchasing the facility.

Building Condition – Exterior

The building is Type 4 construction (framed, stucco surface building) and is in good condition. A number of needed stucco repairs were noted, as well as the need for complete building re-caulking around all windows, doors, other wall penetrations, and at the building foundation.

The roof condition appears to be good. However, it was noted that the downspouts require additional splash blocks or extensions in order to direct drainage away from building.

Building Condition – Interior

There were a number of deferred maintenance issues noted during the survey. There were wall separations observed at corners of some interior walls. This was suspected to be due to separation of existing studs. Also observed was slab separation at exterior wals,l but no subsidence noted. Both of these issues may be the result of roof drainage ponding at the foundation as noted earlier.

A number of needed drywall repairs were noted. Complete interior paint and carpet will be necessary. According to the original construction plans, it appears a wall has been extended in order to close off the kitchen area from the main open area. Also, the small room with windows in the main open area appears to have been an addition.

At some point, the dropped ceiling tile system was removed in the main open area and a number of light fixtures were removed. The fixtures are currently stored in the garage located on the property.

The building appears to be ADA compliant with two accessible, single-use restrooms, automatic door opening devices, and accessible walkways to the doorways. A thorough review of all ADA requirements will be necessary.

Garage

There is a small garage of 360 square feet on a 1,296 square foot lot as part of the package. This garage structure was built in 1980. The building is a basic shell with a garage door and a pedestrian door and exhibits some deferred maintenance.

Conclusion

The building exhibits a number of deferred maintenance items that can be addressed during renovation. No issues observed are considered to be major or a reason not to pursue.

Resolution to Purchase Real Estate in Calhan, Colorado

WHEREAS, the Board of Trustees of the Pikes Peak Library District (the District) deems it desirable and in the best interests of this library district to acquire certain properties located at 600 Bank Street and 600G Bank Street, in the City of Calhan, and County of El Paso, State of Colorado (the Property).

NOW, THEREFORE, BE IT RESOLVED, that this District acquire the Property at a price of $75,000 ($68,000 for 600 Bank Street and $7,000 for 600G Bank Street).

RESOLVED FURTHER, that the Chief Librarian and CEO, and/or the Chief Financial Officer are hereby authorized, directed and empowered to execute, for and on behalf of the District and in its name, any and all documents required in connection with the purchase of the Property, including but not limited to purchase agreements and escrow documents.

RESOLVED FURTHER, that the Chief Librarian and CEO, and/or the Chief Financial Officer of the District are, and each acting alone is, hereby authorized to do and perform any and all such acts, including execution of any and all documents and certificates, as they shall deem necessary or advisable, to carry out the purposes and intent of the foregoing resolutions.

RESOLVED FURTHER, that any actions taken by the Chief Librarian and CEO, and/or the Chief Financial Officer of the District prior to the date of the foregoing resolutions adopted hereby that are within the authority conferred thereby are hereby ratified, confirmed and approved as the acts and deeds of this corporation.

The foregoing Resolution was approved and adopted this 12th day of March 2019.

PIKES PEAK LIBRARY DISTRICT

By_____

Wayne A. Vanderschuere
President
Board of Trustees

Programming Policy Update

Pikes Peak Library District's *Programming Policy* outlines the Library's role in providing public programs that meet the educational, informational, and cultural needs of the community. The *Programming Policy* provides the criteria used for selecting program topics, speakers, and performers.

Pikes Peak Library District reviews policies annually. Updates to the *Programming Policy* include minor revisions in Board Policy.

BOARD POLICY

Pikes Peak Library District enriches lives by developing and presenting programs that meet the educational, informational, and cultural needs of the community. Programming is an integral component of library service that:

- Expands the library's role as a social connector
- Introduces patrons and non-users to library and community resources
- Creates opportunities for individuals to collaborate, innovate, inspire one another, and generate content
- Provides opportunities for lifelong learning and literacy
- Expands visibility and fosters community understanding of the library
- Reflects and responds to our diverse community

DISTRICT PROCEDURES

A. Programs are a means through which the public can share experiences, appreciate special interests, and exchange information. PPLD opens all programs to the general public; however, PPLD will limit some programs (i.e., children's programs, story times, etc.) to age-specific audiences. PPLD will include age specifications in program publicity efforts.

B. Programs are offered free of charge to all patrons regardless of age, race, religion, familial beliefs, sexual orientation, gender identity, or political affiliation. PPLD's philosophy of open access to information and ideas extends to library programming, and PPLD does not discriminate through its programming.

