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PUBLIC HEARING FOR THE PIKES PEAK LIBRARY DISTRICT 2019 MID-YEAR BUDGET RESOLUTION

- I. CALL TO ORDER
- II. PUBLIC COMMENT REGARDING THE 2019 MID-YEAR BUDGET RESOLUTION
(3 Minute Time Limit per Person)
- III. ADJOURNMENT

REGULAR MEETING OF THE BOARD OF TRUSTEES

- I. CALL TO ORDER
- II. ITEMS TOO LATE FOR THE AGENDA
- III. PUBLIC COMMENT *(3 Minute Time Limit per Person)*
- IV. CORRESPONDENCE AND PRESENTATIONS
 - A. Correspondence
 - B. Presentation
 1. Culinary Workforce Training Program: Lacey Miller
- V. BUSINESS ITEMS
 - A. Decision 19-9-1: Minutes of the August 13, 2019 Meeting (p.1)
 - B. Consent Items
*Consent items shall be acted upon as a whole, unless a specific item is called for discussion.
Any item called for discussion shall be acted upon separately as "New Business".*
 - C. Unfinished Business
 - D. New Business
 1. Decision 19-9-2: Mid-Year Budget Resolution (M. Varnet) (p. 8)
 2. Decision 19-9-3: Teen Spaces Policy (T. Blevins) (p. 36)
 3. Decision 19-9-4: Use of Force Policy (J. Spears) (p. 40)
 4. Decision 19-9-5: Rescission of Board Decision 19-8-4: Copier RFP (M. Varnet) (p. 43)
 5. Decision 19-9-6: IGA with Colorado Special Districts Property and Liability Pool (M. Varnet) (p. 44)
- VI. REPORTS
 - A. Friends of the Pikes Peak Library District Report (D. Gonzales) (p. 65)
 - B. Pikes Peak Library District Foundation Report (L. James) (p. 66)
 - C. Financial Report (M. Varnet) (p.67)
 - D. Public Services Report (T. Blevins) (p. 83)
 - E. Library Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report (p. 99)
 - F. Chief Librarian's Report (J. Spears)
 - G. Board Reports
 1. Governance Committee Report
 2. Internal Affairs Committee Report
 3. Public Affairs Committee Report
 4. Board President's Report
 5. Adopt-a-Trustee Report
- VII. ADJOURNMENT

**PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
August 13, 2019
4 p.m.
High Prairie Library**

BOARD MEMBERS, PIKES PEAK LIBRARY DISTRICT STAFF & OTHERS PRESENT

Present at 3:00 p.m.: President Wayne Vanderschuere, Trustee Keith Clayton, Trustee Cathy Grossman, Trustee Ned Stoll, Citizen Beau Kelly, Elevated Insights Staff Debbie Balch and Erin Bradley

Joined the meeting at 4:00 p.m.: Secretary/Treasurer Scott Taylor, Chief Librarian & CEO John Spears, Friends of the Pikes Peak Library District Board of Directors Member Stephen Adams, Chief Public Services Officer Tim Blevins, High Prairie Branch Supervisor Laura Foye, Assistant to the Chief Librarian Sue Hammond, Development Officer & Foundation Executive Officer Lance James, Chief HR & OD Officer Heather Laslie, Chief Information Officer Rich Peters, Chief Communications Officer Michelle Ray, Chief Facilities Management Officer Gary Syling, Caleb Taylor, Chief Finance Officer Michael Varnet, High Prairie Library Manager Liz Willhoff,

Joined the meeting at 5:14 p.m.: Trustee Mina Liebert

MEMBERS ABSENT

Vice President Debbie English

CALL TO ORDER

President Vanderschuere called the August 13, 2019 meeting of the Pikes Peak Library District Board of Trustees to order at 3:06 p.m.

SPECIAL PRESENTATION: DISCUSSION WITH ELEVATED INSIGHTS

Debbie Balch and Erin Bradley of Elevated Insights were present to survey the Board for the Community Needs Assessment.

ITEMS TOO LATE FOR THE AGENDA

There were no items too late for the agenda.

PUBLIC COMMENT

There was no public comment.

CORRESPONDENCE AND PRESENTATIONS

Correspondence

A letter from The Independence Center Advocacy Manager Rebecca Michael was included in the Board packet. Ms. Michael expressed gratitude for the work of PPLD staff Janina Goodwin and Jaylene Walls on the Photovoice 2019 project.

Presentations

High Prairie Library Supervisor Laura Foye provided a brief presentation on the Seed Library at High Prairie Library. Library patrons can checkout seeds, share and trade extra seeds, plant the seeds and grow a garden and then save some of the seeds from the garden to share with the Library. High Prairie Library offers classes for all levels of gardeners and is collaborating with the Fresh Start Center to teach individuals to grow and utilize fresh foods.

BUSINESS ITEMS

Board Minutes

Decision 19-8-1: Minutes of the July 9, 2019 Meeting

The minutes of the July 9, 2019 regular meeting of the Pikes Peak Library District Board of Trustees were included in the Board packet.

Motion: Cathy Grossman moved to approve the minutes of the July 9, 2019 regular meeting of the Pikes Peak Library District Board of Trustees as presented.

Second: Ned Stoll seconded the motion.

Vote: The motion was approved unanimously.

Decision 19-8-2: Minutes of the July 27, 2019 Special Meeting

The minutes of the July 27, 2019 special meeting of the Pikes Peak Library District Board of Trustees were included in the Board packet.

Motion: Ned Stoll moved to approve the minutes of the July 27, 2019 special meeting of the Pikes Peak Library District Board of Trustees as presented.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

Consent Items

No consent items were presented.

Unfinished Business

There was no unfinished business.

New Business

Discussion: Mid-Year Budget Resolution

A draft Mid-Year Budget Resolution was included in the Board packet. Chief Financial Officer Michael Varnet explained that a hearing for the budget resolution will take place on September 10, 2019 and the final Mid-Year Budget Resolution will be presented to the Board for consideration and decision at the September 10, 2019 regular meeting of the Board.

