



- 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. Events & Press Clippings (p. 10)
- V. REPORTS
  - A. Friends of the Pikes Peak Library District Report (p. 12)
  - B. Pikes Peak Library District Foundation Report (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 (p. 14)
  - E. Public Services Report (p. 31)
  - F. Circulation Report (p. 33)
  - G. Chief Librarian's Report (p. 39)
- VI. BUSINESS ITEMS
  - A. Consent Items: Decision 18-1-1 (p. 41)  
*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 (p. 41)
    - 2. Resolution Designating Posting Places for 2018 Board Meetings (p. 42)
    - 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)
  - B. Unfinished Business
  - C. New Business
    - 1. Policy Update: Interlibrary Loan Policy: Decision 18-1-2 (p. 72)
    - 2. Policy Update: Code of Conduct Policy: Decision 18-1-3 (p. 75)
    - 3. Integrated Library System Migration to Software as a Service: Decision 18-1-4 (p. 77)
- VII. EXECUTIVE SESSION

Executive Session to discuss personnel matters related to the annual performance evaluation of the Chief Librarian & CEO as authorized by C.R.S. § 24-6-402(4)(f)

New Business Continued

  - 4. Actions Relevant to the Chief Librarian's Annual Performance Evaluation: Decision 18-1-5
- VIII. ADJOURNMENT

**MINUTES**  
**PIKES PEAK LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING**  
**December 12, 2017**  
**4 pm**  
**Penrose Library**

**MEMBERS PRESENT**

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

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

Chief Librarian & CEO John Spears, Chief Communication Officer Sean Anglum, Special Collections Division Head Tim Blevins, Friends of the Pikes Peak Library District Board of Directors President Dora Gonzales, Executive Assistant Sue Hammond, Chief HR & OD Officer Sally Jensen, Director of Library Services Janice McPherson, Tom Nixon, Chief Information Officer Richard Peters, Director of Branches Lynne Proctor, Chief Financial Officer Michael Varnet

**PUBLIC HEARING FOR THE PIKES PEAK LIBRARY DISTRICT 2018 BUDGET**

**I. Call to Order**

President Grossman called the Public Hearing for the 2018 PPLD Budget to order at 4:00 pm.

**II. Public Comment**

President Grossman called for public comment. There was no public comment.

**III. Adjournment**

President Grossman adjourned the Public Hearing for the 2018 PPLD Budget at 4:01 pm.

## REGULAR MEETING OF THE BOARD OF TRUSTEES

### CALL TO ORDER

President Grossman called the December 12, 2017 meeting of the Pikes Peak Library District Board of Trustees to order at 4:02 p.m.

Special Collections Division Head Tim Blevins welcomed the Board and their guests to Special Collections. This is the first Board meeting to be held in PPLD's Special Collections Department in the 1905 Carnegie. Pens are not allowed in Special Collections, and Mr. Blevins explained that this procedure is in place to help preserve the rare and valuable materials located in this section of the Library. Pens can be a factor if patrons write in library materials or if the pens leak ink onto library materials. Mr. Blevins told the Board that he had recently given a tour of Special Collections to the youngest patrons ever. Twelve preschool students toured Special Collections and were allowed to see and touch a 1745 Italian missal. The preschool students also spent time on all fours searching for coyote footprints in the concrete floor of the 1905 Carnegie.

### ITEMS TOO LATE FOR THE AGENDA

There were no items to add to the agenda.

### PUBLIC COMMENT

Library patron Tom Nixon was in attendance. Mr. Nixon commended PPLD and stated that he very much likes and appreciates the people and the services at PPLD.

### CORRESPONDENCE AND COMMUNICATIONS

#### Minutes

The minutes of the November 14, 2017 meeting of the Board of Trustees were presented for review.

**Motion:** Keith Clayton moved that the minutes of the November 14, 2017 meeting of the Board of Trustees be approved as presented.

**Second:** The motion was seconded by Kathleen Owings.

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

#### Correspondence

A letter from the Board of Trustees to former Trustee Molly Dippold was included in the Board packet. The letter expressed the Board's appreciation for Mrs. Dippold's service on the Board from January 2016 – October 2017.

## **Events & Press Clippings**

A list of recent press clippings and upcoming events was included in the Board packet.

Chief Librarian Spears announced that PPLD was awarded the 2017 Best Workplace by the *Gazette* in the extra-large (299+ employees) category. After PPLD was nominated, PPLD staff completed a third party survey, and positive staff responses landed PPLD the honor. Mr. Spears commented that PPLD managers and supervisors are the ones who set the tone for the workplace that PPLD employees experience and the supervisors and managers are to be commended for their role in making PPLD the best workplace in Colorado Springs.

## **REPORTS**

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

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends Board of Directors President Dora Gonzales reported that the Friends held their annual budget meeting on December 11 and will fully fund all of the requests they received. Friends funding will support professional development, Colorado Online High School scholarships, STEAM programming, the Special Collections Symposium and a few other projects including Baby's First Book. The Friends Annual Meeting is scheduled for January 20, 2018 at 10 am at Library 21c.

President Grossman noted that the Friends support is critical and very much appreciated.

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

The PPLD Foundation Report was included in the Board packet. Chief Librarian Spears reported that the Foundation collected over \$40K between November 15 and December 8, 2017.

## **Board Reports**

### **Governance Committee**

Governance Chair Katherine Spicer reported that the committee met on December 6, 2017. Ms. Spicer noted that the City/County team to interview applicants for the 3 trustee positions has not yet scheduled candidate interviews. Trustees Spicer and Beach will stay with the Board until the vacancies have been filled (as allowed by PPLD Board Bylaws). The Governance Committee has begun the annual performance evaluation process for Chief Librarian Spears. The annual evaluation will take place in executive session at the January 9, 2018 Board meeting. The Governance

Committee will present the slate of Board officers for 2018 for decision later in today's meeting.

### **Internal Affairs Committee**

Internal Affairs Chair Ken Beach reported that the Internal Affairs Committee met on November 28, 2017. The committee reviewed updates to the Teen Spaces and Challenged Materials Policies, the renewal of the lease for the Monument Branch, an upgrade to the phone system and the migration of the ILS to the Cloud.

### **Public Affairs Committee**

Public Affairs Committee Chair Kathleen Owings reported that the committee had not meet since the November 14 Board meeting.

### **Board President**

Board President Cathy Grossman commented on the 2017 Best Workplace award noting that she was very proud to join staff members at the Best Workplace awards event in late November. She added that the entire Board is grateful for Chief Librarian Spears' leadership and the impact he has had upon the District. President Grossman attended the Safe Place press conference on December 12 at Library 21c. She stated that Antonia Krupika-Smith did an excellent job spearheading the Safe Place partnership with Urban Peak.

### **Adopt-A-Department**

- Keith Clayton attended Special Collections' annual staff meeting and appreciation breakfast. He met with High Prairie staff for a tour of the facility and he plans to attend the Collection Management holiday event later this week.
- Kathleen Owings toured Rockrimmon Branch.
- Ken Beach attended the Best Workplace awards ceremony.
- Wayne Vanderschuere attended the Staff O holiday brunch and the Safe Place press conference. He visited Monument Branch to see the new carpet and paint.
- Katherine Spicer was pleased to receive a compliment for Library 21c from a colleague.

### **Financial Report**

The financial report for the period ending October 31, 2017 was included in the Board packet. Chief Financial Officer Michael Varnet reported that revenue in the

form of specific ownership taxes, interest income and income from copiers continues to be high. Expenditures are 5.7% higher than in 2016 which is largely due to compensation changes related to implementation of recommendations from the Singer study.

### **Library Services and Branch Services Report**

The Library Services and Branch Services Reports were included in the Board packet.

Director of Library Services Janice McPherson highlighted some firsts at PPLD:

- “Go Outside” programming
- Community breakfast at Penrose Library for National Hunger and Homelessness Awareness Week
- First Colorado Online High School graduate

Director of Branches Lynne Proctor noted that holiday parties for branch staff, Friends and volunteers celebrate the many different people who come together to contribute to the success of PPLD branch libraries.

### **Circulation Report**

Chief Librarian Spears was pleased to report that November circulation was up from the previous year.

### **Chief Librarian’s Report**

Chief Librarian & CEO John Spears spoke briefly about the libraries he visited in Australia and New Zealand during his recent trip, noting that he made many valuable professional contacts. Mr. Spears commended the PPLD Leadership Team, remarking that he has never worked with a group that allowed him to feel as comfortable leaving for such a long period.

Mr. Spears announced that Director of Library Services Janice McPherson will retire from PPLD on January 26, 2018. Ms. McPherson has worked at PPLD for 27 years and will be greatly missed by both staff and the community. The Board applauded Ms. McPherson and expressed their thanks to her for her service to PPLD.

Mr. Spears explained that the job of deputy director is often an appointed position, and noting that PPLD’s Director of Library Services and Director of Branches taken together function much as a deputy director would. After considerable thought and discussion with the Leadership Team, Mr. Spears has determined that it would be in the District’s best interest to appoint Tim Blevins to the Director of Library Services position. The Board heartily congratulated Mr. Blevins.

Mr. Spears commended PPLD Security Manager Dave Glenn who has created a formal group with security leadership from Denver Public Library and Aurora Public Library. The group will meet quarterly to share and discuss security issues. This is the first group of this sort in Colorado.

Mr. Spears recognized Chief HR & OD Officer Sally Jensen and Chief Financial Officer Michael Varnet for their work on the salary adjustments that came out of the Singer study recommendations.

The historic structure assessment for Knights of Columbus Hall has been completed by Humphries Poli Architects. The draft assessment has been forwarded to the State Historic Fund which should get back to PPLD with their comments by mid-January. It is expected that PPLD will have a good idea of what needs to be done to the building and how much that will cost by the end of January 2018. Pikes Peak Regional Building Department will not provide PPLD with a provisional occupancy change until substantial work has been completed.

Mr. Spears recognized Adult Education Department staff for hosting librarians from the country of Georgia, noting that PPLD is definitely on the international “map” of the library world.

The Colorado State Library is beginning a trustee training committee. Cathy Grossman will serve on that committee.

For the 26<sup>th</sup> consecutive year PPLD has received the GFOA award for excellence in financial reporting. The Board thanked CFO Varnet and the Finance Department for their good work.

## **BUSINESS ITEMS**

### **Consent Items**

#### **Decision 17-12-1: Consent Items**

Consent Items Presented:

1. New Hires

**Motion:** Keith Clayton moved to approve the Consent Items as presented.

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

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

## Unfinished Business

### Decision 17-12-2: 2018 Budget

The draft 2018 Budget was delivered to the Board on October 15, 2017. CFO Varnet noted that since that time he has received the final assessed valuation from El Paso County and the mill levy for the 2018 budget is 3.860 mills. The 2018 budget includes a temporary tax credit of 0.071 mills which equates to \$497,111 to be refunded to the tax payers in 2018. Two years ago the Board set aside funds for improvements to Knights of Columbus Hall. Changes and improvements to Knights of Columbus Hall will impact the entire Penrose Complex and renaming that fund to reflect that fact will be in the interest of transparent fiscal reporting.

**Motion:** Kathleen Owings moved that the PPLD Board of Trustees approve the 2018 budget for Pikes Peak Library District as presented, to include changing the “Knights of Columbus Hall” line item designation to “Penrose Complex” consisting of the 1905 Carnegie Library, Penrose Library and Knights of Columbus Hall.

**Second:** Katherine Spicer seconded the motion.

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

## New Business

### Decision 17-12-3: Resolution to Honor Katherine Spicer

A resolution recognizing Katherine Spicer’s 10 years of distinguished service on the Pikes Peak Library District Board of Trustees was included in the Board packet.

**Motion:** Ken Beach moved that it be resolved that the Board of Trustees of Pikes Peak Library District does hereby recognize and sincerely thank Katherine Spicer for her commitment, dedication, and service to this Library District and to the community, and for the many enduring accomplishments achieved during her tenure.

**Second:** Kathleen Owings seconded the motion.

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

### Decision 17-12-4: Resolution to Honor Ken Beach

A resolution recognizing Ken Beach’s 8 years of distinguished service on the Pikes Peak Library District Board of Trustees was included in the Board packet.

**Motion:** Kathleen Owings moved that it be resolved that the Board of Trustees of Pikes Peak Library District does hereby recognize and sincerely thank Ken



Beach for his commitment, dedication, and service to this Library District and to the community, and for the many enduring accomplishments achieved during his tenure.

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

#### **Decision 17-12-5: Renewal of Monument Branch Lease**

The current lease for the Monument Branch at 1706 Lake Woodmoor Drive in Monument expires on December 31, 2017. The landlord for the property has proposed a seven-year extension to the current lease that includes annual rent increases of approximately 4.5% for each year in the seven-year lease period. The non-appropriation clause included in the current lease will remain in effect, to assure that PPLD is in compliance with TABOR. The proposal includes an allowance of \$18,000 for tenant improvements. The Board Internal Affairs Committee reviewed this lease proposal at their November 28, 2017 meeting.

**Motion:** Wayne Vanderschuere moved that the PPLD Board of Trustees approve the lease renewal of the Monument Branch facility for seven (7) additional years with the terms presented.