C. PPLD participation in a program does not constitute or imply an endorsement of its policies, beliefs, or subject matter by any library personnel or by the organization. PPLD promotes the free and open exchange of ideas; the library does not attempt to control or be responsible for the content of programs that it does not initiate.

CRITERIA FOR PROGRAMS

A. PPLD uses the following criteria in making decisions about program topics, speakers, and accompanying resources:

1. Relation to library mission, service goals, collections, resources, and exhibits
2. Community needs and interests
3. Availability of program space
4. Treatment of content for intended audience
5. Presentation quality as determined from references and/or experiences
6. Presenter background/qualifications in content area
7. Budget
8. Relevance to community interests and issues
9. Historical or educational significance
10. Connection to other community programs, exhibitions, or events
11. Intended experiences for targeted audiences

12. Intent to foster creativity, ingenuity, and entrepreneurship
13. Staffing resources
14. Diversity of current offerings
15. National observances and commemorative months
16. National initiatives (i.e., American Library Association and Public Library Association)

GUIDELINES

A. PPLD will make every attempt to accommodate all who wish to attend a program. However, when safety or the success of a program requires it, PPLD may limit attendance or determine attendance on a first-come, first-served basis, either with advanced registration or at the door.

B. PPLD does not offer programs of a commercial nature, including but not limited to presentations offered at no cost to patrons but with the intention of soliciting future business. This does not mean, however, that representatives of businesses and for-profit enterprises cannot be presenters in library-sponsored events. Any information must be of general interest. PPLD permits presenters to have business-related brochures, flyers, or other information available for attendees to pick up if interested. Presenters cannot distribute such materials as part of the event.

C. PPLD draws upon other community resources in developing programs and actively works with with other community agencies, organizations, educational and cultural institutions, and individuals to develop and present co-sponsored public programs.

D. PPLD may hire professional performers and presenters that reflect specialized or unique expertise for library programs. PPLD will not exclude performers and presenters from consideration because of their origin, background, or views, or because of possible controversy.

E. PPLD staff who present programs do so as part of their job.

F. PPLD may permit the sale of books written by speakers or recordings by performers in conjunction with a library-sponsored program. PPLD staff, who are responsible for a program, must approve any plans to sell such items in advance.

G. PPLD does not offer programs that support or oppose any political candidate, ballot measure, or specific religious conviction. However, PPLD may offer educational or entertaining programs such as candidates' forums that include invitations to all recognized candidates.

H. Medical, legal, and tax-related programs hosted by PPLD will be general in nature and not diagnostic or individually specific.

I. When PPLD holds grant-sponsored programs, then PPLD staff will adhere to the dictates and rules of the grant.

J. Performers and musicians who use music, movies, or other copyrighted materials in library programs should only use material for which they have permission to use, however they intend to use it. PPLD expects that performers and musicians will obtain any necessary copyright permission and/or license for any non-original works used for any library event. This includes works performed live and/or use of recorded music.

K. PPLD staff may require program attendees to sign a waiver form to participate in programs, such as movement activities, makerspace programs, studio use, and cooking.

L. PPLD handles concerns, questions, or complaints about library-initiated programs according to the same written policy and procedures that govern reconsiderations of other PPLD resources.

M. Community members can reserve a meeting room (https://ppld.librarymarket.com/sites/default/files/content/policies/meetingroompolicy_1.pdf) for the purpose of presenting their own programs. PPLD does not sponsor these community programs, nor does PPLD provide marketing or promotional assistance for community-hosted programs.

N. Those wishing to have a program sponsored by PPLD must complete the online Program Presenter Application (http://ppld.org/program-presenter-application). PPLD programming staff will review and either approve or disapprove any presenter proposals.

IV. RELATED PPLD POLICIES

A. Meeting and Study Room Policy
https://ppld.librarymarket.com/sites/default/files/content/policies/meetingroompolicy_1.pdf

B. Filming, Photography, and Recording Policy
https://ppld.org/sites/default/files/policies/filmingphotographyrecording.pdf

C. Food and Drink Policy
https://ppld.org/sites/default/files/policies/foodanddrinkpolicy.pdf

Makerspace Use Policy Update

Pikes Peak Library District's *Makerspace Use Policy* provides patrons and staff with details specific to the public's use of the District's makerspaces and the tools and equipment available for use in these spaces. *The Makerspace Use Policy* emphasizes safety and equitable use of resources, while encouraging creativity and personal expression.