The Mid-Year Budget Resolution will address the following:

- Balances carried over from 2018 capital project funds
- Outstanding encumbrances as of 12/31/18
- Funding a long-term facilities plan
- Funding a partial wrap for one bookmobile

Trustee Grossman took the opportunity to suggest that going forward Mr. Varnet ask if Board members would like printed budget books. All of the Board members present indicated that they would like to receive the budget in electronic format only going forward.

Discussion: Board Volunteer Agreement

A draft Board Volunteer Agreement was included in the Board packet. Governance Committee Chair Scott Taylor noted that many Front Range library boards have adopted a similar Board Volunteer Agreement. The Board liked the agreement. The Governance Committee will go through the document a final time and it will be incorporated into Board procedures beginning in January 2020.

Decision 19-8-3: Contract for Courier Services

In response to a formal RFP, PPLD received two bids to provide courier services. A team of PPLD staff evaluated the bids for courier services. The team also considered costs for bringing courier services in-house. The low bid was submitted by American Courier, however, American Courier failed to include bid document attachments by the mandatory deadline. The staff team unanimously recommended that the contract for courier services be awarded to Stat Courier at an annual cost of \$180,000.00 with an additional \$212.50 per week when the Calhan Library opens.

Motion: Ned Stoll moved that the Pikes Peak Library District Board of Trustees approve the selection of Stat Courier Services to provide continuing courier delivery services to all PPLD locations at a starting annual cost of \$180,000.00 with an additional \$212.50 per week when the Calhan Library location opens.

Second: Keith Clayton seconded the motion.

Vote: The Board of Trustees approved the motion unanimously.

Decision 19-8-4: Copier RFP

RFP 520-19-04 to replace all copiers in the Pikes Peak Library District, adding additional features to replace desktop printers, received four bids. The staff evaluation team recommended All Copy Products. All Copy Products offered the best value and the lowest cost. All Copy Products is PPLD's current vendor for copiers and has demonstrated good response time.

Motion: Keith Clayton moved that the Pikes Peak Library District Board of Trustees approve All Copy Products as the vendor for RFP 520-19-04 for copier/multi-function device services to the Pikes Peak Library District as the cost of up to \$213,000.00.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

Decision 19-8-5: Child Safety Policy

The *Child Safety Policy* is a new Board policy. The policy addresses access to Library areas designed for children and their parents, guardians, and caregivers.

Trustee Grossman suggested edits to the Board policy. Secretary/Treasurer Taylor discussed possible word choice changes to the procedures as well. Staff will review the procedures with Trustee Taylor's suggestions in mind.

Motion: Cathy Grossman moved that the Pikes Peak Library District Board of Trustees approve Board Policy in the Pikes Peak Library District Child Safety Policy to read as follows:

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

Second: Keith Clayton seconded the motion.

Vote: The motion was unanimously approved.

REPORTS

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends Board member Stephen Adams reported that Friends online book sales were good in July. The Children's Booksale at the Summer Adventure party at East Library made \$503.00. The big fall booksale is scheduled for October 4-6 at East Library.

The Friends have begun working on the 2020 literary awards and have identified potential award winners.

The Friends are working on building their Board of Directors. One new member will come on board in September and they currently have two additional potential members.

Mr. Adams noted that the Friends found the July 27, 2019 Board retreat to be very informative and helpful.

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation report was included in the Board packet. Development Officer & Foundation Executive Officer Lance James reported that the Foundation Board of Directors have expressed their appreciation for being included in the July 27, 2019 Board retreat. The information presented has already informed some of their decisions.

Mr. James announced a Give! Event on November 5, 2019. The Foundation will host a screening of the film *The Public* at Knights of Columbus Hall. A panel discussion will follow the film. Invitations and registration information will be forthcoming.

Financial Report

The Financial Report for the period ending June 30, 2019 was included in the Board packet. Chief Finance Officer Michael Varnet reported that revenues are up from the previous year by 5.6%. Investment earnings are doing well. Expenses are about 8% greater than in 2018 at this time. This is a result of many vacancies last year that have since been filled.

Public Services Report

The Public Services Report and the Circulation Report were included in the Board packet. Chief Public Services Officer Tim Blevins reported that the meetings for 2020 budget planning have been very good. There is lots of staff input this year.

Mr. Blevins noted that "original" circulation (circulation that does not include renewals) for many of the branches is at the same level as that of Penrose Library.

Library Reports

Reports from the Communications, Facilities, Human Resources and Information Technology departments were included in the Board packet.

It was noted that the PowerPass! link on ppld.org will go live soon. All students enrolled in D11 schools will automatically receive library cards. This is a program first suggested by past D11 Superintendent Nicholas Gledich. Other school districts have expressed interest and PPLD hopes to eventually offer this service to all public schools in the District.

Chief Librarian's Report

Chief Librarian & CEO John Spears reported that the ALA Design Institute tours have been finalized. PPLD will host the Design Institute on September 13, 2019. Tours for Design Institute attendees will take place on September 12, 2019 with a reception at the Pioneers Museum that evening.

Mr. Spears reported on changes in the book publishing industry that could have a negative impact on PPLD's electronic collections. Many of the "big 5" publishers have imposed restrictions on ebooks and are changing pricing models. The Colorado Association of Libraries and other state library associations have joined ALA in writing to the publishers.

PPLD will join all Colorado Libraries in cutting off LinkedIn Learning (formerly Lynda.com) as soon as the recently announced changes take place. These changes will substantially impair the privacy of library users. PPLD staff are currently evaluating alternative sites.