**Second:** Katherine Spicer seconded the motion.  
**Vote:** The motion was approved unanimously.

#### **Decision 17-12-6: Board Policy Update: Teen Spaces**

The Internal Affairs Committee reviewed the updated Teen Spaces Policy at its November 28, 2017 meeting. The updated policy includes procedures related to when and how adults may be present in teen spaces.

**Motion:** Kathleen Owings moved to approve Board Policy as presented in the PPLD Teen Spaces Policy.

**Second:** Ken Beach seconded the motion.  
**Vote:** The motion was approved unanimously.

#### **Decision 17-12-7: Board Policy Update: Challenged Materials**

An update to PPLD's Challenged Materials Policy tightens up language to make the policy succinct and easy to understand.

**Motion:** Katherine Spicer moved to approve Board Policy as presented in the PPLD Challenged Materials Policy.

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

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

**Decision 17-12-8: Slate of 2018 Board Officers**

**Motion** Katherine Spicer moved that the slate of Board officers for 2018 be accepted as presented:

President – Kathleen Owings  
Vice President – Wayne Vanderschuere  
Secretary/Treasurer – Keith Clayton

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

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

**Decision 17-12-9: Schedule of 2018 Board Meetings**

The Governance Committee reviewed the schedule for 2018 Board meetings at its December 6, 2017 meeting. The Board will meet at a variety of facilities in 2018. Meetings will come to order at 4 pm on the 2<sup>nd</sup> Tuesday of every month.

**Motion:** Katherine Spicer moved that PPLD Board of Trustees approve the schedule of 2018 Board meetings as presented.

**Second:** Kathleen Owings seconded the motion.

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

**ADJOURNMENT**

There being no further business to conduct, President Grossman adjourned the meeting at 5: 27 p.m.

## District Highlights January 9, 2018

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

**PPLD 2018 Winter Adult Reading Program**, Districtwide, January 13 – March 14

**African American Youth Leadership Conference (AAJLC) "Dream Big" Gala**, Antler's Hotel, January 20, 6 pm (reservations required)

**PPLD Sunday Concert Series**, Willson & McKee (Irish music), Venue @ Library 21c, January 21, 2 pm

**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.

**PPLD Staff Development Day, February 19, Library 21c** (President's Day)

### Press Clippings

A look back at some of the Springs' biggest art happenings in 2017 [sixth item on list: "Pikes Peak Library District houses DIY stalwarts Flux Capacitor"] (*Colorado Springs Independent*, December 27, 2017)

Urban Peak, PPLD for first of its kind partnership for homeless youth (*Colorado Springs Independent*, December 13, 2017)

New program provides Colorado Springs-area teens a "Safe Place" (*Colorado Springs Gazette*, December 12, 2017)

### PPLD Podcasts

All accessible through a variety of services at [ppld.org/podcasts](https://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: Artist Jo Hart. (hosts Antonia Krupicka-Smith and Becca Cruz; 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: Rick W. Sturdevant — We Will Make Colorado Springs the Space Capital of the Free World; William Schultz — Upward Christian Soldiers: The Evangelization of the United States Air Force Academy (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.***

Online Book Sales Year to Date:

E-commerce SALES TOTALS, Amazon and eBay combined)

- MTD \$2,353
- YTD \$31,673

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

Branch Libraries supported holiday programs and treated staffs to holiday celebrations.

Friends of PPLD 2018 Budget reviewed by team ready for approval during January meeting

Friends of PPLD Annual Membership Meeting—Jan 20, 2018 at Library 21c



The End of Year Campaign continues to build momentum toward doubling the anticipated \$50,000 goal. To date (December 28, 2017), the Foundation has received \$120,079 since November 15, 2017. \$45,000 of that total was anticipated, so the result without that major donation is still impressive, at \$75,079. A final blast email reminder was sent out on Thursday, December 28, 2017 and immediately generated \$2,500. This follows 2 blast emails alerting donors to give on Colorado Gives Day, generating approximately \$4500. The targeted direct mailer, thank you mailer, one-on-one solicitations and personal emails supported social media efforts and worked in tandem to build support and action on the part of our donors. It looks like we will end the year at about \$900,000. This is a terrific result considering we are not in a capital campaign. Finally, I just received an email request for information regarding a planned gift as a result of our Planned Giving web page information.

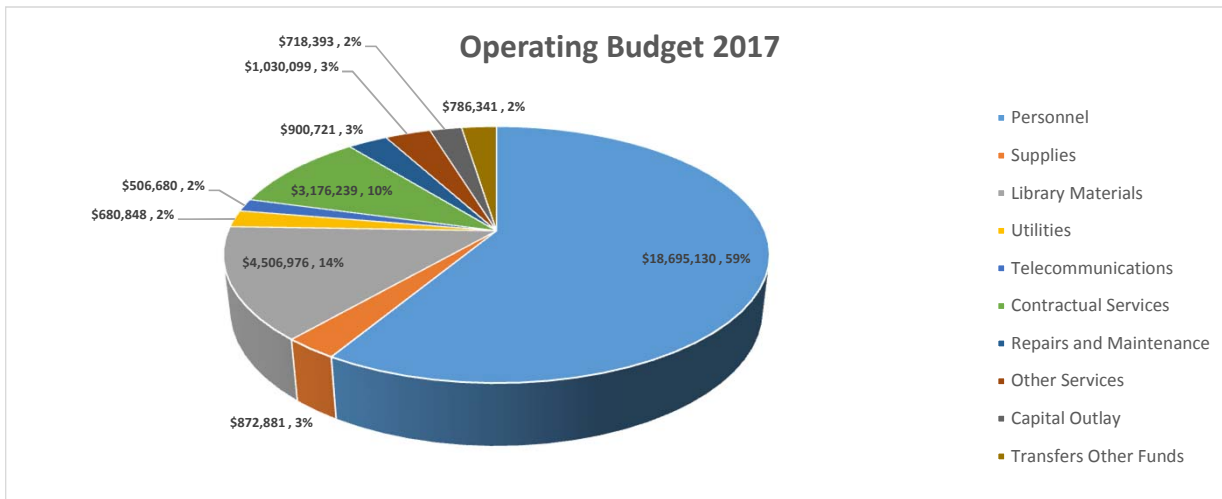
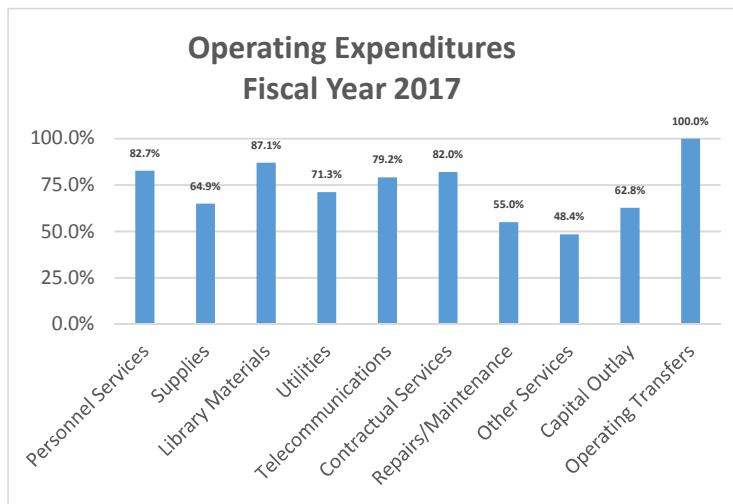
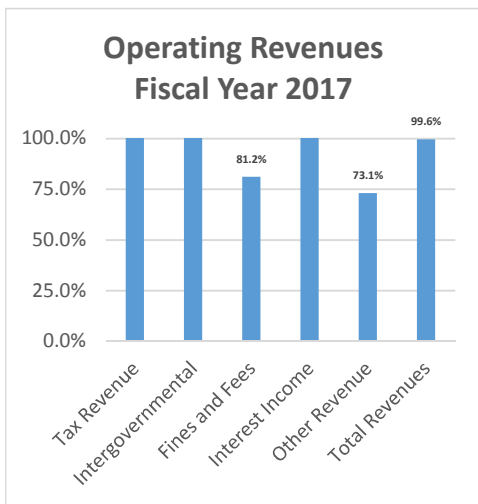
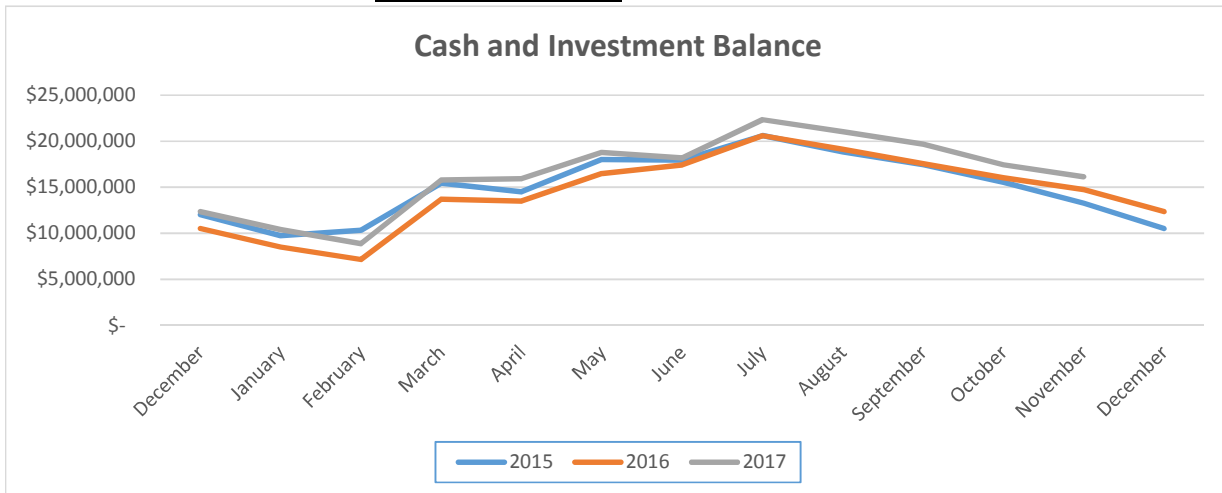
We started the month with 1055 likes and ended with 1058 on our Face Book page. There were 34 posts for the month, about 8 per week. The majority of the posts for the month were related shares from other library pages (internal and external) and library events.

**Colorado Gives Day Social Media activities:**

- December 5, 2017
- Boosted Facebook posts:
  - Video – has reached 1200 people at this point and has had 20 reactions, comments, and shares.
  - Picture (collage) – has reached 1,400 people at this point and has had 107 reactions, comments, and shares.
- Image on the digital screens was placed district wide.
- Image on ppld.org links to the Foundation profile page.
- Second email sent out on Nov. 1 to remind people to schedule their gift, a third to be sent out on Dec. 4 to remind people to make their gift.

# Pikes Peak Library District Financial Dashboard

November 2017



# **Pikes Peak Library District**

## **November 2017 Financial Report**

Presented to Board of Trustees on January 9, 2018



**Pikes Peak Library District**  
**General Fund Summary**  
**For the Eleven-Month Period Ended November 30, 2017 and 2016**

General Fund	Year-To-Date		Change	% Chg.	Notes
	2017	2016			
<b>Revenues</b>					
Property Taxes	\$ 25,781,231	\$ 24,770,635	\$ 1,010,596	4.1%	
Specific Ownership Taxes	3,273,512	2,641,043	632,469	23.9%	1
Fines and Fees	269,325	452,988	(183,663)	-40.5%	2
Interest Income	171,577	86,058	85,519	99.4%	3
Other Revenue	1,086,924	725,642	361,282	49.8%	4
<b>Total Revenues</b>	<b>\$ 30,582,569</b>	<b>\$ 28,676,366</b>	<b>\$ 1,906,203</b>	<b>6.6%</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. It appears that actual collections will exceed the budget by about \$350,000 - \$400,000. Regardless of the amount, PPLD is not entitled to keep any revenue collected in excess of its legal limitations (TABOR), and this will also be monitored closely.
- 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 91.6%

General Fund

Period 01/01/2017 - 11/30/2017

Account Description	Original Approp	Ytd Received	Available Budget	% Received
<b>Tax Revenue</b>				
Property Taxes - Current	25,844,236	\$ 25,849,429	\$ 5,193	100.0%
Property Taxes-Abatement	(95,000)	(130,153)	(35,153)	137.0%
Property Taxes - Omitted	3,150	4,841	1,691	153.7%
Property Taxes - Delinquent	15,000	13,573	(1,427)	90.5%
Penalty/Interest-Del Property	30,000	33,129	3,129	110.4%
Specific Ownership Taxes	3,125,000	3,273,512	148,512	104.8%
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>29,054,743</b>	<b>123,107</b>	<b>100.4%</b>
<b>Intergovernmental</b>				
State Grant - Library Materials	225,000	230,723	5,723	102.5%
Federal - eRate Funding	8,000	8,700	700	108.8%
State - Other grant	145,000	144,574	(426)	100.0%
<b>Total Intergovernmental</b>	<b>378,000</b>	<b>383,997</b>	<b>5,997</b>	<b>101.6%</b>
<b>Fines and Fees</b>				
Fines And Fees	326,420	263,354	(63,066)	80.7%
Collection Agency Fees	3,580	4,988	1,408	139.3%
Other Fees	1,500	983	(517)	65.5%
<b>Total Fines and Fees</b>	<b>331,500</b>	<b>269,325</b>	<b>(62,175)</b>	<b>81.2%</b>
<b>Interest Income</b>				
Interest Earnings	100,000	171,577	71,577	171.6%
<b>Other Revenue</b>				
Donations-PPLD Foundation	793,753	551,018	(242,735)	69.4%
Donations - Civic Organization	15,000	-	(15,000)	0.0%
Donations - Other Categories	20,000	881	(19,119)	4.4%
Copier Charges	30,450	35,149	4,699	115.4%
Patron Mgmt. System Printer	24,550	46,710	22,160	190.3%
Parking Lot Collections	34,000	28,998	(5,002)	85.3%
Merchandise Sales	5,500	4,718	(782)	85.8%
Meeting Room Rental	-	763	763	100.0%
Miscellaneous	13,000	24,587	11,587	189.1%
Sales Of Assets - Gen Capital	4,200	863	(3,337)	20.5%
Sales Of Assets-Lost Library Mat	20,800	9,240	(11,560)	44.4%
<b>Total Other Revenue</b>	<b>961,253</b>	<b>702,927</b>	<b>(258,326)</b>	<b>73.1%</b>
<b>Total General Fund Revenues</b>	<b>\$ 30,702,389</b>	<b>\$ 30,582,569</b>	<b>\$ (119,820)</b>	<b>99.6%</b>