Pikes Peak Library District reviews policies annually. Minor revisions have been made to Board Policy in the *Makerspace Use Policy* and also to procedures and guidelines.

Makerspace Use Policy

BOARD POLICY

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

I.   DISTRICT PROCEDURES

A.   Patrons must be valid PPLD resident or non-resident cardholders to use the 3D printers, CNC machine, laser cutter, or to participate in any other activity that requires a signed waiver.

B.   Tools and machines are available to makers on a first-come, first-served basis. Some items are available for reservations at Library 21c.

C.   Patrons must return tools to their original location in a clean state, as well as clean the workspace before departing.

D.   PPLD can only provide free consumable materials on a limited basis.

E.   PPLD is not responsible if a project is destroyed, does not print correctly, or does not work. The patron understands that PPLD is not responsible for any manufacturing defects or the quality of workmanship of any of the tools, materials, or equipment supplied by the Library District.

F.   PPLD reserves the right to halt, delete, or disallow the creation of items that violate Library District policies, including the creation of weapons, obscene materials, or illegal items.

G.   Only library computers may be connected to library machines, like the 3D printers, CNC machine, laser cutter, etc.

H.   Projects are subject to approval by staff prior to use of machinery. Only staff or certified patrons can run machinery. Staff must approve all patron-supplied materials before they are used on machines to reduce the risk of damage to machines or harm to patrons within the makerspaces.

I.   PPLD upholds the copyright law of the United States (Title 17, United States Code) and the patent law (Title 35, United States Code). PPLD reserves the right to deny access to reproducing equipment, including 3D printers, CNC machine, and laser cutter if, in its judgment, use of such equipment would involve violation of copyright, patent, or other laws.

J.   When machines are out of order, staff will attempt to contact patrons with reservations. This courtesy cannot be guaranteed.

K.   PPLD is not responsible for personal property or files.

L.   The patron (or minor's parent/guardian) is responsible to pay any costs for use of machines, materials, and supplies provided by PPLD, and for all loss or damage to PPLD property or clean-up expenses. All costs are charged to the patron's library account. Failure to follow the Makerspace Use Policy can result in loss of makerspace privileges.

M.   Covered drinks are welcome in the makerspaces. Food is not permitted.

N.   PPLD's Code of Conduct and Internet Use Policy apply to the makerspaces.

II.   GUIDELINES

A.   Prior to using makerspaces, adult patrons must complete and sign a Makerspace Use and Release Agreement and verify their identity with a valid photo ID and library card. (Adult patrons with a legal guardian should have that individual sign the Use and Release Agreement.)

Minor patrons must have an adult parent, guardian, or other person with appropriate legal authority sign the Makerspace Use and Release Agreement for Minors. Parents/guardians are welcome to tour the makerspace area to become familiar with the facilities and equipment and evaluate use by a minor child, and PPLD staff are happy to answer parent/guardian questions.

B.   Patrons need to check in with the staff member on duty, using their PPLD library card each time before using the space.

C.   Patrons with blocked accounts can continue to use the free makerspace services but cannot incur additional costs.

D.   Patrons must be at least 9 years old to be in makerspaces. Patrons under the age of 12 must be accompanied by a parent or guardian at all times. Exceptions may occur in cases of library staff-led programming specifically developed for younger patrons. Patron/guardian supervision is welcome for all minors over the age of 12.

E.   Patrons must participate in mandatory safety and use trainings in order to use certain tools and machinery. They may not use these tools until certification training has been complete, as confirmed by PPLD staff.

When using a tool that does not require certification, the maker is certifying that he/she is capable of using that item in a safe and proper manner.

Staff is available to assist in explaining operation of tools and equipment as time allows and will make materials (such as manuals) available upon request.

F. Patrons with disabilities who need special arrangements or accommodations should notify staff at the location of interest as far in advance as possible before their expected time of use.

G. PPLD provides patrons with access to safety supplies in the makerspaces. Safety is a priority.

Some tools require specific safety gear as described in certification training. All safety gear must be worn as appropriate.

Certain items may also require hair and any dangling items, like jewelry, to be secured or covered before use.

Appropriate closed-toe shoes and clothing must be worn in the makerspaces.

H. Patrons should report any tool or piece of equipment that is unsafe or in a state of disrepair. The patron must immediately discontinue use of the tool or equipment and notify PPLD staff.

Patrons should report any accident or incident that occurs to a staff member.

Patrons should report any unsafe behavior by anyone to staff.