Chief Librarian Spears discussed his plan for moving forward with a Facilities Master Plan and a Strategic Plan. PPLD's Needs Assessment will inform the Facilities Master Plan by letting us know what the public wants. Once the Facilities Master Plan is completed, PPLD will begin to work on a Strategic Plan. Mr. Spears hopes that the Facilities Master Plan can be started in late 2019. The firm doing the Needs Assessment, Elevated Insights, does strategic planning and is a logical choice for the project. PPLD's Financial Guidelines dictate that another quote be sought.

Board Reports

Governance Committee

Governance Committee Chair Scott Taylor reported that the Committee met on July 17, 2019. The Committee discussed the annual retreat, the upcoming Board vacancy, job shadowing, and changes to meeting times in 2020.

The Committee recommends that regular Board meetings be scheduled for the fourth Wednesday of each month beginning in January 2020. A meeting time will be set once feedback from City and County officials has been received.

Trustee Taylor noted that a reception for Board applicants will take place immediately following the September 10, 2019 Board meeting at Penrose Library.

Trustee Taylor thanked Sue Hammond, Michael Varnet, and John Spears for their parts in making the annual Board retreat successful.

Internal Affairs Committee

Internal Affairs Committee Member Ned Stoll reported that the Committee met on August 6, 2019. The Committee reviewed the Mid-Year Budget Resolution draft, the Courier Services recommendation, and the Child Safety Policy.

Public Affairs Committee

The Public Affairs Committee did not meet in July.

Board President's Report

President Vanderschuere thanked everyone involved in the July 27 Board retreat.

Adopt-a-Trustee Reports

- Cathy Grossman visited Human Resources and Children's Services.
- Scott Taylor represented the Board at the Naturalization Ceremony on July 22.

EXECUTIVE SESSION

Motion: Scott Taylor moved that the Board of Trustees enter executive session to discuss personnel matters related to a six-month review of the annual performance of goals of the Chief Librarian & CEO as authorized by C.R.S. § 24-6-402(4)(f)

Second: Keith Clayton seconded the motion.

Vote: The motion was approved unanimously.

The Board of Trustees entered executive session at 5:50 p.m.

The following left the meeting at that time: Stephen Adams, Tim Blevins, Laura Foye, Sue Hammond, Lance James, Beau Kelly, Heather Laslie, Rich Peters, Michelle Ray, Gary Syling, Caleb Taylor, Michael Varnet, Liz Willhoff.

The Board resumed open session at 6:30 p.m.

President Vanderschuere reported that the Board of Trustees discussed Chief Librarian Spears's goals, and the progress towards completing those goals, in detail during the executive session.

ADJOURNMENT

There being no further business to conduct, President Vanderschuere adjourned the July 13, 2019 meeting of the Pikes Peak Library District Board of Trustees at 6:31 p.m.

2019 Supplementary Budget Resolution

UPDATED MEMORANDUM – PRESENTED SEPTEMBER 10, 2019

After the 2019 mid-year adjustment was presented to the Board of Trustees at the August 13, 2019 Board meeting, a legal notice was placed in the local newspaper to inform the citizens that a copy of the proposed resolutions was available for inspection and that a public hearing would be held on September 10, 2019. To date, there have been no inquiries from the public.

The final proposed resolutions and supplemental schedules are included with this memorandum. The original memo to the Board of Trustees, which described the proposed adjustments, dated August 13, 2019 is listed below.

The following is a list of adjustments that have been made to the original budget resolutions:

1. **General Fund – adjustment \$15,000.** As discussed below, the midyear budget resolution includes \$15,000 for a transfer of funds to the Capital Reserve Fund for the purchase of RFID equipment – (3) wands. The adjusted appropriation for the General Fund is \$35,925,495 after this recommended change, up from \$35,910,495 as discussed below.
2. **General Fund – Line Item Transfers – No Impact on Total Budget.** The midyear adjustment includes line item transfers totaling \$95,828. They represent transfers of amounts from one expenditure category to another within the already approved 2019 budget. These transfers do not change the total General Fund budget.
3. **East Library Capital Projects Fund – adjustment \$0.** – No changes were made to the original resolution schedule.
4. **Penrose Capital Projects Fund – adjustment \$0.** – No changes were made to the original resolution schedule.
5. **Library 21c Capital Projects Fund – adjustment \$0.** – No changes were made to the original resolution schedule.
6. **Capital Reserve Fund – adjustment \$15,000.** The midyear adjustment includes \$15,000 for the purchase of three wands to be used as part of the RFID technology currently in place to track the District's library materials collection. In brief, these wands will allow staff to inventory its collection in a very timely and accurate manner which will provide more accurate reporting and ultimately provide better customer service. The District's inventory records will simply be much more accurate and lost materials will be identified on a more-timely basis. This also improves staff efficiency in this area.

The adjusted appropriation of the Capital Reserve Fund is increased from \$1,158,984 to \$2,882,297, and that the total budget for revenues and other sources of funds is increased from \$1,158,984 to \$1,173,984.

7. **Special Revenue Funds – adjustment \$0.** – No changes were made to the original resolution schedule.

Recommendation

Management recommends approval of the proposed mid-year budget resolutions and supplemental schedules as described below and as presented with this memorandum.

ORIGINAL MEMORANDUM – PRESENTED AUGUST 13, 2019

History

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

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

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

GENERAL FUND

Revenues

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

Expenditures

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

1. Encumbrances – \$346,236

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

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

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

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

This amendment includes \$9,250 for a partial wrap of a bookmobile as the existing wrap is

showing wear and tear. The existing wrap also needs to be updated to incorporate the current marketing brand and logos.

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

EAST LIBRARY CAPITAL PROJECT FUND

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

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

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

PENROSE LIBRARY CAPITAL PROJECT FUND

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

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

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

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

LIBRARY 21C CAPITAL PROJECT FUND

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

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

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

CAPITAL RESERVE FUND

The District’s Capital Reserve Fund is used to account for all financial activity related to the District’s capital projects/purchases that are not accounted for in either the East Library Capital Projects Fund, the Penrose Library Capital Projects Fund or the Library 21c Capital Project Fund. Sources of funds come primarily from the General Fund.