**Pikes Peak Library District  
General Fund Summary  
For the Eleven-Month Period Ended November 30, 2017 and 2016**

General Fund	Year-To-Date				Notes
	2017	2016	Change	% Chg.	
<b>Expenditures</b>					
Personnel	\$ 15,468,946	\$ 14,245,782	\$ 1,223,164	8.6%	
Supplies	566,723	620,545	(53,822)	-8.7%	
Library Materials	3,926,145	3,810,749	115,396	3.0%	
Utilities	485,227	439,594	45,633	10.4%	1
Telecommunication costs	401,158	289,167	111,991	38.7%	2
Contractual Services	2,605,270	2,631,442	(26,172)	-1.0%	
Repairs and Maintenance	495,796	522,594	(26,797)	-5.1%	
Other Services	498,971	555,880	(56,909)	-10.2%	3
Capital Outlay	451,236	105,995	345,241	325.7%	4
Operating Transfers To Other Funds	786,341	1,259,088	(472,747)	-37.5%	5
<b>Total Expenditures</b>	<b>\$ 25,685,813</b>	<b>\$ 24,480,836</b>	<b>\$ 1,204,977</b>	<b>4.9%</b>	

1 The difference primarily results from various utility rate increases in late 2016 and in early 2017.

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 In 2017, costs related to the Development Office are now shown by specific account category (i.e. personnel services costs are now included under Personnel), whereas prior to 2017, all such costs were shown as part of one line item (called Administrative Support).

4 Included in the 2017 total was \$388,293 for the construction of the Sand Creek Library Maker Space. The final cost for this project will be reflected in the November financial statements.

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

Pikes Peak Library District  
Statement of Expenditures  
General Fund  
Period 01/01/2017 - 11/30/2017

Percent of Year 91.6%

Account Description	FY 2017 Budget	Ytd Expended	Available Budget	% Used
<b>Personnel Services</b>				
Regular Employees	\$ 14,253,034	\$ 11,639,363	\$ 2,613,671	81.7%
Temporary Employees	147,353	58,692	88,661	39.8%
Substitute Employees	582,470	456,569	125,901	78.4%
Work-Study And Internship	32,439	5,878	26,561	18.1%
Social Security Contributions	1,091,812	891,804	200,008	81.7%
Retirement Contributions	830,022	669,485	160,537	80.7%
Health Plan Contributions	1,467,000	1,518,323	(51,323)	103.5%
Unemployment Compensation	44,000	30,158	13,842	68.5%
Workers Compensation	97,000	75,861	21,139	78.2%
Vision Plan Ins Contributions	54,000	43,793	10,207	81.1%
Life A&D Ins Contributions	51,000	47,819	3,181	93.8%
Tuition Reimbursement	45,000	31,201	13,799	69.3%
<b>Total Personnel Services</b>	<b>18,695,130</b>	<b>15,468,946</b>	<b>3,226,184</b>	<b>82.7%</b>
<b>Supplies</b>				
General Supplies	233,367	123,210	110,157	52.8%
Microform Supplies	2,450	56	2,394	2.3%
Software Purchases	276,698	212,645	64,053	76.9%
Computer Supplies	46,000	38,629	7,371	84.0%
Processing Supplies	95,760	50,565	45,195	52.8%
Office Supplies	142,012	114,592	27,420	80.7%
Other Supplies	76,594	27,026	49,568	35.3%
<b>Total Supplies</b>	<b>872,881</b>	<b>566,723</b>	<b>306,158</b>	<b>64.9%</b>
<b>Library Materials</b>				
Audio-Visual Materials	884,251	662,145	222,106	74.9%
Books	1,493,731	1,139,155	354,576	76.3%
E-Materials	1,103,731	1,150,436	(46,705)	104.2%
Library Materials - Other	264,263	236,202	28,061	89.4%
Microforms	5,000	9,180	(4,180)	183.6%
Periodicals	212,087	111,003	101,084	52.3%
Serials	38,517	23,633	14,884	61.4%
Databases - On-Line Services	505,241	590,505	(85,264)	116.9%
Memorial Materials	154	3,886	(3,732)	2522.7%
<b>Total Library Materials</b>	<b>4,506,976</b>	<b>3,926,145</b>	<b>580,831</b>	<b>87.1%</b>
<b>Utilities</b>				
Gas	99,713	44,722	54,991	44.9%
Electric	477,480	366,851	110,629	76.8%
Water And Sewer	103,655	73,654	30,001	71.1%
<b>Total Utilities</b>	<b>680,848</b>	<b>485,227</b>	<b>195,621</b>	<b>71.3%</b>

Pikes Peak Library District  
Statement of Expenditures  
General Fund  
Period 01/01/2017 - 11/30/2017

Percent of Year 91.6%

Account Description	FY 2017 Budget	Ytd Expended	Available Budget	% Used
<b>Telecommunications</b>				
Data Telecommunications	355,880	290,211	65,669	81.5%
Voice Telecommunications	77,600	47,743	29,857	61.5%
Cellular Telecommunication	73,200	63,204	9,996	86.3%
<b>Total Telecommunications</b>	<b>506,680</b>	<b>401,158</b>	<b>105,522</b>	<b>79.2%</b>
<b>Contractual Services</b>				
Janitorial Services	401,200	320,613	80,587	79.9%
Rental-Library Facilities	527,287	516,871	10,416	98.0%
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	39,458	10,542	78.9%
Consultant	223,487	153,518	69,969	68.7%
Cataloging	50,600	23,504	27,096	46.5%
Trash Removal	21,669	17,208	4,461	79.4%
Copier Services	45,000	46,630	(1,630)	103.6%
Courier Services	200,800	90,391	110,409	45.0%
Ins-Not Employee Benefit	181,000	159,524	21,476	88.1%
Collection Agency Fees	41,000	34,198	6,802	83.4%
Printing	100,200	67,457	32,743	67.3%
Programming	292,810	178,073	114,737	60.8%
Treasurer Fees	386,656	388,515	(1,859)	100.5%
Microfilming Services	24,550	10,600	13,950	43.2%
Computer Support Agreement	113,500	107,672	5,828	94.9%
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	12,354	4,646	72.7%
Parking	42,375	33,092	9,283	78.1%
<b>Total Contractual Services</b>	<b>3,176,239</b>	<b>2,605,270</b>	<b>570,969</b>	<b>82.0%</b>
<b>Repairs and Maintenance</b>				
Grounds Maintenance	71,400	54,283	17,117	76.0%
Vehicle Operating Supplies	54,750	46,205	8,545	84.4%
Maintenance-Equipment	580,011	289,193	290,818	49.9%
Repairs-Equipment	21,210	10,986	10,224	51.8%
Repairs-Furniture	32,500	17,987	14,513	55.3%
Repairs-Buildings	140,850	77,142	63,708	54.8%
<b>Total Repairs and Maintenance</b>	<b>900,721</b>	<b>495,796</b>	<b>404,925</b>	<b>55.0%</b>

Pikes Peak Library District  
Statement of Expenditures  
General Fund  
Period 01/01/2017 - 11/30/2017

Percent of Year 91.6%

Account Description	FY 2017 Budget	Ytd Expended	Available Budget	% Used
<b>Other Services</b>				
Translation Services	2,593	93	2,500	3.6%
Advertising	3,010	1,240	1,770	41.2%
Bank And Trustee Fees	26,600	19,494	7,106	73.3%
Information Listing	15,000	15,835	(835)	105.6%
Mileage/Travel Reimbursement	71,277	40,193	31,084	56.4%
Employee Recruitment	39,500	14,136	25,364	35.8%
Employee Testing	500	-	500	0.0%
Dues/Membership/Bus Functions	58,996	39,820	19,176	67.5%
Merchandising	5,000	485	4,515	9.7%
Employee Recognition/Excellence	20,525	5,035	15,490	24.5%
Board Of Trustees	5,000	1,153	3,847	23.1%
Community Outreach	70,000	57,023	12,977	81.5%
Training	229,249	140,514	88,735	61.3%
Signage	8,000	4,464	3,536	55.8%
Bindery	5,000	4,201	799	84.0%
Summer Reading Club	50,733	40,261	10,472	79.4%
Patron Reimbursement	1,000	-	1,000	0.0%
Postage	92,500	61,511	30,989	66.5%
Volunteer Program	5,900	3,294	2,606	55.8%
Safety & Wellness	18,500	8,545	9,955	46.2%
Other Grant Designated Fund Exp	267,527	21,633	245,894	8.1%
Administrative Support	10,500	264	10,236	2.5%
Rental-Equipment	1,000	-	1,000	0.0%
Other Expenses	22,189	19,777	2,412	89.1%
<b>Total Other Services</b>	<b>1,030,099</b>	<b>498,971</b>	<b>531,128</b>	<b>48.4%</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	18,028	80,804	18.2%
Equipment	560,626	405,233	155,393	72.3%
Furniture	18,251	14,278	3,973	78.2%
Shelving	2,000	-	2,000	0.0%
Capital Outlay-Other Expenditures	15,000	2,964	12,036	19.8%
<b>Total Capital Outlay</b>	<b>718,393</b>	<b>451,236</b>	<b>267,157</b>	<b>62.8%</b>
<b>Operating Transfers to Other Funds</b>				
Fund Transfers Out	786,341	786,341	-	100.0%
<b>Total Expenditures</b>	<b>\$ 31,874,308</b>	<b>\$ 25,685,813</b>	<b>\$ 6,188,495</b>	<b>80.6%</b>

**Pikes Peak Library District  
Special Revenue Funds  
Period 01/01/2017 - 11/30/2017**

<b>Fund Balance - January 1, 2017</b>	\$ 276,398
<b>Revenues</b>	-
<b>Expenditures</b>	29,225
<b>Fund Balance - October 31, 2017</b>	<u>\$ 247,173</u>

<b>Fund Balance - By Fund</b>	<u>01/01/2017</u>	<u>Expenditures</u>	<u>11/30/2017</u>
Annual Fund	\$ 7,000	\$ 6,060	\$ 940
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>\$ 29,225</u>	<u>\$ 247,173</u>

Pikes Peak Library District  
 East Library Capital Projects Fund  
 Period 01/01/2017 - 11/30/2017

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 - November 30, 2017</b>				<b>\$ 107,746</b>			



Pikes Peak Library District  
 Penrose Library Capital Projects Fund  
 Period 01/01/2017 - 11/30/2017

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 - November 30, 2017</b>				<u>\$ 84,339</u>			

Pikes Peak Library District  
Library 21c Capital Projects Fund  
Period 01/01/2017 - 11/30/2017

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
Improv Teen Gaming Room	30,000	8,434	38,434	-	38,434	-	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>664,865</b>	<b>41,892</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>				(579,865)			
<b>Fund Balance - January 1, 2017</b>				777,665			
<b>Fund Balance - November 30, 2017</b>				<u>\$ 197,800</u>			

Pikes Peak Library District  
 Capital Reserve Fund  
 Period 01/01/2017 - 11/30/2017

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	556	8,245	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	-	9,100	-	100.0%
Sa-Access Control	1,100	-	1,100	-	7,100	(6,000)	645.5%
Upgrade Intrusion Alarm System	20,000	-	20,000	20,000	-	-	100.0%
Mo-Carpet Replacement	30,000	-	30,000	-	-	30,000	0.0%
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	-	5,862	4,138	58.6%
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	5,447	3,059	21,476	28.4%
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	756	-	2,044	27.0%
Pa-Reupholster Patron Chairs	1,000	-	1,000	-	1,000	-	100.0%
Vehicles	50,000	10,300	60,300	-	51,675	8,625	85.7%
Bo - Senior Van	75,000	-	75,000	-	-	75,000	0.0%
Contingency	25,000	94,207	119,207	62,235	15,467	41,505	65.2%
<b>Total Facilities</b>	<b>384,700</b>	<b>205,251</b>	<b>589,951</b>	<b>142,421</b>	<b>119,674</b>	<b>327,856</b>	<b>44.4%</b>

**Pikes Peak Library District**  
**Capital Reserve Fund**  
**Period 01/01/2017 - 11/30/2017**

<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	48,895	48,701	4	100.0%
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	-	-	94,000	0.0%
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  
Period 01/01/2017 - 11/30/2017**