I. Patrons agree to take precautions to prevent avoidable mess or damage in the makerspaces. Patrons agree to minimize waste of materials.

III. TOOL DONATION GUIDELINES

A. Discuss large donations, or those involving equipment, with staff in advance. Please call the Library to speak with a team member in Creative Services.

B. Small tool donations can be brought to Library 21c at the 2nd floor makerspace desk during regular business hours.

C. Tools must be donated in clean, good, working condition.

D. PPLD has limited space and reserves the right to retain the tools that will help to build our tool library, as well as remove the donations that will not work for our use. Donations may also be sent to other locations that need certain tools for a related project or program.

E. Any donation and/or equipment are receipted through the PPLD Foundation, a 501c3 organization as designated by the IRS.

F. Receipt forms to complete for tax purposes are available upon request.

A Presentation to the

Pikes Peak Library District

ENHANCED USE LEASING PROJECT

UNITED STATES AIR FORCE ACADEMY (USAFA)

January 23, 2019

Land Use Summary

Land Use	Site Area (acres)	GFA – Achieved (sf)
Visitors Center	8.0	32,000+
Hotels (2)	11.0	300,000
Commercial Retail	6.0	25,000
Office	9.0	180,000
Public Infrastructure	4.0	
Future Development	19.0	
Site Totals	**57.0**	**537,000 +/-**

Pikes Peak Library District Board of Trustees
USAFA Enhanced Use Leasing Project
March 12, 2019
BLUE SILVER
DEVELOPMENT PARTNERS, LLC
Matrix
DESIGN GROUP
Page 48 of 56
Slide 2

Pikes Peak Library District Board of Trustees
USAFA Enhanced Use Leasing Project

March 12, 2019
BLUE SILVER
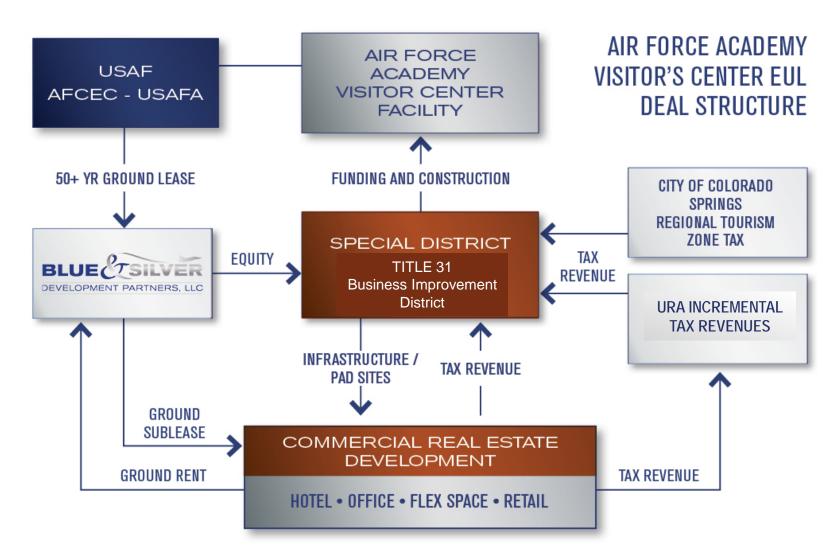DEVELOPMENT PARTNERS, LLC

Matrix
DESIGN GROUP

Page 50 of 56

Slide 5

- Air Force Academy Visitors Center - $42.2 MM
    - 32,000 sf Visitor's Center
    - Utilities, Parking, Lighting and Landscape
    - Trailhead Enhancements
    - 15,000 sf Polaris Promenade

- Public Infrastructure - $15.2 MM
    - Sitewide Demolition and Grading
    - Transportation Infrastructure – Roads, Sidewalks, Ped. Bridge
    - Water and Sanitary Sewer Systems
    - Storm Water facilities
    - Electric, Gas and Telecommunications

Pikes Peak Library District Board of Trustees
USAFA Enhanced Use Leasing Project

March 12, 2019
BLUE & SILVER
DEVELOPMENT PARTNERS, LLC

Matrix
DESIGN GROUP

Page 51 of 56

Slide 6

AIR FORCE ACADEMY VISITOR'S CENTER EUL DEAL STRUCTURE

PUBLIC FINANCE STRUCTURE
($200 +/- MILLION HOTEL/OFFICE/RETAIL PRIVATE INVESTMENT)