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

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

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

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

SPECIAL REVENUE FUNDS

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

The recommended amendments are as follows:

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

The attached resolutions and supporting schedules list our recommendations as to how to spend such funds during 2019. These funds are to be kept in place until the remaining fund balances are fully utilized. Current accounting literature requires these types of funds to be accounted for in the General Fund. These funds existed prior to the change in literature and we are required to account for them as Special Revenue

Funds until the fund balances are reduced to \$0. The changes above result primarily from not fully utilizing the funds that were budgeted for in 2018.

BUDGET DISCUSSION – 2019 MIDYEAR AND 2020 FISCAL YEAR

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

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

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

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

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

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

5. As part of the 2020 budget process, we will be reviewing all contracts and other services/expenditures.

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

RECOMMENDATION

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

RESOLUTION FOR SUPPLEMENTARY BUDGET

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

WHEREAS, this resolution is adopted for the following causes:

Expenditures and Other Financing Uses

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

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

2. To increase the 2019 General Fund budget by \$50,000 for the estimated cost to complete a long term facilities plan.
3. To increase the 2019 General Fund budget by \$15,000 for a transfer of funds to the Capital Reserve Fund for the purchase of RFID equipment.
4. To increase the 2019 General Fund budget by \$9,250 to cover the projected costs a partial wrap (outside appearance) of a bookmobile.
5. To approve line item transfers in the amount of \$95,828, as documented on the attached schedule; such transfers have a net zero effect on the total General Fund budget.

NOW THEREFORE, it is resolved by the Board of Trustees of the Pikes Peak Library District, Colorado Springs, Colorado:

1. That the 2019 appropriation of the General Fund is hereby increased from \$35,505,009 to \$35,925,495; and
2. That the line item transfers of \$95,828 per the attached schedule is approved.

ADOPTED, this ____ day of _____, 2019

Attest: _____
Wayne Vanderschuere, President

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

Category	Amount
Approved 2019 Budget - Revenues	\$ 33,405,893
Adjustments:	-
2019 General Fund Revenue Budget, As Amended	<u>\$ 33,405,893</u>
Approved 2019 Budget - Expenditures	<u>\$ 35,505,009</u>
Utilization of Prior Year Reserved and Designated Fund Balance	
Encumbrances	
Library materials	188,274
Other encumbrances	<u>157,962</u>
Total Encumbrances	<u>346,236</u>
Other Items	
Long term facilities plan - konsuktant fees	50,000
Operating transfer - Capital Reserve Fund (RFID Wands (3))	15,000
Bookmobile - partial wrap	<u>9,250</u>
Total Other Items	<u>74,250</u>
Total Adjustments	<u>420,486</u>
Total 2019 General Fund Expenditure Budget, As Amended	<u><u>\$ 35,925,495</u></u>

**Pikes Peak Library District
Mid-Year Budget Adjustment - Line Item Transfers
Fiscal Year 2019**

General Fund	From	To	Purpose
Supplies	\$ 1,000	Programming	To transfer funds from supplies to programming - Cheyenne Mountain Library
Other expenditures - Summer Reading	1,800	Programming	To transfer funds from Summer Reading Adventures to programming - Children's Services
Programming	1,000	Training	To transfer funds from programming to training - Adult Services
Telecommunications	40,000	Consultant fees	To transfer funds to consultant fees for various projects (e-Rate, surveillance system design, and IT department network and architecture support)
Equipment maintenance	42,028		
Training	10,000		
	<u>\$ 95,828</u>		
		92,028	
		<u>\$ 95,828</u>	

RESOLUTION FOR SUPPLEMENTARY BUDGET

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

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

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

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

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

ADOPTED, this ____ day of _____, 2019

Attest: _____
Wayne Vanderschuere, President

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

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

RESOLUTION FOR SUPPLEMENTARY BUDGET

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

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

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

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

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

ADOPTED, this ____ day of _____, 2019

Attest: _____
Wayne Vanderschuere, President

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

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

RESOLUTION FOR SUPPLEMENTARY BUDGET

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

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

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

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

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

ADOPTED, this ____ day of _____, 2019

Attest: _____
Wayne Vanderschuere, President

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

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

RESOLUTION FOR SUPPLEMENTARY BUDGET

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

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

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

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

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

AND WHEREAS, to increase the 2019 Capital Reserve Fund budget by \$15,000 for the purchase of RFID equipment, the funding of which comes from the General Fund

NOW THEREFORE, it is resolved by the Board of Trustees of the Pikes Peak Library District, Colorado Springs, Colorado, that the 2019 appropriation of the Capital Reserve Fund is hereby increased from \$1,158,984 to \$2,882,297, and that the total budget for revenues and other sources of funds is hereby increased from \$1,158,984 to \$1,173,984, as per the attached schedule.

ADOPTED, this ____ day of _____, 2019

Attest: _____
Wayne Vanderschuere, President

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

Account Description	2019		
	Original Budget	Mid-Year Amendment	Amended Budget
Revenues and Other Sources of Funds			
Donations-PPLD Foundation	\$ 123,000	\$ -	\$ 123,000
Fund Transfers In	1,035,984	15,000	1,050,984
Total Revenues and Other Sources of Funds	1,158,984	15,000	1,173,984

Expenditures

2019 Budget

Facilities

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

Information Technology

Servers-East Library data updates	2,000	-	2,000
RFID wands (3)	-	15,000	15,000
Data center redesign servers	75,000	-	75,000
Technology refresh (staff)	19,000	-	19,000
Technology refresh (patrons)	131,000	-	131,000
PC's-video editing	11,114	-	11,114
IT security and operating center computers	10,000	-	10,000
Laptops-Young Adult Services	6,000	-	6,000
Laptops-Children's iPad	6,000	-	6,000
Self check-Penrose additional data ports	2,500	-	2,500
Scanners-Collection Management	2,080	-	2,080
Network switches/UPS	100,000	-	100,000
Telephone wireless or USB headsets	30,000	(30,000)	-
Surveillance system redesign	125,000	30,000	155,000
District-wide audiovisual equipment standardization	75,000	-	75,000
Contingency	47,500	-	47,500
Sub-total	642,194	15,000	657,194