<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>190,046</b>	<b>126,925</b>	<b>774,350</b>	<b>29.0%</b>

Pikes Peak Library District  
 Capital Reserve Fund  
 Period 01/01/2017 - 11/30/2017

Account Description	Original Approp	Budget Adjustment	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
<b>Creative Services</b>							
Studio flooring	12,000	4,067	16,067	14,788	-	1,279	92.0%
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>	<b>12,000</b>	<b>34,567</b>	<b>46,567</b>	<b>16,308</b>	<b>-</b>	<b>30,259</b>	<b>35.0%</b>
<b>Total Expenditures</b>	<b>1,088,457</b>	<b>639,382</b>	<b>1,727,839</b>	<b>348,776</b>	<b>246,599</b>	<b>1,132,464</b>	<b>34.5%</b>
<b>Sources of Funds</b>							
Operating transfer - General Fund	\$ 676,651	\$ -	\$ 676,651	676,651	\$ -	\$ -	100.0%
<b>Excess Revenues over Expend</b>				327,875			
<b>Fund Balance - January 1, 2017</b>				1,051,188			
<b>Fund Balance - November 30, 2017</b>				<u>\$ 1,379,063</u>			

**Pikes Peak Library District  
Receipts and Disbursements by Cash Account  
For the month ended November 30, 2017**

	<b>ColoTrust Investments</b>	<b>Wells Fargo Checking</b>	<b>Total Cash</b>
Cash November 1, 2017	\$ 15,774,727	\$ 1,664,000	\$ 17,438,727
Receipts November 2017			
Property Taxes	548,860	-	548,860
Daily Cash Receipts	-	25,938	25,938
Credit Card Receipts	-	8,333	8,333
Foundation Distribution		118,256	118,256
Interest	16,559	-	16,559
Disbursements October 2017			
Payment of Bills week ended 11/3/2017	-	(148,323)	(148,323)
Payment of Bills week ended 11/10/2017	-	(177,408)	(177,408)
Payment of Bills week ended 11/17/2017	-	(73,080)	(73,080)
Payment of Bills week ended 11/24/2017	-	(151,765)	(151,765)
Payment of Bills week ended 11/30/2017	-	(93,751)	(93,751)
Payroll 11/3/2017	-	(590,755)	(590,755)
Payroll 11/17/2017	-	(571,197)	(571,197)
End of Month Payroll bills	-	(191,125)	(191,125)
Transfer between funds	(1,800,000)	1,800,000	-
Cash November 30, 2017	<u>\$ 14,540,146</u>	<u>\$ 1,619,123</u>	<u>\$ 16,159,269</u>

## Library Services January 9, 2018



Library Explorers enjoyed working with Squishy Circuits this month. Some conductive dough sculptures were pretty involved like the car with working headlights (photos attached). Others were simple but still did the job of conducting the electrical current to light LEDs and ring buzzers. Twenty-two people attended the program at East.

Introductory Stained Glass was very popular this month, with full attendance! Attendees learned how to cut glass, sand it, and then discovered how to add a lead encasement using copper tape, lead, and soldering irons. The finished glass ornaments looked fantastic, and attendees beamed with pride over their new creations and knowledge gained.



Amberlyn Russell, Becca Philipsen, Joanna Rendon and Cameron Riesenberger attended the YALSA (Young Adult Library Services Association) in Louisville, KY. They returned with ideas to try at PPLD.



The Family Place fall workshops were host to 63 participants. Parents got to ask questions of experts in the fields of music and nutrition while they and their kids had fun playing. They enjoyed various pretend play and gross motor toys and sensory stations with feathers, shredded paper, and kinetic sand.

Penrose Circulation has started circulating bike locks at Penrose. The Library 21c AMH surpassed its 2.5 millionth item processed on November 29<sup>th</sup> (since operation began in July, 2014).

Heather Jordan and Bill Thomas gave an extensive behind the scenes Special Collections tour and briefing about Special Collections operations to members of the Board of Directors of the Cripple Creek District Museum. The board sought advice and assistance on best practices for preservation and access to archival materials.

At Creative Services at Library 21c, five people attended MAKE a Difference. Twenty-one scarves were made and donated during Hunger and Homelessness Awareness Week.







## Branches January 9, 2018

**SA/FO:** We added two additional Recording Studio Orientation classes per week. Keagan has recruited 6 volunteers to help with recording sessions. We are only offering 10 hours of patron recording sessions per week. Ideally, we'd get closer to 25 or 30 hours per week with our new Library Associate and volunteers but 45 patrons were able to do recordings of all types this month.

**CH:** Tiffany led the book club at Bristol. Deb Hamilton from PPLD's Homeless Services Team stepped in to help. We discussed the book *Evicted*. That same week, it was announced that Cheyenne's nearby seniors in the Emerald Towers apartment complex were being asked to move out. We were able to connect the book to happenings in our immediate community and introduce participants to PPLD's NewsFinder as a way to access current Gazette articles.

**HI:** During this month's Eastern Plains Chamber of Commerce meeting Laura connected with a staff member of Mountain View Electric, who shared information concerning the programs they might be able to offer to our patrons that relate to STEM/science. A local realtor has inquired about the possibility of materials to be included in his new home-owner welcome packets.

**HO:** Holley continued the tradition of having harpists from Victoria's School of Harp performing every Saturday from 11/23-12/23 from 1-2 pm. A patron complemented their performance by saying, "Thank you for having something so beautiful and relaxing."

**MA/UT:** We are exploring adding a Homework Center to our children's room to bring more study space, electronic resources and bring tween and teens to the downstairs area. This would free up computer and table space for our adults upstairs. Our volunteers decorated for the holidays.



**MLS:** Thanks to the Senior Connection Committee, we were able to provide a series of Zentangle classes at Myron Stratton. The group included residents and two staff members. The Aide thanked us saying, *"I don't often get to engage with the residents unless I am giving them pills. It was so nice to share this experience. Now I will have something to talk to them about!"*

**MO/PA:** The big news up North was new carpeting. Staff and patrons were ne'er so happy to walk all over someone's work. The carpeting also afforded us the opportunity to rearrange our shelving stacks, which has proved to open up areas for additional study/tutoring seating.

**OL:** OL was visited by Lt. Governor Donna Lynne, who was holding a town hall meeting in our little meeting room. We held our traditional Cookies and Carols during OCC's Small Business Saturday event with an excellent turnout – 88 people!

**RO:** We had great outreach to 65 attendees at Global Village Academy which is a language immersion school. The staff were particularly excited about the BrainFuse Help Now tutoring resource and the parents were really excited to give Mango a try.

2017 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	283039	266674	312124	279236	296190	324773	310887	302840	285209	291056	284321	248866	3485215
DVD	159192	145671	169020	153965	158498	157942	160779	156538	143885	145380	142760	137907	1831537
CD Music	17304	15656	17412	15405	15058	15270	15743	17220	14804	14185	15152	15792	189001
CD Book	17810	16935	19747	17681	19656	20753	20433	20095	18417	18612	18069	16592	224800
Playaway	4995	4458	5564	4723	5545	7026	6553	6085	5461	5529	5457	4718	66114
Kit	1735	1788	2235	2005	2102	2131	1797	1927	1960	1846	1672	1410	22608
Game	3606	3774	4895	4201	4173	4727	4755	4319	3737	3939	4262	4046	50434
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL Physical Items</b>	<b>487681</b>	<b>454956</b>	<b>530997</b>	<b>477216</b>	<b>501222</b>	<b>532622</b>	<b>520947</b>	<b>509024</b>	<b>473473</b>	<b>480547</b>	<b>471693</b>	<b>429331</b>	<b>5869709</b>
ILL	1708	2144	2221	2494	2105	2100	2091	2346	2332	2376	2113	2124	26154
CyberShelf-OverDrive	121211	108639	123704	117877	123555	123952	129300	125764	119548	121597	120081	123804	1459032
Zinio	5505	4090	4149	4202	3558	3369	3394	3320	3763	3983	3277	3277	46384
eReader	64	38	25	39	59	53	31	34	36	32	33	23	467
OneClick Audio	527	499	619	527	521	536	541	557	485	492	484	485	6273
Hot Spots	53	67	70	69	70	72	62	64	58	85	76	89	835
<b>TOTAL STATE Circ</b>	<b>616749</b>	<b>570433</b>	<b>661785</b>	<b>602424</b>	<b>631090</b>	<b>662704</b>	<b>656366</b>	<b>641563</b>	<b>599252</b>	<b>608892</b>	<b>598463</b>	<b>559133</b>	<b>7408854</b>
Freegal Music	11387	10388	10997	10336	10938	9890	11143	9899	9642	9640	9018	10270	123548
Freeding	73	58	88	76	87	83	79	82	85	155	72	66	1004
DVD Player	127	137	158	151	174	126	122	104	104	115	76	118	1512
Hoopla	1456	1404	1517	1440	1467	1403	1535	1475	1580	1475	1578	1782	18112
ComicsPlus	243	169	215	274	113	155	469	290	101	307	218	177	2731
<b>TOTAL CLC</b>	<b>11560</b>	<b>10985</b>	<b>12915</b>	<b>11113</b>	<b>10872</b>	<b>11542</b>	<b>11724</b>	<b>10905</b>	<b>10960</b>	<b>11424</b>	<b>11090</b>	<b>9385</b>	<b>134475</b>
Laptop Use	1579	1581	1866	1709	1777	1393	1467	1728	1543	1607	1675	1408	19333
Active Users	260189	259722	260272	259790	259453	260002	259962	260236	259773	259779	258920	258129	

Monthly Circ by Format			
	2017	2016	Change
Print	248866	255372	-3%
DVD	137907	154532	-11%
CD Music	15792	17851	-12%
CD Book	16592	18282	-9%
Playaway	4718	4469	6%
Kit	1410	1398	1%
Game	4046	3497	16%
<b>TOTAL Physical Items</b>	<b>429331</b>	<b>455401</b>	<b>-5.72%</b>
ILL	2124	2282	-7%
CyberShelf-OverDrive	123804	112129	10%
Zinio	3277	3099	6%
eReader	23	68	-66%
OneClick Audio	485	514	-6%
Hot Spots	89	51	75%
<b>Total e-materials</b>	<b>127678</b>	<b>115861</b>	<b>10%</b>
<b>TOTAL Circ</b>	<b>559133</b>	<b>573544</b>	<b>-3%</b>
Freegal Music	10270	11129	-8%
Freeding	66	52	27%
DVD Player	118	84	40%
Hoopla	1782	1602	11%
ComicsPlus	177	354	-50%
<b>TOTAL CLC</b>	<b>9385</b>	<b>10919</b>	<b>-14%</b>
Laptop Use	1408	1363	3%
Active Users	258129	259989	-1%

MTD Total	2017	2016	Change
January	616749	654844	-6%
February	570433	606705	-6%
March	661785	674923	-2%
April	602424	651740	-8%
May	631090	651398	-3%
June	662704	729327	-9%
July	656366	675386	-3%
August	641563	652994	-2%
September	599252	605501	-1%
October	608892	612921	-1%
November	598463	598991	0%
December	559133	573544	-3%

YTD Total	2017	2016	Change
January	616749	654844	-6%
February	1187182	1261549	-6%
March	1848967	1936472	-5%
April	2451391	2588212	-5%
May	3082481	3239610	-5%
June	3745185	3968937	-6%
July	4401551	4644323	-5%
August	5043114	5297317	-5%
September	5642366	5902818	-4%
October	6251258	6515739	-4%
November	6849721	7114730	-4%
December	7408854	7688274	-4%

Circulation by Item Type - December 2017

2017 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	65426	56029	65899	60703	60582	62168	62012	59067	55307	56011	56944	53985	714133
Mobile Libraries Total	13662	13144	13896	13300	13323	12170	12148	12960	13566	13723	13762	12325	157979
Cheyenne	26625	31084	36349	31514	33759	34986	33962	33910	31434	32355	31244	29316	386538
Fountain	14826	13830	17458	15818	16053	18364	17800	17338	15912	15407	15223	13371	191400
High Prairie	24970	23044	27635	23106	24943	25433	24214	24943	23703	24231	23785	19867	289874
Holley	30802	27612	31993	29414	31479	32586	32182	31871	29209	31140	30758	28785	367831
Manitou	4328	3945	5079	4356	4598	3755	4127	3784	3298	3569	3282	3197	47318
Monument	32089	29776	34975	31421	34001	35938	34888	34608	31646	32044	31176	28243	390805
Old Colorado City	18979	17241	20090	17611	18810	17945	17596	18597	17527	17407	17019	16125	214947
Palmer Lake	3665	3770	4231	3582	3858	3881	3751	3652	3627	3352	3705	3644	44718
Rockrimmon	30019	28473	32396	28694	32047	33539	32698	33692	30351	30086	29809	26910	368714
Sand Creek	30571	29847	33347	31028	31096	33871	33252	31006	29983	30429	29463	26632	370525
Ute Pass	2727	2510	3095	2507	2606	2665	2461	2529	2493	2831	2720	2479	31623
Senior Van	1993	1650	1901	1672	1704	1882	1849	1808	1931	1744	1803	1613	21550
Bookmobiles	11669	11494	11995	11628	11619	10288	10299	11152	11635	11979	11959	10712	136429
East	115150	101730	115308	106561	111657	119108	116171	112358	104809	106099	101083	93084	1303118
Library 21c	73374	72496	88727	77305	82107	95881	93152	88335	80491	81753	81643	71287	986551
Dispensers	332	321	388	193	212	228	422	267	0	0	0	0	2363
Parenting	136	104	131	103	91	104	111	107	117	110	77	81	1272
<b>Total Physical Materials</b>	<b>487681</b>	<b>454956</b>	<b>530997</b>	<b>477216</b>	<b>501222</b>	<b>532622</b>	<b>520947</b>	<b>509024</b>	<b>473473</b>	<b>480547</b>	<b>471693</b>	<b>429331</b>	<b>5869709</b>