REGIONAL TOURISM TAX
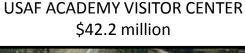$13 million nominal value
($6.1 million in Bond Proceeds)

BUSINESS IMPROVEMENT DISTRICT
Capital Construction — 50 mills
O&M — 10 mills
Sales Tax PIF — 3%
Lodging PIF – 4%

URA/TAX INCREMENT
Property Tax Increment — 76.212 mills
City Sales Tax Increment — 2%
City LART Increment — 2%
County Sales Tax Contribution – 1%

US AIR FORCE ACADEMY
Visitor Center FFE — $8 million
Contribution of Property

USAF ACADEMY VISITOR CENTER
$42.2 million

INFRASTRUCTURE
$15.2 million

Pikes Peak Library District Board of Trustees
USAFA Enhanced Use Leasing Project
March 12, 2019
BLUE SILVER
DEVELOPMENT PARTNERS, LLC
Matrix DESIGN GROUP
Page 53 of 56
Slide 8

Public Finance Plan – Sources & Uses of Funds

Sources

BID
Mill Levy - 50 mills	$	7,108,000
S.O. Taxes	$	426,000

URA
Property Tax Increment- 76.212 mills	$	9,644,000
City Sales Tax Increment - 2%	$	4,337,000
City LART Increment - 2%	$	3,253,000
County Sales Tax Contribution - 1%	$	2,169,000

Add-On PIF
Sales PIF - 3%	$	6,506,000
Lodging PIF - 4%	$	6,411,000

RTA
Project Share of RTA Increment	$	6,110,000

Visitor Center FFE
US Air Force Academy	$	8,000,000

Total Sources $ 53,964,000

Uses

Infrastructure
Demolition/GEC	$	2,240,000
Public Roadways/Pedestrian Bridge	$	4,702,000
Public Water Main	$	1,733,000
Public Sanitary Sewer	$	600,000
Public Storm Sewer	$	1,056,000
Gas, Electric, Telecommunications	$	750,000
Soft Costs	$	3,170,000
Contingency	$	1,710,000
Total Infrastructure	$	15,961,000

Visitor Center
Building Direct Costs	$	20,017,000
Building Contingency	$	2,210,000
Onsite Site Improvements	$	1,870,000
Project Requirements	$	905,000
Permits/Taxes/Bonds/GC/Precon	$	3,000,000
Soft Costs	$	3,200,000
Project Escalation Contingency	$	3,050,000
FFE	$	8,000,000
Total Visitor Center	$	42,252,000

Total Uses $ 58,213,000

Pikes Peak Library District Board of Trustees
USAFA Enhanced Use Leasing Project

March 12, 2019

BLUE & SILVER
DEVELOPMENT PARTNERS, LLC

Matrix
DESIGN GROUP

Page 54 of 56

Slide 9

Status and Schedule

- BSDPs Selected as Highest Rated Offeror – March '18

- Master Lease with USAFA
  - *Finalize Term Sheet – Completed*
  - *Finalize Master Lease Agreement – February '19*
  - *Execute Master Lease – March '19*

- Environmental Baseline Study (EBS) and Environmental Assessment (EA)
  - *Final EBS & EA – March '19*
  - *Finding of No Significant Impact (FONSI) – March '19*

- Annexation into City of Colorado Springs (includes Master Plan and Zone Change)
  - *Petition for Annexation – Completed*
  - *City Council Acceptance of Petition – Completed*
  - *Finalize/Complete Annexation – March '19*

- Business Improvement District Formation
  - *BID Formation Approved by City Council – Completed*
  - *BID Election – Completed*

- Urban Renewal Plan Adoption
  - *Submit Application to URA/URA Board Approval – Completed*
  - *URA Plan Adoption Complete – April '19*

- Bond Issuance – June '19

- Construction Schedule
  - *Commence Public Infrastructure – June '19*
  - *Commence Private Development – October '19*
  - *Commence Visitor Center – October '21*

Pikes Peak Library District Board of Trustees
USAFA Enhanced Use Leasing Project

March 12, 2019

BLUE SILVER
DEVELOPMENT PARTNERS, LLC

Matrix
DESIGN GROUP

Page 55 of 56

Slide 10

Dan Schnepf

Managing Member

Blue & Silver Development Partners, LLC

Don Hunt

Public Finance Director

Blue & Silver Development Partners, LLC

Eric Smith

Director of Development

Blue & Silver Development Partners, LLC

Carolynne White

Attorney

Brownstein Hyatt Farber Schreck, LLP