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

Account Description	2019		
	Original Budget	Mid-Year Amendment	Amended Budget
Creative Services/Video Studio			
Replacement wireless mic kit	1,300	-	1,300
Replacement audio recorder	300	-	300
Replace audio recorder kit	1,200	-	1,200
Replacement cameras - Studio 21c (5)	37,500	-	37,500
Replace video camera kit for checkout	5,700	-	5,700
Replacement teleprompter	1,550	-	1,550
Replacement DSLR cameras for checkout	3,000	-	3,000
Replace GoPro kits	1,500	-	1,500
Replace tripod system	320	-	320
Photo roller system	1,000	-	1,000
New checkout equipment L21c	3,900	-	3,900
Replacement chargeable batteries	1,620	-	1,620
Isolation booth - Library 21c Studio	20,000	-	20,000
Replacement circuit machines	1,200	-	1,200
Sand Creek Library - vinyl record cutter	9,000	-	9,000
Sand Creek Library - larger kiln	3,000	-	3,000
East Library - Larger laser cutter	18,000	-	18,000
New maker kits	1,000	-	1,000
Equipment replacement fund	3,500	-	3,500
Sub-total	114,590	-	114,590
Total Expenditures 2019 Budget	1,158,984	15,000	1,173,984
Carryover from 2018			
Facilities			
Districtwide-concrete replacement	-	23,560	23,560
Districtwide - asphalt repairs	-	15,072	15,072
Staff lounges improvements	-	29,916	29,916
Water management system	-	10,000	10,000
Upgrade fire system dialers	-	15,000	15,000
Children's and Teen area furniture	-	7,000	7,000
Vehicles	-	8,625	8,625
Calhan project	-	515,642	515,642
Replace bookmobile generator	-	12,500	12,500
Contingency	-	178,763	178,763
Sub-total	-	816,078	816,078

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

Account Description	2019		
	Original Budget	Mid-Year Amendment	Amended Budget
Information Technology			
Replace computers	-	39,484	39,484
Technology refresh (patrons)	-	68,795	68,795
Barcode scanners	-	15,102	15,102
Copier replacement	-	301,000	301,000
Telephone switches	-	94,834	94,834
Firewall replacement	-	45,000	45,000
Switches/UPS replacement	-	40,000	40,000
Archival management system	-	13,400	13,400
Automated materials handling bins (2)	-	20,000	20,000
Special Collections equipment	-	29,000	29,000
East Library tween computers	-	4,000	4,000
Datacenter project	-	111,399	111,399
AV Equipment districtwide	-	50,000	50,000
Contingency	-	6,335	6,335
Sub-total	-	838,349	838,349
Creative Services/Video Studio			
Video projector replacements and additions	-	5,000	5,000
Maker machinery	-	48,886	48,886
Sub-total	-	53,886	53,886
Total Carryover from 2018	-	1,708,313	1,708,313
Total Expenditures	1,158,984	1,723,313	2,882,297
Excess Revenues over Expenditures	-	(1,708,313)	(1,708,313)
Fund Balance - January 1, 2019	1,708,313	-	1,708,313
Fund Balance - December 31, 2019	\$ 1,708,313	\$ (1,708,313)	\$ -

RESOLUTION FOR SUPPLEMENTARY BUDGET

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

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

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

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

ADOPTED, this ____ day of _____, 2019

Attest: _____
Wayne Vanderschuere, President

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

	2019	
	Mid-Year	Adjusted
	Budget	Budget

Purpose of Fund

To accumulate funds for the acquisition of specific assets or the purchase of specific services not specifically identified through another established fund.

Fiscal Year Estimated Revenues

Fiscal Year Expenditures

Other expenditures	\$ -	\$ 212	\$ 212
Total Fiscal Year Expenditures	-	212	212
Excess (Deficit) Revenues Over Expenditures	-	(212)	(212)
Fund Balance - Beginning of Year	212	-	212
Fund Balance - End of Year	\$ 212	\$ (212)	\$ -

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

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

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

	2019		
	Budget	Mid-Year Adjustment	Adjusted Budget
Purpose of Fund			
To accumulate funds for the support of the District's Fountain Library's services, programs and assets.			
Fiscal Year Expenditures			
Capital outlay			
Paint refresh	\$ 8,500	\$ -	\$ 8,500
Other	-	3,060	3,060
Total Fiscal Year Expenditures	<u>8,500</u>	<u>3,060</u>	<u>11,560</u>
Excess (Deficit) Revenues Over Expenditures	(8,500)	(3,060)	(11,560)
Fund Balance - Beginning of Year	11,560	-	11,560
Fund Balance - End of Year	<u>\$ 3,060</u>	<u>\$ (3,060)</u>	<u>\$ -</u>

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

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

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

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

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

	2019		
	Budget	Mid-Year Adjustment	Adjusted Budget
Purpose of Fund			
To accumulate funds for the support of the District's 1905 Carnegie Library's services, programs and assets.			
Fiscal Year Expenditures			
Capital outlay	\$ -	\$ 4,374	\$ 4,374
Total Fiscal Year Expenditures	<u>-</u>	<u>4,374</u>	<u>4,374</u>
Excess (Deficit) Revenues Over Expenditures	-	(4,374)	(4,374)
Fund Balance - Beginning of Year	4,374	-	4,374
Fund Balance - End of Year	<u>\$ 4,374</u>	<u>\$ (4,374)</u>	<u>\$ -</u>

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

Purpose of Fund

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

Fiscal Year Expenditures

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

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

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

Teen Spaces Policy

The Teen Spaces Policy is a revised Board policy regarding the areas in Library locations dedicated for use by patrons ages 12 through 18. The policy describes parent and caregiver responsibilities, adult and children's use of the teen collection, and expectations of conduct in Teen Spaces.