YTD CIRC Comparison	2017	2016	% Change
Penrose	714133	776925	-8.1%
Mobile Libraries Total	157979	166186	-4.9%
Cheyenne	386538	437569	-11.7%
Fountain	191400	199196	-3.9%
High Prairie	289874	307167	-5.6%
Holley	367831	395346	-7.0%
Manitou	47318	46452	1.9%
Monument	390805	415012	-5.8%
Old Colorado City	214947	246141	-12.7%
Palmer Lake	44718	43152	3.6%
Rockrimmon	368714	385294	-4.3%
Sand Creek	370525	417248	-11.2%
Ute Pass	31623	31724	-0.3%
Senior Van	21550	22989	-6.3%
Bookmobiles	136429	143197	-4.7%
East	1303118	1533028	-15.0%
Library 21c	986551	888192	11.1%
Dispensers	2363	20958	-88.7%
Parenting	1272	1248	1.9%
<b>Total Physical Materials</b>	<b>5869709</b>	<b>6310838</b>	<b>-7.0%</b>

Current Month Comparison CIRCULATION	2017	2016	% Change
Penrose	53985	58808	-8.2%
Mobile Libraries Total	12325	12508	-1.5%
Cheyenne	29316	31477	-6.9%
Fountain	13371	13665	-2.2%
High Prairie	19867	21611	-8.1%
Holley	28785	28826	-0.1%
Manitou	3197	3764	-15.1%
Monument	28243	28829	-2.0%
Old Colorado City	16125	18024	-10.5%
Palmer Lake	3644	3684	-1.1%
Rockrimmon	26910	28959	-7.1%
Sand Creek	26632	29217	-8.8%
Ute Pass	2479	2103	17.9%
Senior Van	1613	1838	-12.2%
Bookmobiles	10712	10670	0.4%
East	93084	111090	-16.2%
Library 21c	71287	62517	14.0%
Dispensers	0	256	-100.0%
Parenting	81	63	28.6%
<b>Total Physical Materials</b>	<b>429331</b>	<b>455401</b>	<b>-5.72%</b>

Circulation by Facility - December 2017

Current Month Comparison VISITORS	2017	2016	% Change
Penrose	43655	43270	0.9%
Mobile Libraries Total	3263	2969	9.9%
Cheyenne	15587	16147	-3.5%
Fountain	7399	7260	1.9%
High Prairie	7816	7187	8.8%
Holley	16176	15688	3.1%
Manitou	3641	3136	16.1%
Monument	13430	13390	0.3%
Old Colorado City	10785	12760	-15.5%
Palmer Lake	1800	1921	-6.3%
Rockrimmon	13772	16114	-14.5%
Sand Creek	19622	17953	9.3%
Ute Pass	1787	1473	21.3%
Knights of Columbus Hall	359		
East	41258	40915	0.8%
Library 21c	36806	37289	-1.3%
<b>TOTAL</b>	<b>237156</b>	<b>237472</b>	<b>-0.1%</b>
Special Collections	2550	2713	-6.0%

## Top Circulating Titles in 2017 at Pikes Peak Library District

### Top 30 Adult Print Titles (nonfiction titles in red text)

Camino Island / John Grisham	TOTAL:	1304
The whistler : a novel / John Grisham	TOTAL:	1031
The fix / David Baldacci	TOTAL:	1027
Into the water : a novel / Paula Hawkins	TOTAL:	992
Hillbilly elegy : a memoir of a family and culture in crisis / J	TOTAL:	990
Small great things : a novel / Jodi Picoult	TOTAL:	847
Never never / James Patterson and Candice Fox	TOTAL:	818
Vicious circle : a Joe Pickett novel / C.J. Box	TOTAL:	804
The woman in cabin 10 / Ruth Ware	TOTAL:	779
No man's land / David Baldacci	TOTAL:	712
A man called Ove : a novel / Fredrik Backman	TOTAL:	693
The late show / Michael Connelly	TOTAL:	691
The wrong side of goodbye : a novel / Michael Connelly	TOTAL:	690
A gentleman in Moscow / Amor Towles	TOTAL:	689
Two by two / Nicholas Sparks	TOTAL:	687
The girl before : a novel / JP Delaney	TOTAL:	659
Cross the line / James Patterson	TOTAL:	654
Golden prey / John Sandford	TOTAL:	640
The nightingale / Kristin Hannah	TOTAL:	626
Black book / James Patterson and David Ellis	TOTAL:	611
16th seduction / James Patterson and Maxine Paetro	TOTAL:	605
All the light we cannot see : a novel / Anthony Doerr	TOTAL:	594
One perfect lie / Lisa Scottoline	TOTAL:	584
Origin : a novel / Dan Brown	TOTAL:	579
Night school / Lee Child	TOTAL:	574
The women in the castle : a novel / Jessica Shattuck	TOTAL:	566
House of spies / Daniel Silva	TOTAL:	563
Y is for yesterday / Sue Grafton	TOTAL:	560
No middle name : the complete collected Jack Reacher short stories	TOTAL:	556
Norse mythology / Neil Gaiman	TOTAL:	555

### Top 30 Children's Print Titles

Wonder / by R.J. Palacio	TOTAL:	912
Guinness World Records	TOTAL:	716
Green eggs and ham / by Dr. Seuss	TOTAL:	683
Diary of a wimpy kid : double down / by Jeff Kinney	TOTAL:	681
Fox in socks / by Dr. Seuss	TOTAL:	575
Diary of a wimpy kid : Greg Heffley's journal / by Jeff Kinney	TOTAL:	570

The cat in the hat comes back! / By Dr. Seuss	TOTAL:	568
Harry Potter and the sorcerer's stone by J.K. Rowling	TOTAL:	520
Diary of a wimpy kid : old school / by Jeff Kinney	TOTAL:	517
Diary of a wimpy kid : hard luck / by Jeff Kinney	TOTAL:	512
Diary of a wimpy kid : dog days / by Jeff Kinney	TOTAL:	510
The Lorax / by Dr. Seuss	TOTAL:	505
Diary of a wimpy kid : the last straw / by Jeff Kinney	TOTAL:	496
Diary of a wimpy kid : the ugly truth / by Jeff Kinney	TOTAL:	489
Three times lucky / by Sheila Turnage	TOTAL:	487
Oh, the things you can think! / by Dr. Seuss	TOTAL:	486
Doll bones / Holly Black ; with illustrations by Eliza Wheeler	TOTAL:	480
Diary of a wimpy kid : the third wheel / by Jeff Kinney	TOTAL:	480
Diary of a wimpy kid : the long haul / by Jeff Kinney	TOTAL:	478
Fish in a tree / Lynda Mullaly Hunt	TOTAL:	474
Diary of a wimpy kid : Rodrick rules / by Jeff Kinney	TOTAL:	471
Dr. Seuss's ABC	TOTAL:	466
Rain reign / Ann M. Martin	TOTAL:	465
The cat in the hat / by Dr. Seuss	TOTAL:	464
Where the mountain meets the moon / Grace Lin	TOTAL:	456
Mr. Brown can moo! Can you? / by Dr. Seuss	TOTAL:	456
I can read with my eyes shut! / by Dr. Seuss	TOTAL:	453
Diary of a wimpy kid : cabin fever / by Jeff Kinney	TOTAL:	447
Did I ever tell you how lucky you are? / by Dr. Seuss	TOTAL:	440
One fish, two fish, red fish, blue fish / by Dr. Seuss	TOTAL:	426

### Top 30 Teen Print Titles

Under a painted sky APPR 2017 / Stacey Lee	TOTAL:	583
Carve the mark / Veronica Roth	TOTAL:	365
Harry Potter and the Deathly Hallows / by J.K. Rowling ; illustr	TOTAL:	321
Thirteen reasons why : a novel / by Jay Asher	TOTAL:	307
Harry Potter and the Half-Blood Prince / by J.K. Rowling ; illus	TOTAL:	300
Everything, everything / Nicola Yoon ; illustrations by David Yo	TOTAL:	285
The giver / Lois Lowry	TOTAL:	269
Miss Peregrine's Home for Peculiar Children / by Ransom Riggs	TOTAL:	261
The last Olympian / Rick Riordan	TOTAL:	204
The Hunger Games / Suzanne Collins	TOTAL:	182
The 5th Wave / Rick Yancey	TOTAL:	169
Catching fire / Suzanne Collins	TOTAL:	166
The crown / Kiera Cass	TOTAL:	164
The Hate U Give / Angie Thomas	TOTAL:	155

Heartless / Marissa Meyer	TOTAL:154
The sun is also a star / Nicola Yoon	TOTAL:153
Ranger's apprentice. Book one, The ruins of Gorlan / John Flanag	TOTAL:150
The book thief / by Markus Zusak ; illustrations by Trudy White	TOTAL:148
Salt to the sea : a novel / Ruta Sepetys	TOTAL:147
Divergent / Veronica Roth	TOTAL:147
Mockingjay / Suzanne Collins	TOTAL:146
Return to the Isle of the Lost / Melissa de la Cruz	TOTAL:142
The Isle of the Lost / Melissa de la Cruz	TOTAL:142
Throne of glass / Sarah J. Maas	TOTAL:139
Hollow city : the second novel of Miss Peregrine's peculiar chil	TOTAL:138
The siren / Kiera Cass	TOTAL:136
The crossover / by Kwame Alexander	TOTAL:135
Cinder / written by Marissa Meyer	TOTAL:135
Ranger's apprentice. Book two, The burning bridge / John Flanaga	TOTAL:125
The fever code / James Dashner	TOTAL:125

### Top 30 Adult DVDs

Ghostbusters	TOTAL:	2082
Finding Dory	TOTAL:	2020
Suicide squad	TOTAL:	1966
The accountant	TOTAL:	1881
The secret life of pets	TOTAL:	1854
Moana	TOTAL:	1853
Sully	TOTAL:	1823
Bad moms	TOTAL:	1784
Doctor Strange	TOTAL:	1778
Fantastic beasts and where to find them	TOTAL:	1754
Arrival	TOTAL:	1745
Hidden figures	TOTAL:	1708
Batman v Superman : dawn of justice	TOTAL:	1689
Hacksaw Ridge	TOTAL:	1685
Inferno	TOTAL:	1642
Rogue One : a Star Wars story	TOTAL:	1622
Trolls	TOTAL:	1620
Captain America. Civil war	TOTAL:	1613
Star wars. Episode VII, The Force awakens	TOTAL:	1577
Jason Bourne	TOTAL:	1574
The girl on the train	TOTAL:	1569
Deepwater horizon	TOTAL:	1504
La La Land	TOTAL:	1502
The Angry Birds	TOTAL:	1495

Passengers	TOTAL:	1491
Logan	TOTAL:	1486
Zootopia	TOTAL:	1472
Beauty and the beast	TOTAL:	1384
The jungle book	TOTAL:	1376
Assassin's creed [	TOTAL:	1376

**Top 30 Children's DVDs \*\*Note that PG movies are now added to the collection as Adult DVDs, but prior to starting that, some PG titles (ex, Home Alone, Harry Potter) were added to the JDVDs.**

Pinocchio	TOTAL:	688
Aladdin	TOTAL:	564
Beauty and the beast	TOTAL:	554
Sleeping Beauty	TOTAL:	528
Mary Poppins	TOTAL:	487
Barbie. A perfect Christmas	TOTAL:	470
Snow White and the seven dwarfs	TOTAL:	458
Home alone	TOTAL:	444
LEGO DC Comics super heroes. Justice league.	TOTAL:	422
Cosmic clash		
Lady and the Tramp	TOTAL:	413
Harry Potter and the sorcerer's stone	TOTAL:	408
Home alone 2	TOTAL:	401
Barbie in a Christmas carol	TOTAL:	389
Harry Potter and the prisoner of Azkaban	TOTAL:	388
Harry Potter and the Chamber of Secrets	TOTAL:	386
Hocus pocus	TOTAL:	379
Finding Nemo	TOTAL:	378
Descendants	TOTAL:	374
Toy story 2	TOTAL:	372
The Polar Express	TOTAL:	370
Dr. Seuss' How the Grinch stole Christmas	TOTAL:	366
Toy story that time forgot	TOTAL:	362
Toy story 3	TOTAL:	356
Monsters, Inc.	TOTAL:	356
Ice age. A mammoth Christmas special	TOTAL:	353
Cinderella	TOTAL:	351
The Emperor's new groove	TOTAL:	349
The jungle book	TOTAL:	347
The sword in the stone	TOTAL:	341
The aristocats	TOTAL:	341

December 27, 2017



[REDACTED]:

Thank you for your recent comments regarding the book *Sorry to Disrupt the Peace* by Patty Yumi Cottrell.