Teen Spaces Policy

BOARD POLICY

Pikes Peak Library District is committed to providing inviting and safe spaces for teen patrons (ages 12 through 18) to engage in individual and group activities. . Our teen spaces are dedicated areas designed and intended exclusively for teen patrons. Teens can socialize, hang out, attend programs, and use Library resources in a welcoming and teen friendly environment.

PROCEDURES

- A. Parents and caregivers are responsible for determining the suitability of materials for their teen(s). Materials in the teen collection are selected for teenage patrons. The collection should meet the needs of this entire age group; however, materials provided for an 18 year old may not be appropriate for a 12 year old.
- B. Teen spaces are intended exclusively for patrons ages 12 through 18 years old.* Adults and children are welcome to browse and check out materials from the teen collection. Once materials are selected, patrons younger than 12 and older than 18 should use the main areas of the libraries. Other resources in the spaces are exclusively for the use of teen patrons.
- C. Adults (including, but not limited to parents, caregivers, tutors, or legal advocates) may be in teen spaces with their teens only if they are actively assisting with material selection, homework, or other one-on-one help.
- D. East Library and Library 21c offer study rooms in the teen spaces. The study rooms are available for, and may be reserved by, teen patrons only.
- E. Teenage patrons are expected to follow Pikes Peak Library District's [Code of Conduct Policy](#).

*Some Library locations open teen spaces to other patrons when schools are in session.



Teen Spaces Policy

BOARD POLICY

Pikes Peak Library District is committed to providing inviting and safe spaces for teen patrons (ages 12 through 18) to engage in individual and group activities. ~~Separate spaces and services specifically designed for teen patrons best meets the needs of this diverse age group with unique needs and expectations. Our teen spaces are dedicated areas designed and intended exclusively for teen patrons. Teens can socialize, hang out, attend programs, and use library resources in a welcoming and teen friendly environment.~~

Commented [RJ1]: Using the word "through" makes it so the statement includes 18 year olds until they turn 19.

~~Pikes Peak Library District strives to keep teens engaged with and interested in the Library in order to encourage continued library use as they transition into adulthood. Pikes Peak Library District provides access to current information and resources, both in library and virtually; current technology; and literature for educational and recreational purposes.~~

~~Pikes Peak Library District's teen spaces are dedicated spaces designed and intended exclusively for patrons between 12 and 18 years old. Teens can socialize, hang out, attend programs, and use library resources in a welcoming and teen friendly environment.~~

Commented [RJ2]: Edited and moved above.

PROCEDURES

- A. Parents and caregivers are responsible for determining the suitability of materials for their teen(s). Materials in the teen collection are selected for teenage patrons. The collection should meet the needs of this entire age group; however, materials provided for an 18 year old may not be appropriate for a 12 year old.
- B. Teen spaces are intended exclusively for patrons ages 12 through 18 years old.* Adults and children are welcome to browse and check out materials from the teen collection. Once materials are selected, patrons younger than 12 and older than 18 should use the main areas of the libraries. Other resources in the spaces are exclusively for the use of teen patrons.
- C. Adults (including, but not limited to parents, caregivers, tutors, or legal advocates) may be in teen spaces with their teens only if they are actively assisting with material selection, homework, or other one-on-one help.
- D. East Library and Library 21c offer study rooms in the teen spaces. The study rooms are available for, and may be reserved by, teen patrons only.
- E. Teenage patrons are expected to follow Pikes Peak Library District's [Code of Conduct Policy](#).

*Some Library locations open teen spaces to other patrons when schools are in session.

Use of Force Policy

The Use of Force Policy is a new Board policy regarding the expectations of Library Security Officers to keep patrons and employees safe. The policy describes situations when Security Officers may choose to use reasonable force to defend themselves, PPLD patrons, or employees; the reporting required if force is utilized, and the review process followed to determine if actions were "reasonable."



Use of Force Policy

BOARD POLICY

The purpose of this policy is to provide guidance to Pikes Peak Library District Security Officers in using force in connection with their duties with PPLD. As a general matter, Security Officers are expected to attempt to de-escalate, without using force, situations that interfere with the operation of PPLD facilities and the use of those facilities by PPLD patrons. **PPLD Security Officers are not authorized to use weapons.**

Security Officers are not required to use force to defend themselves or third parties, including PPLD patrons and employees. In general, they are expected to observe, contact and summon law enforcement, report, and attempt to cease any altercations with loud verbal commands and de-escalation techniques. Security Officers should focus on keeping other patrons and employees safely out of the way until law enforcement arrives. Although not required to do so, Security Officers may decide to use reasonable force to protect themselves and PPLD patrons and employees.

PROCEDURES

I. Operations

Security Officers may use physical force against another person in order to defend themselves or PPLD patrons or employees from what they reasonably believe to be the use or imminent use of unlawful physical force on another person. Security Officers may use a degree of force which they reasonably believe to be necessary for that purpose.

- A. When using force, Security Officers must immediately cease such use when the offending party ceases the aggressive behavior.
- B. An officer has a duty to intervene or stop the use of excessive force by another officer when it is safe and reasonable to do so.
- C. Any use of force by Security Officers must be consistent with state and federal laws applicable to the use of force, the parameters of this policy, and the training provided by PPLD, including, but not limited to, training in Crisis Prevention Institute Nonviolent Crisis Intervention.

II. Reporting

If force is utilized to protect an officer, other staff member, or patron, the Security Officer must immediately call 911 and request both a law enforcement and medical response. A paramedic will provide an opportunity for the Security Officer and the offending person to receive immediate medical treatment and for the paramedic or other medical professional to document any visual injuries to or medical complaints made by the offending person.