The library tries to provide a varied and balanced collection of materials that will meet the interests and needs of the more than 616,000 residents we serve in the Pikes Peak Library District service area. PPLD's service commitment is to the people within its service area including people of every age, education, background, personal philosophy, religious belief, occupation, economic level, sexual orientation, ethnic origin and human condition. We apply standards to the selection of all of our library materials, and these criteria include:

- Author's reputation and significance without regard to political, racial, religious affiliation
- Critical reviews
- Local or national significance
- Reputation and standing of the publisher
- Quality of the physical format
- Public demand and interest
- Artistic merit, literary value, or recognized award recipient
- Evaluation of titles in relation to current holdings and patron demand

To provide further background on our Collection Policy, I have enclosed the American Library Association's *Library Bill of Rights* and *Freedom to Read* statements, all of which are a part of not only the Pikes Peak Library District's policy, but other public libraries' policies as well.

The Library's mission includes providing access to entertainment as well as informational materials, and providing popular culture materials as well as classic literature, films and recordings.

*Sorry to Disrupt the Peace* follows Helen's return home to Milwaukee to "investigate" her adopted brother's death by suicide. What starts as a detective's hunt for clues soon becomes Helen's confrontation of her own place in the world. This title is classified as fiction in the adult collection.

When materials are questioned, our policy states that the material will be reviewed by a team. Three librarians, including our Selection Librarian who orders adult fiction, researched the title, read the book and compiled an independent response. Following is some of the pertinent information included on the librarian reviews.



- The author was listed as a “writer to watch” in a February edition of *Publisher’s Weekly* (2/13/17) and noted as a “fresh voice that draws readers in” in *Library Journal* (3/15/17).
- The book won the 2017 Independent Publisher Book Award Gold Medal for Best First Book – Fiction. The title was a spring 2017 B&N Discover Great New Writers Selection.
- The title was reviewed favorably in authoritative sources.  
*Booklist* (2/1/17): “Cottrell tells her story with gutsy style, glowing sentences, and true feeling.”  
*Publisher’s Weekly* (11/21/16): “stellar debut novel... Cottrell gives Helen the impossible task of understanding what would drive another person to suicide, and the result is complex and mysterious, yet, in the end, deeply human and empathetic.”  
*Los Angeles Times* (3/14/17): “rich with dark humor”  
*Amazon*: 21 reviews with a 4 ½ star average rating. The one poor review was due to the fact that the author decided not to use quotation marks in the book, not about the content.  
*Goodreads*: There are 828 ratings with an average of just under 4 stars.  
*New Internationalist*: “By reading Patty Yumi Cottrell’s excellent debut novel, as unsettling as it is compelling, you may well find your peace disrupted, too – but read it you should.”  
*Library Journal*: “...highly buzzed debut novel already in high demand.”
- PPLD purchased 4 print copies of this title in April 2017. These four copies have circulated 6, 3, 12 and 8 times. Average PPLD circulation is 4 times per year. This title has exceeded the average number of circulations. Two copies of the audiobook purchased in May 2017 have circulated 5 and 4 times. An eAudio copy of this title has circulated 9 times since being purchased on September 15, 2017. Our records indicate that the eAudio was purchased due to a patron recommendation.
- Many other library districts own this title. Denver Public Library, Douglas County, Arapahoe, High Plains, Eagle Valley, Basalt Regional and Bud Werner own this title. Across the United States, 609 libraries include this title in their collections.

Based on the criteria of PPLD’s selection policy, the three librarians reviewing *Sorry to Disrupt the Peace* unanimously recommend that the title be retained in the collection as classified.

We acknowledge and accept your right to object to this material personally. A public library has an obligation to preserve the right of each individual to make his/her own assessment of library materials. We serve a diverse community with diverse interests, and we select library materials to reflect these diverse interests.

I concur with the review team’s recommendation that this title be retained as classified in the adult fiction area of the collection.

Thank you for your interest in the Pikes Peak Library District. I hope you will continue to use the Library, and that you are always able to find materials that meet the reading, viewing, listening and informational preferences of you and your family.

Sincerely,



John Spears  
Chief Librarian & CEO

**Consent Agenda: New Hires**

The following individuals were hired by the Pikes Peak Library District for the positions indicated during the period of December 1, 2017 – December 31, 2017.

Astrid Crumbly: Shelver, EA (20 hrs)

Anna Wright: Shelver, 21c (20 hrs)

Williams Simmons: Shelver, SA (15 hrs)

**Pikes Peak Library District Board of Trustees  
Resolution approving all designated posting places of notices for all meetings  
of the Pikes Peak Library District Board of Trustees, as required by State  
statutes.**

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

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

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

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

1. The public bulletin board located on the main floor at the Penrose Public Library is the designated place to post the 24-hour notices as required by State Statute for all meetings of the Board of Trustees during 2018.
2. In addition, meeting notices and agendas are to be posted in at least three other District facilities no later than 24 hours prior to the meeting.
3. In addition, meeting notices and agendas are to be posted on the District's web site no later than 24 hours prior to the meeting.

**Adopted**, this 9th day of January 2018

---

Kathleen Owings  
President  
Board of Trustees

**RESOLUTION DESIGNATING THE OFFICIAL CUSTODIAN OF RECORDS OF THE  
PIKES PEAK LIBRARY DISTRICT**

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Pikes Peak Library District that for calendar year 2018:

1. Official Custodians.
  - a. The Secretary of the Board of Trustees is hereby designated as the Primary Official Custodian responsible for the maintenance, care and keeping of all records of the District, except as provided herein.
  - b. The Executive Assistant to the Chief Librarian & CEO is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all official minutes of the regular, special and executive session meetings of the District, and all other legal records of the District. The location of all such records shall be the Penrose Library, 20 N. Cascade Ave., Colorado Springs, CO 80903.
  - c. The Chief Facilities Management Officer for the District’s construction projects is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District’s construction projects, subject to the control, supervision and direction of the Primary Official Custodian.
  - d. The Chief Financial Officer for the District is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District’s finances, subject to the control, supervision and direction of the Primary Official Custodian.

- e. The Chief Human Resources and Organizational Development Officer is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District's employee personnel records, subject to the control, supervision and direction of the Primary Official Custodian.
  - f. The Director of Library Services is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District's patron records, subject to the control, supervision and direction of the Primary Official Custodian.
2. Agents of the Official Custodian. The Official Custodians shall have the authority to designate such agents as they shall determine appropriate to perform any and all acts necessary to enforce and execute the provision of the Resolution.
  3. Inspection of Public Records. All public records of the District shall be open for inspection at the times designated herein, unless prohibited by the provisions of Part 2 of Title 24, Article 72 ("Open Records Act") or policies adopted by the Board of Trustees in conformance with the Open Records Act.
  4. Request for Inspection. Request for inspection and copying of any public record(s) of the District shall be made to the office of the appropriate Official Custodian in writing and shall set forth the particular documents or record desired to be inspected or copied. If such document or record is available for inspection and copying, the appropriate Official Custodian will notify the applicant of the date, time and location where the material can be inspected or copied. If such public record is not available in such Official Custodian's office, the applicant shall be notified of this fact.
  5. Times for Inspection. Inspection of the District's public records shall be made, where permitted by law, during normal business hours, Monday through Friday, except on holidays, at an hour specifically set by the appropriate Official Custodian for each particular request for inspection.
  6. Copies, Print-Outs or Photographs of Public Records. In a case where a person has a right to inspect a public record under the control of the Official Custodian and requests in writing that the District furnish copies, print-outs or photographs thereof, the Official Custodian shall notify the applicant if such record is available for copying, and may furnish such copies, print-outs or photographs for a reasonable fee to be set by the Official Custodian, which shall not exceed twenty-five cents (\$.25) per page, unless the actual cost exceeds that amount, in which case the actual cost may be charged.
  7. Exemptions. No person shall be permitted to inspect or copy any record of the District if, in the opinion of the Official Custodian after consultation with the

District's general counsel, such inspection or copying would come within the prohibition of one or more exemptions set forth in the Open Records Act.

The foregoing Resolution was approved and adopted this 9th day of January 2018.

---

Kathleen Owings  
President  
Board of Trustees

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

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

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

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

*“The Board of Trustees shall:*

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

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

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

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

**Now, therefore, the Board of Trustees of the Pikes Peak Library District resolves that the following guidelines shall be used for disposal of Library property during the year 2018:**

1. Any disposal of an item that has a value \$10,000.00 or more requires specific approval by the Board of Trustees before the asset can be disposed of in any manner.
2. PPLD staff may dispose of discarded or weeded library materials (books/materials weeded during 2018 calendar year which are no longer needed by PPLD) in one of the following methods:
  - a. Donated to the Friends of the Pikes Peak Library District for sale to the public.
  - b. Taken to and sold at an auction house, or sold through an on-line vendor service or some other establishment that sells used books to the public. The Library receives the proceeds less a commission to the establishment for their services.
  - c. The Chief Librarian and Chief Executive Officer (CL&CEO) directs donating assets to charities or other non-profit organizations.
  - d. The CL&CEO may direct giving assets to other political subdivisions of the State of Colorado.
  - e. Recycled when the PPLD staff has exhausted other methods of disposal. Items that are broken, destroyed or otherwise have no value may be disposed of in the same manner.
3. IT equipment with a value less than \$10,000.00 that the Chief Information Officer (CIO) (or the Community Engagement and Outreach Officer (CEO)) for IT-related equipment for its Video Center operations) has certified is no longer needed or obsolete shall be disposed of in the following manner:
  - a. Library staff shall hold a public sale, only if the CIO/CEO estimates proceeds from the sale exceeds the estimated cost of conducting the public sale by more than \$1,000.00.
  - b. IT staff/CEO staff may take the equipment to an auction house, or sell assets through an on-line vendor service or some other establishment selling used IT equipment. The Library receives the proceeds less a commission to the establishment for their services.
  - c. CIO/CEO shall place IT equipment on the Library's Internet web site for a period not less than 1 week for IT equipment the with an estimated value in



excess of \$1,000.00 for sale to the public and staff to place bids. The item shall be sold to the highest bidder. The Chief Financial Officer may place a legal notice in the local newspaper that promotes the item for sale, as deemed appropriate.

- d. CIO/CEOO shall place IT equipment on the Library's Internet web site for a period not less than 1 week for public sale for IT equipment the CIO/CEOO determines with an estimated value less than \$1,000.00. The CIO/CEOO can establish a sale price based on comparable sales of similar items on internet sale sites (i.e., E-bay, Craigslist, etc.). The CIO/CEOO can group items together for sale as necessary to ensure quick removal from inventory.
  - e. CIO/CEOO may return to the supplier for credit any equipment excess to the needs of the district.
  - f. CIO/CEOO with CL&CEO approval may donate IT equipment to the Friends of the Pikes Peak Library District for sale to the public.
  - g. CIO/CEOO with CL&CEO approval may donate IT equipment to charities or other non-profit organizations.
  - h. CIO/CEOO with CL&CEO approval may transfer IT equipment to other political subdivisions of the State of Colorado.
  - i. CIO/CEOO may dispose of IT equipment through regulated IT disposal companies after other methods of disposal are exhausted. Items that are broken or otherwise have no value may be disposed of in the same manner.
  - j. The CL&CEO may direct disposal of IT assets to other state or local government entities (i.e., public schools, etc.)
4. Surplus furniture and equipment with a value less than \$10,000.00 that is no longer needed or obsolete shall be disposed of in the following manner:
- a. Library staff shall hold a public sale, only if the estimate of proceeds will exceed the estimated cost of conducting the garage sale by more than \$1,000.00.
  - b. PPLD staff can take surplus furniture and equipment to an auction house, sold through an on-line vendor service, or some other establishment that sells surplus furniture and equipment to the public. The Library receives the proceeds less a commission to the establishment for their services.
  - c. PPLD staff shall place surplus furniture and equipment with an estimated value less than \$1,000.00 on the Library's Internet web site for a period not less than 1 week for sale to the public and staff to place bids. The item shall

be sold to the highest bidder. . The Chief Financial Officer may place a legal notice in the local newspaper that promotes the item for sale, as deemed appropriate.

- d. PPLD staff shall place surplus furniture and equipment on the Library's Internet web site for a period not less than 1 week for public sale for surplus furniture and equipment with an estimated value less than \$1,000.00. PPLD staff can establish a sale price based on comparable sales of similar items on internet sale sites (i.e., E-bay, Craigslist, etc.). PPLD staff can group items together for sale as necessary to ensure quick removal from inventory.
  - e. PPLD staff can donate surplus furniture and equipment to the Friends of the Pikes Peak Library District for sale to the public.
  - f. PPLD staff can donate surplus furniture and equipment, with CL&CEO approval, to charities or other non-profit organizations.
  - g. PPLD staff can give surplus furniture and equipment, with CL&CEO approval, to other political subdivisions of the State of Colorado.
  - h. Surplus furniture and equipment may be disposed of through recycling when other methods of disposal have been exhausted. Items that are broken, destroyed or otherwise have no value may be disposed of in the same manner.
  - i. The CL&CEO may direct disposal of surplus furniture and equipment to other state or local government entities (i.e., public schools, etc.)
5. Library fleet vehicles and real property (land and buildings) owned by the Library requires approval by the Board of Trustees prior to disposal in any manner.