- A. Security Officers must immediately report any use of force to a member of the Security leadership team and complete an incident report as soon as it is safe to do so.
- B. Security Officers should immediately obtain witness statements from all available patrons and employees in the area.

III. Review

All instances of use of force will be reviewed by PPLD's Use of Force Review Team based on a standard of "objective reasonableness." The Use of Force Review Team will consist of the Security Manager, Chief Librarian, Chief Human Resources and Organizational Development Officer, and Chief Financial Officer. Specifically, PPLD's Use of Force Review Team will review the facts of a case as they were presented to the Security Officer when the decision to use force was made and determine if the actions were "reasonable" given the circumstances and what was known to the Security Officer at the time.

- A. Security Officers will receive training at least annually on PPLD's Use of Force Policy and related legal updates.
- B. This policy will be reviewed annually, and any questions or concerns may be addressed to the Security Manager for clarification.

Rescission of Decision 19-8-4: Copier RFP

At its August 13, 2019 meeting, the Board of Trustees approved Decision 19-8-4: Copier RFP, and selected All Copy Products as the vendor which the District would use to purchase multifunctional devices to be deployed throughout the District. As part of this process, the RFP required vendors to propose the solution they recommend regarding equipment to be deployed. The RFP also asked for unit pricing of the equipment (including peripheral attachments) used in their proposed solution.

Upon receipt of the proposals, District staff reviewed the proposed solutions and meanwhile developed its own recommended solution of equipment to be deployed throughout the District, including requirements (i.e. pages per minute) that were not specified by device in the original RFP. Staff's recommended solution was different than the solutions proposed by vendors, and in some cases, the differences were substantial.

Subsequent to this decision, a question was raised regarding the cost amounts used for the evaluation and selection process. Specifically, one vendor indicated the figure we used in our recommendation did not agree to what they proposed by about \$50,000. The vendor simply used the solution they proposed as what they believe should have been the basis of the award. They did not take into account the fact that the final solution differed than their proposed solution based on what staff determined was the best solution for the District.

Management reviewed the evaluation process and determined that the process used did in fact raise questions about the fairness of the RFP in terms of what was being asked versus what was used to develop the final vendor recommendation. Besides the issue that staff's recommendation varied substantially from what was proposed by vendors in terms of the number and type of devices to be deployed, staff used the unit pricing for the devices included in the vendors' solutions to develop the estimated cost for the staff's recommended solution. In at least two instances, the staff's solution called for models (number of devices and specific requirements) that were not proposed by the vendor, yet the vendor's pricing models used in their proposal were used to determine their estimated cost when in fact had the RFP specifically stated what our requirement were, the vendor would have had the chance to provide a quote on models (type and quantity) that were more in line with what was being asked.

Management concluded the RFP process raised enough questions to warrant rescinding Decision 19-8-4, and to start over with an RFP that specifically states all requirements for each device needed throughout the District. We will ask the vendor to provide price quotes for specific devices based on requirements including a range for speed, and minimize the level of judgment needed regarding their response to the RFP.

Recommendation

Management recommends the Board rescind Decision 19-8-4: Copier RFP and authorize management to proceed with an RFP for copier equipment in a manner described above.

Intergovernmental Agreement for the Colorado Special Districts Property and Liability Pool

At its January 8, 2019 regular meeting, the Board of Trustees approved participation in the Colorado Special Districts Property and Liability Pool (the Pool) for all property and liability insurance policies for 2019. Very recently, we were contacted by our insurance consultant that we need to sign an Intergovernmental Agreement (IGA) as part of participating in this Pool. Attached to this memo is the IGA and related Resolution that we must sign. We are not allowed to deviate/change either document. The Board President must sign both documents, and the Secretary/Treasurer must attest to the President's signature on both documents. Providing minutes of the January Board decision was not sufficient.

Both documents have been reviewed by District staff and there is nothing that in any way contradicts or otherwise not be consistent with the previous decision to participate in the Pool that was made in January 2019.

Recommendation

Management recommends the Board approve both documents as presented.

Administration

McGriff, Seibels & Williams

P.O. Box 1539

Portland OR 97207

Phone: (800) 318-8870

Fax: (503) 943-6622

INSTRUCTIONS AND CHECKLIST
FOR THE PROPER EXECUTION OF
THE RESOLUTION AND INTERGOVERNMENTAL AGREEMENT (IGA)

- ___ Please use the provided copies of the Resolution and IGA without alteration. When changes are warranted by the district please submit them prior to signing for review and acceptance by the Pool Board of Directors.
- ___ The board Chairman/President of the district must sign both the Resolution and IGA.
- ___ The board's Secretary or other board member must attest to the President's signature on both the Resolution and IGA. If attestation is not by the Secretary please indicate individual's title in the district.
- ___ Enter the current date on both the Resolution and IGA signature pages.
- ___ Enter the coverages and the effective dates on the second page of the Resolution. Subsequent renewal coverages or additions will be automatically recognized in the agreement.
- ___ Each district must designate on the Resolution specific individuals (not necessarily board members) to be the Primary and Alternative Pool Representatives. These may not be a company, and one person may not be both the Primary and Alternative Representative.
- ___ Please enter a current mailing address for the Primary and Alternative Representatives. You may specify the individual's address as being in care of a company.
- ___ Groups of related districts must each provide separate signed documents if each is a separate legal entity. Each legal entity will have their own separate policy in the Pool.
- ___ Please indicate adoption of the Resolution by two Directors on Page 2 of the Resolution.
- ___ A copy of the Resolution and one original IGA document must be returned to McGriff, Seibels & Williams, the Pool Administrators. If the district wishes to retain an original copy please have duplicate originals signed at the same time.

PLEASE NOTE IT IS IMPORTANT THAT CURRENT REPRESENTATIVE
AND/OR ALTERNATE INFORMATION BE MAINTAINED WITH THE
POOL ADMINISTRATOR. WE REQUEST ANY CHANGES BE SUBMITTED
IN WRITING AS SOON AS POSSIBLE.