**Adopted**, this 9<sup>th</sup> day of January 2018.

---

Kathleen Owings  
President  
Board of Trustees

**Pikes Peak Library District Board of Trustees  
Resolution Approving Contracts and Vendors with Projected 2018 Activity  
Greater Than \$100,000.00**

**Whereas**, the Financial Guidelines dictate that the Board of Trustees must approve all contracts and purchases (singularly and in aggregate) in excess of \$100,000.00 annually; and

**Whereas**, Attachment A to this resolution includes the list of contracts, other estimated obligations and estimated purchases with vendors that either are or may be in excess of \$100,000 during 2018; and

**Whereas**, the Board of Trustees legally approved the expenditures when they approved the 2018 budget.

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

The list of contracts and all other obligations included under Attachment A to this resolution are approved for 2018 for the purposes stated and at the specified amounts.

**Adopted**, this 9th day of January 2018

---

Kathleen Owings  
President  
Board of Trustees

## Attachment A

### List of Contracts/Vendors with Projected 2018 Activity greater than \$100,000

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

**Vendor:** Loup Management Company

**Status:** This amount represents the total rent due for all of 2018 in accordance with the lease agreement.

**Amount:** \$128,584.00

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

**Vendor:** Loup Management Company

**Status:** This amount represents an estimate of the CAM charges for the Cheyenne Mountain Library for 2018. The amount is calculated in accordance with the provisions of the lease agreement.

**Amount:** \$20,872.00

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

**Vendor:** Ismet Sahin

**Status:** This amount represents the total rent due for all of 2018 in accordance with the lease agreement.

**Amount:** \$170,499.00

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

**Vendor:** Ismet Sahin

**Status:** This amount represents an estimate of the CAM charges for the Rockrimmon Library for 2018. The amount is calculated in accordance with the provisions of the lease agreement.

**Amount:** \$46,629.00

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

**Vendor:** Woodmoor Village, LLC

**Status:** This amount represents the total rent due for all of 2018 in accordance with the lease agreement.

**Amount:** \$115,081.00

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

**Vendor:** Woodmoor Village, LLC

**Status:** This amount represents an estimate of the CAM charges for the Monument Library for 2018. The amount is calculated in accordance with the provisions of the lease agreement.

**Amount:** \$28,346.00

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

**Vendor:** Murray Square Investments

**Status:** This amount represents the total rent due for all of 2018 in accordance with the lease agreement.

**Amount:** \$120,236.00

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

**Vendor:** Murray Square Investments

**Status:** This amount represents an estimate of the CAM charges for the Ruth Holley Library for 2018. The amount is calculated in accordance with the provisions of the lease agreement.

**Amount:** \$33,955.00

**9. Contract Purpose:** Estimated utilities costs for 2018 – various District facilities.

**Vendor:** Colorado Springs Utilities

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

Penrose	Water and Sewer charges	\$28,624.00
Penrose	Electricity charges	\$129,783.00
Penrose	Gas charges	\$28,840.00
East	Water and Sewer charges	\$31,320.00

East	Electricity charges	\$141,120.00
East	Gas charges	\$20,600.00
Chy. Mtn.	Gas charges	\$3,296.00
Chy. Mtn.	Electricity charges	\$14,879.00
Library 21C	Water and Sewer charges	\$30,024.00
Library 21C	Gas charges	\$28,634.00
Ruth Holley	Gas charges	\$3,100.00
Ruth Holley	Electricity charges	\$11,588.00
OCCB	Water and Sewer charges	\$800.00
OCCB	Electricity charges	\$9,245.00
OCCB	Gas charges	\$2,472.00
Rockrimmon	Electricity charges	\$10,094.00
Rockrimmon	Gas charges	\$3,000.00
Sand Creek	Water and Sewer charges	\$2,484.00
Sand Creek	Electricity charges	\$15,656.00
Sand Creek	Gas charges	\$3,300.00

**Amount:** The total of all open purchase orders listed above is \$526,059.00.

**10. Contract Purpose:** Payment of the El Paso County Treasurer’s Office fees during 2018, as mandated by State Statute.

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

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

**Amount:** \$402,122.00

**11. Contract Purpose:** Printing services

**Vendor:** RICOH

**Status:** This amount covers estimated printing charges for 2018. RICOH is the Printshop vendor at Library 21c.

**Amount:** \$100,000.00

**12. Contract Purpose:** Broadband services

**Vendor:** Comcast Business

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

**Amount:** \$190,000.00

**13. Contract Purpose:** The District's share of the estimated 2018 contribution to the El Paso County Retirement Plan.

**Vendor:** El Paso County Retirement Plan

**Status:** The District offers a retirement plan benefit for all of its full time employees. The District contributes 8.0% of all full time employee salary to the El Paso County Retirement Plan. The District has participated in this plan for many years. The amount below is an estimate of the District's cost (only) for 2018.

**Amount:** \$850,000.00

**14. Contract Purpose:** Library book purchases - an estimate for 2018.

**Vendor:** Baker and Taylor

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

**Amount:** \$300,000.00

**15. Contract Purpose:** Purchases of library materials (CD's, DVD's or other items) - 2018 "not to exceed" estimate.

**Vendor:** Midwest Tape

**Status:** The amount below is simply an estimate of how much the District will spend on library materials with this vendor during 2018. It is based on total annual amounts spent with this vendor during prior years. The District's Collection Management Department determines which vendor to use to purchase selected items, and it generally selects the vendor that offers the best price.

**Amount:** \$850,000.00

**16. Contract Purpose:** Purchase of periodicals and serials for 2018 and certain databases

**Vendor:** EBSCO

**Status:** The amount below represents an estimate of what the Library will pay during 2018 for the purchase of periodicals and serials (subscriptions) and

databases. The District has used this vendor in the past because they provided the best services at the most competitive price rates.

**Amount:** \$150,000

**17. Contract Purpose:** Purchases of library materials (ebooks, CD's, DVD's, online platforms or other items) – 2018 “not to exceed” estimate.

**Vendor:** Recorded Books, Inc.

**Status:** The amount below is simply an estimate of how much the District will spend on library materials with this vendor during 2018. It is based on total annual amounts spent with this vendor during prior years. The District's Collection Management Department determines which vendor to use to purchase selected items, and it generally selects the vendor that offers the best price.

**Amount:** \$150,000.00

**18. Contract Purpose:** Telecommunications equipment

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

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

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

**Amount:** \$200,000.00

**19. Contract Purpose:** Purchases of library materials – 2018 “not to exceed” estimate.

**Vendor:** Overdrive, Inc.

**Status:** The amount below is simply an estimate of how much the District will spend on electronic library materials with this vendor during 2018. It is based on total annual amounts spent with this vendor during prior years.

**Amount:** \$1,200,000.00

**20. Contract Purpose:** Office supplies - 2018



**Vendor:** Staples

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

**Amount:** \$150,000.00

**21. Contract Purpose:** Courier services

**Vendor:** Stat Courier Services

**Status:** This amount covers delivery services for all district facilities during 2018.

**Amount:** \$190,000.00

**22. Contract Purpose:** Library book purchases – an estimate for 2018

**Vendor:** Ingram

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

**Amount:** \$1,200,000.00

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

**Vendor:** Frank Martin

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

**Amount:** \$399,000.00

**24. Contract Purpose:** Purchase of databases and reference materials

**Vendor:** Gale Group

**Status:** This vendor is used to purchase certain databases.

**Amount:** \$230,000.00

**25. Contract Purpose:** Purchase of library materials - playaways

**Vendor:** Findaway World, Inc.

**Status:** This amount covers the purchase of playaways (library materials) during 2018

**Amount:** \$110,000.00

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

---

---

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

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

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

Updated May 2007 – Readopted January 9, 2018

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

**1. Financial and Business Arrangements** **( ) NONE**  
Describe any financial arrangements or other continuing financial, business or professional dealings with business associates, clients or customers who may be affected by policies/work product that you will influence through the duties of the position you hold.  
\_\_\_\_\_  
\_\_\_\_\_

**2. Organizational Loyalties** **( ) NONE**  
List and describe, with respect to yourself or your immediate family, any affiliation with any organizational entity that might affect how you vote or make decisions for the PPLD. Examples might be other board positions or professional organizations to which you belong.  
\_\_\_\_\_  
\_\_\_\_\_

**3. Investments and Other Obligations** **( ) NONE**  
List any investments, obligations, liabilities, or other financial relationships, including real estate holdings, which constitute potential conflicts of interest through the duties of the position you hold.  
\_\_\_\_\_  
\_\_\_\_\_

**4. Business Relationships** **( ) NONE**  
Describe any business relationship, dealing or financial transaction during the last five years whether for yourself, on behalf of a client, or acting as an agent, that constitutes a potential conflict of interest with the duties of the position which you hold.  
\_\_\_\_\_  
\_\_\_\_\_

**5. Fiduciary Relationships** **( ) NONE**  
List names of all corporations, firms, partnerships or other business enterprises, and all nonprofit organizations, and other institutions with which you are now, or during the past five years have been, affiliated as an officer, owner, director, trustee, partner, advisor, attorney or consultant.  
\_\_\_\_\_  
\_\_\_\_\_

**6. Disciplinary Actions** **( ) NONE**  
Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct by, or are currently the subject of a formal complaint procedure in any court, administrative agency, professional association, disciplinary committee, or other professional group? If so, please provide full details.  
\_\_\_\_\_  
\_\_\_\_\_

**7. Acceptance of Gifts** **( ) NONE**  
List and describe, with respect to yourself or your immediate family, any accepted gifts, gratuities or entertainment; that might influence your judgment or actions concerning business of PPLD.  
\_\_\_\_\_  
\_\_\_\_\_

**8. Library Information** **( ) NONE**  
List and describe, with respect to yourself or your immediate family, any instances in which you have disclosed or used information relating to PPLD's business for the personal profit or advantage of yourself or any members of your immediate family.  
\_\_\_\_\_  
\_\_\_\_\_

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

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

**Insurance Policies - 2018**

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

HUB obtained renewal quotes for 2018 from the current carriers (Travelers and Pinnacol). HUB recommends we stay with our existing carriers for our 2018 insurance programs.

The 2018 premiums quoted by Travelers and Pinnacol are as follows:

Property Insurance	\$70,583.00
Inland Marine	4,778.00
General Liability	11,931.00
Auto	27,064.00
Umbrella	7,806.00
Executive Risk	22,503.00
Workers Compensation, net	52,820.00
Broker Fee payable to HUB	<u>15,000.00</u>
<b>Total for 2018</b>	<b><u>\$212,485.00</u></b>

Please note the District elected to pay the consultant this fee directly to HUB, whereas in prior years, the broker was paid a commission for each policy and the commission was included in the premium costs.

Given the size of the District and all of the issues that face the District, the total premium for these policies for 2018 is favorable in comparison to prior year premium totals. The 2018 premium amount is approximately \$810.00 lower than the total for 2017 (including the \$15,000.00 fee). Please refer to the subsequent page for comparison of premiums between 2018 and 2017.













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

**Recommendation**

It is recommended that the Board of Trustees approve Travelers Insurance as the carrier for the insurance policies listed above for 2018, and Pinnacol as the carrier for the Workers Compensation program for 2018, and the HUB broker fee, at a total annual cost of \$212,485.00.



## Premium Summary

Coverage	Expiring		Renewal	
	Carrier	Premium	Carrier	Premium
Property including Equipment Breakdown	TRAVELERS 	\$67,163	TRAVELERS 	\$70,583
Inland Marine	TRAVELERS 	\$4,490	TRAVELERS 	\$4,778
General Liability	TRAVELERS 	\$9,772	TRAVELERS 	\$11,931
Business Automobile	TRAVELERS 	\$23,108	TRAVELERS 	\$27,064
Umbrella Liability	TRAVELERS 	\$7,707	TRAVELERS 	\$7,806
Workers Compensation & Employers Liability	<b>PINNACOL</b> ASSURANCE	\$70,613	<b>PINNACOL</b> ASSURANCE	\$58,690
Commission Credit		(\$7,061)		(\$5,870)
Executive Risk – Crime, D&O, EPLI & Fiduciary	TRAVELERS 	\$22,503	TRAVELERS 	\$22,503
Brokerage Consulting Fee		\$15,000		\$15,000
		<b>\$213,295</b>		<b>\$212,485</b>

**Independent Auditors – 2017 Financial Records**

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

The District completed a formal Request for Proposal process for auditing services related to the District's financial records in 2011, and BKD, LLP was selected as the District's independent auditors. BKD has completed audits for fiscal years 2011 - 2016.

The recommendation for the District's independent auditor for its 2017 financial records was discussed with the District's Internal Affairs Committee at their last meeting. The main points of discussion included the following:

- Several key positions within the District's Finance Office and other departments are currently vacant or will soon become vacant. Continuity of auditors is important when there are vacancies of such key positions.
- Their proposed fee for the 2017 audit is \$32,620, which is higher (about 3%) than their fee of \$31,620 for the 2016 audit. See page 5 of the attached Engagement Letter.
- There are no grant programs that are subject to an A-133 audit (refer to page 5 of the Engagement Letter).
- The Internal Affairs Committee previously indicated they were pleased with the outcome of the 2016 audit and that they expressed no concerns related to the work done by BKD, LLP.
- Staff found BKD's audit work to be professional, thorough and efficient.

**Recommendation**

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

- a. The Board of Trustees should select BKD, LLP to conduct a complete audit of the District's financial records for the period January 1, 2017 – December 31, 2017, as required by state statutes; and
- b. The Board of Trustees should accept BKD, LLP's fee of \$31,620, plus reimbursable expenses; and
- c. The Board of Trustees should authorize management to complete a formal RFP for auditing services during 2018 (July to September 2018 timeframe).

January 2, 2018

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

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

### **ENGAGEMENT OBJECTIVES AND SCOPE**

We will audit the basic financial statements of Pikes Peak Library District (the District) as of and for the year ended December 31, 2017, and the related notes to the financial statements.

Our audit will be conducted with the objectives of:

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

### **OUR RESPONSIBILITIES**

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by fraud or error.



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

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

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

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

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

We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Board of Trustees of the Pikes Peak Library District. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis of matter or other matter paragraph(s), or withdraw from the engagement. If we discover conditions that may prohibit us from issuing a standard report, we will notify you as well. In such circumstances, further arrangements may be necessary to continue our engagement.

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

### **YOUR RESPONSIBILITIES**

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

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

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

- The availability of this information
- Certain representations made during the audits for all periods presented

- The effects of any uncorrected misstatements, if any, resulting from errors or fraud aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole

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

With regard to supplementary information:

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

### **OTHER SERVICES**

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

### **ENGAGEMENT FEES**

Our fees for our services will be \$32,620. This fee assumes we will not be required to perform an audit in accordance with OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. If we are required to perform an audit in accordance with OMB Circular A-133, our fee will increase by \$7,000 to \$7,500 per program for each major program tested. Our estimate of time assumes no substantial problems with obtaining the requested information needed to complete our audit.

Our pricing for this engagement and our fee structure are based upon the expectation that our invoices will be paid promptly. We will issue progress billings during the course of our engagement, and payment of our invoices is due upon receipt. We will issue progress billings during the course of our engagement, and payment of our invoices is due upon receipt. Interest will be charged on any unpaid balance after 30 days at the rate of 10% per annum.

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

Our fees may also increase if our duties or responsibilities are increased by rulemaking of any regulatory body or any additional new accounting or auditing standards. We will consult with you in the event any other regulations or standards are issued that may impact our fees.

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

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

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

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

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

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

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

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

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

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

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

If you intend to include these financial statements and our report in an offering document at some future date, you agree to seek our permission to do so at that time. You agree to provide reasonable notice to allow sufficient time for us to perform certain additional procedures. Any time you intend to publish or otherwise reproduce these financial statements and our report and make reference to our firm name in any manner in connection therewith, you agree to provide us with printers' proofs or masters for our review and approval before printing or other reproduction. You will also provide us with a copy of the final reproduced material for our approval before it is distributed. Our fees for such services are in addition to those discussed elsewhere in this letter.

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

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

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

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

Internal Affairs Committee and Board of Trustees  
Pikes Peak Library District  
January 2, 2018  
Page 8

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

*BKD, LLP*

Acknowledged and agreed to on behalf of:

**PIKES PEAK LIBRARY DISTRICT**

BY \_\_\_\_\_  
Kathleen Owings, President, Board of Trustees

DATE \_\_\_\_\_

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

DATE \_\_\_\_\_

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

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

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

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

### Firm's Responsibility

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

### Peer Reviewer's Responsibility

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

### Required Selections and Considerations

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

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

### Opinion

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

*Postlethwaite & Netterville*

Baton Rouge, Louisiana  
October 6, 2017



**Pikes Peak Library District**  
**Interlibrary Loan Policy**

BOARD POLICY

The Pikes Peak Library District provides interlibrary loan service in order to enhance and extend the resources available to resident cardholders of El Paso County. Because the library cannot purchase or subscribe to every useful resource, interlibrary loan is an essential part of the library's effort to meet the informational needs of the community. PPLD requests materials from, and supplies materials to, other libraries according to principles and procedures established in the Interlibrary Loan Code for the United States approved by the Reference and Users Services Association (RUSA) Board on January 11, 2016.

District Procedures

The Interlibrary Loan service provides a way for El Paso County residents of the Pikes Peak Library District to share library resources throughout the state of Colorado, United States and Canada. We provide for the loan of materials from library collections using service guidelines, policies and procedures that are fair and sensible. Our lending policies seek to strike a balance between the needs of the individual and the overall needs of the Pikes Peak Library District patrons.

A. Interlibrary Loan Codes and Agreements

Interlibrary loan (ILL) codes are the guidelines that libraries agree to in order to make interlibrary loan function smoothly. The main ILL Code is the Interlibrary Loan Code for the United States (<http://www.ala.org/rusa/guidelines/interlibrary>). These agreements enable PPLD to have reciprocal relationships with other libraries. PPLD is able to borrow materials with no or minimal charges.

B. Borrowing

Borrowed items are typically items that PPLD does not own and items that do not meet the purchasing criteria from patron requests. PPLD has a 6-item limit on all combined and active ILL requests and purchase requests. This number includes ILL items that are checked out and ILL/purchase requests in processing.

PPLD patrons use WorldCat, an international database of library holdings, to request items. Patrons search WorldCat from the Pikes Peak Library District website to locate an entry for

a title and then the patron would select the interlibrary loan option to submit the ILL request.

Patrons use the Interlibrary Loan/Request It option on the PPLD website to request materials. Request It combines interlibrary loan service and purchase requests into one service. Items published within the past 2 years will first be considered for purchase under PPLD's Collection Development Policy.

<https://ppld.org/sites/default/files/policies/collectiondevelopmentpolicy.pdf>

If the item is not purchased by Collection Management it will be routed to Interlibrary Loan. Interlibrary Loan staff will attempt to fulfill the patron request unless the item falls under the following caveats:

- Items published/released within the current calendar year will not be requested through interlibrary loan – PPLD will not lend new materials and neither will other libraries.
- PPLD does not borrow the following items: video games, e-Materials (e-Books/e-Audios), book club sets, Playaway products and hot spots. Entire issues of magazines and journals cannot be requested via interlibrary loan. Copies of magazine articles can be requested.
- If PPLD owns an item that circulates but is currently checked out, the item will NOT be requested through ILL. The patron will be placed on hold for a PPLD copy.

Lending libraries establish the amount of time the patron can have the materials. Renewals are at the discretion of the lending library.

There is usually no charge to patrons for interlibrary loan service. Some lending libraries do charge a fee and these fees will be passed on to patrons as long as they were agreed upon when the request was taken. When there is a charge, the average cost per item can range from \$10-25 (or higher – borrowing fees are determined by lender).

### C. Lending

PPLD lends items from the collection to other libraries primarily in Colorado but also the rest of the United States and Canada. Since interlibrary loan is a mutual relationship, PPLD must be willing to supply materials as freely as we request materials.

PPLD lends using SWIFT (Statewide Interlibrary Loan Fast Track), ILLiad, as well as ALA requests via fax and/or U.S. Mail.

Pikes Peak Library District does not lend the following: video games, e-Materials (e-Books/e-Audios), book club sets, Playaway products and hot spots. PPLD does not charge to lend materials within the United States. Canadian libraries are charged due

to the high cost of postage. PPLD does not lend new items that have been published within the current calendar year to allow PPLD patrons the chance to borrow new items first.

- D. Find more information on PPLD's Interlibrary Loan service go to Interlibrary Loan (ILL) FAQ. <https://ppld.illiad.oclc.org/illiad/FAQ.html>

**Pikes Peak Library District**  
**Code of Conduct Policy**

**BOARD POLICY**

Pikes Peak Library District welcomes every member of the community to use and enjoy the Library’s facilities, collections, programs and services. The Code of Conduct Policy defines expectations for behavior for all patrons regardless of age. This policy 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.

Library patrons are expected to:

- Respect other patrons and library staff.
- Respect library property.
- Obey the law.
- Comply with requests from staff.

**District Procedures**

A. The Code of conduct applies to all patrons. It applies everywhere the Library provides service whether on Library property, in the community, through our website or social media, and by phone, chat, or email. Parents, guardians or designated caregivers are responsible for their child’s personal safety and behavior at all times.

B. Library staff will intervene to stop prohibited activities and behaviors. Failure to comply with the Code of Conduct may result in expulsion from the Library with revocation of library privileges or in arrest and possibly prosecution.

C. The following observable behaviors and activities are not allowed:

<p style="text-align: center;"><b>UNSAFE OR DISRUPTIVE TO OTHERS</b></p> <p>Any activity that unreasonably interferes with others’ use and enjoyment of the library or with the functioning of library staff</p>	<p>Examples (including but not limited to):</p> <ul style="list-style-type: none"> <li>• Interfering with library employees in the performance of their duties, including but not limited to inappropriate personal comments, staring, sexual advances, or physical and/or verbal harassment</li> <li>• Interfering with the free passage of staff or others</li> <li>• Use of profane, obscene or aggressive language and/or gestures and excessive displays of affection</li> <li>• Activities or behaviors that may result in</li> </ul>
--	---

	<p>injury or harm to self or others</p> <ul style="list-style-type: none"> <li>• Bringing animals into the library, except for service animals as defined by the American with Disabilities Act (ADA)</li> <li>• Wearing inappropriate clothing</li> <li>• Excessive noise</li> <li>• Bodily hygiene or scent so strong as to constitute a nuisance to others</li> </ul>
<p><b>INAPPROPRIATE USE OF LIBRARY PRIVILEGES OR PROPERTY</b> Using library privileges, materials, equipment, fixtures, furniture, buildings or grounds in any manner other than intended</p>	<p>Examples (including but not limited to):</p> <ul style="list-style-type: none"> <li>• Entering non-public areas in the library without authorization</li> <li>• Posting signs on library property without approval</li> <li>• Activities or behavior that may result in damage to library property or property of others</li> <li>• Leaving personal property unattended (SEE Personal Property Policy)</li> <li>• Habitual sleeping on library property</li> <li>• Use of restrooms for bathing, shaving or washing hair or clothes</li> <li>• Sales or solicitation without prior approval</li> </ul>
<p><b>ILLEGAL</b> Any observable behavior that is prohibited by law</p>	<p>Examples (including but not limited to):</p> <ul style="list-style-type: none"> <li>• Intimidating, threatening or harassing behavior towards other patrons or staff</li> <li>• Theft</li> <li>• Viewing or printing child pornography</li> <li>• Open display/carry of firearms or other weapons including knives</li> <li>• Use of tobacco or marijuana products including chewing tobacco, synthetic tobacco products or electronic (smokeless, or their equivalent) or cigarettes on library property</li> <li>• Use, display or distribution of alcohol or illegal drugs</li> </ul>
<p><b>NONCOMPLIANCE WITH STAFF</b> Ignoring requests or disobeying the direction of a library staff member</p>	

## Integrated Library System (ILS) Migration to Software as a Service (SaaS)

### Background

The ILS is a core library system that manages the collection and patron library accounts, as well as the validation authority for patron accounts to use numerous PPLD services. PPLD has hosted current ILS on-site since 2001. The vendor now offers a hosted solution that would cost PPLD \$30,482 over existing on-site costs for the ILS service.

### Risk Mitigation Strategy

PPLD’s datacenters represent a risk to continued library operations due to insufficient disaster recovery (DR) or fire suppression systems (i.e., currently water, etc.). It is cost prohibitive at this time to upgrade datacenters to meet today’s DR standards, as the estimated cost for upgrading the primary and backup datacenters is \$624K. Transferring key critical administrative and library services to off-site or cloud-hosted services is, therefore, an appropriate risk mitigation strategy. Key PPLD administrative functions that are already cloud hosted include finance and human resources, and migrating the ILS aligns with previous PPLD risk mitigation strategies.

### Fiscal Impact

The following table shows the cost projections from 2018 to 2020 (subject to non-appropriation clause governing multi-year contracts) for on-site hosting and off-site hosting.

	2018	2019	2020
ILS Services (cloud hosted)	\$181,330*	\$167,958	\$167,958
ILS Services (on-site)**	\$137,476	\$137,476	\$137,476
Cost Increase	\$43,854	\$30,482	\$30,482

\*Migration cost of \$13,371 included

\*\*Does not include estimated OS/hardware maintenance, support, and replacement costs

### SaaS Features and Benefits

#### Risk Mitigation

- Weekly full system backups plus daily delta or differential backup to ensure an easier, more reliable restore
- Thorough Disaster Recovery Plan

#### Improved Security

- ISO 27001 certification for establishing, implementing, operating, monitoring, reviewing, maintaining and improving information security management system that PPLD IT Department does not have the capability to achieve or maintain to

comply with Colorado Revised Statutes Title 24 Government State § 24-72-501 concerning Personally Identifiable Information

- Server facility secured by badge and biometric access
- 24/7 active security monitoring

Reduced Infrastructure cost

- Estimated \$10,000/year in-house hardware maintenance costs
- Estimated \$12,000/year in-house OS/hardware support costs
- Recommended server replacement (5 year cycle) - \$50,000 +

Improved Availability

- 99.95% uptime
- Monitored bandwidth usage to prevent delays

### **Recommendation**

On November 28, 2017, management met with the Internal Affairs Committee to discuss the transition to SaaS. The Internal Affairs Committee agreed with the recommendation for transitioning the ILS to SaaS and provided direction for presenting this initiative to the full Board of Trustees for approval.

Management recommends that the Board of Trustees approve ILS migration to vendor SaaS service.