RESOLUTION NO. _____

WHEREAS, the Board of Directors of Pikes Peak Library District (hereafter referred to as "the District") has authority under Article XIV, Section 18(2)(a) of the Colorado Constitution, and Sections 24-10-115.5, 29-13-102, and 29-1-201, et seq., Colorado Revised Statutes, as amended, to participate in a self-insurance pool for property and liability and/or workers' compensation coverages:

WHEREAS, the Board of Directors has reviewed a contract to cooperate with other Colorado Special Districts by participating in a self-insurance pool for property and liability coverages entitled "Intergovernmental Agreement for the Colorado Special Districts Property and Liability Pool", a copy of which is attached hereto as Exhibit A and incorporated into this Resolution: and,

WHEREAS, the Board of Directors finds that participation in such a pool would be in the best interest of the District, its employees, and its taxpayers:

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the District hereby:

1. Approves the contract entitled Intergovernmental Agreement for the Colorado Special Districts Property and Liability Pool, a copy of which is attached hereto as Exhibit A and incorporated into this Resolution by this reference.
2. Authorizes and directs the Chairman of the Board of Directors and President of the District to execute Exhibit A on behalf of the District.
3. Directs the Secretary of the Board of Directors to transmit to the Colorado Special Districts Property and Liability Pool (hereafter referred to as "Pool"), McGriff, Seibels & Williams, PO Box 1539, Portland, OR 97207-1539, an executed and attested copy of this Resolution and one original of Exhibit A.
4. Designates John Spears as District's initial Representative to the Pool and designates Michael Varnet as the District's Alternative Representative.

5. Representative Mailing Address:

20 N. Cascade Ave., Colorado Springs, CO 80903

Alternate Representative Mailing Address:

1175 Chapel Hills Dr., Colorado Springs, CO 80920

6. Understands that, with the adoption of this Resolution, the District becomes a member of the Pool, with coverage to be provided by or through the Pool on such date as determined by the District and Pool. The District hereby requests, unless other dates are later designated by the District, that coverage should begin on the following dates for the following type of coverage:

<u>Date</u>	<u>Coverage</u>
<u>02/01/19</u>	Workers' Compensation
<u>01/01/19</u>	Property
<u>01/01/19</u>	General Liability
<u>01/01/19</u>	Automobile
<u>01/01/19</u>	Public Officials Liability
<u>01/01/19</u>	Inland Marine
<u>01/01/19</u>	Equipment Breakdown / Boiler & Machinery
<u>01/01/19</u>	Comprehensive Crime

Director _____ moved the adoption of the above Resolution.

Director _____ seconded the adoption of the above Resolution.

This Resolution was adopted by a majority vote of the Board of Directors of the District on the 10th day of September, 20 19

Chairman of the Board and
President of the District

ATTEST:

Secretary of the Board

**INTERGOVERNMENTAL AGREEMENT FOR THE
COLORADO SPECIAL DISTRICTS
PROPERTY AND LIABILITY POOL**

As Amended
SEPTEMBER 14, 2011

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INTERGOVERNMENTAL AGREEMENT FOR THE COLORADO SPECIAL DISTRICTS PROPERTY AND LIABILITY POOL

ARTICLE 1. Definitions

As used in this Pool Agreement, the following terms shall have the meaning hereinafter set out:

- 1.1 **BOARD**: Board of Directors of the Pool.
- 1.2 **CLAIM YEAR**: Any twelve consecutive month period established by the Board. The "initial" claim year is the first claim year established for the Pool.
- 1.3 **DIRECTOR**: A person serving on the Board.
- 1.4 **MEMBER**: A Special District which enters into this Pool Agreement. An "initial" member of the Pool is a member which obtains coverage through the Pool during the initial claim year.
- 1.5 **MEMBER REPRESENTATIVE**: That person who has been designated in writing by a Member as its representative to the Pool.
- 1.6 **POOL**: The Colorado Special Districts Property and Liability Pool established pursuant to the Constitution and the statutes of this state by this Pool Agreement.
- 1.7 **POOL AGREEMENT**: This Intergovernmental Agreement for the Colorado Special Districts Property and Liability Pool.
- 1.8 **SPECIAL DISTRICT**: A political subdivision of the State of Colorado that is a unit of local government pursuant to Article 13, Title 29, C.R.S., as amended, that is a public entity pursuant to 24-10-103(5), C.R.S., as amended, and that is eligible for membership in the Special District Association of Colorado according to the Association's bylaws as amended and in effect from time to time. "Special District" also includes any separate entity created by intergovernmental agreement authorized by Part 2, Article 1, Title 29, C.R.S., as amended, if at least one of the contracting entities is a special district and if all of the contracting entities are units of a local government pursuant to Article 13, Title 29, C.R.S., as amended, and are public entities pursuant to 24-10-103(5), C.R.S., as amended.
- 1.9 **SDA BOARD**: The Board of Directors of the Special District Association of Colorado.

ARTICLE 2. Creation of Pool

- 2.1 The Colorado Special Districts Property and Liability Pool is hereby formed by this Pool Agreement by Member Special Districts as a separate and independent governmental and legal entity pursuant to the provisions of Article XIV, Section 18(2) of the Colorado Constitution and

Constitution and Sections 29-1-201 et. seq., 8-44-101(1)(C) and (3), 8-44-204, 24-10-115.5, and 29-13-102, C.R.S., as amended.

- 2.2 Each Special District entering into this Pool Agreement has the power under Colorado law to make provision for the property and liability coverages, workers' compensation benefits, and risk management, claims handling, and other functions and services which constitute the specific functions and services jointly provided by means of the Pool.

ARTICLE 3. Purposes

- 3.1 The purposes of the Pool are to provide defined property, liability, workers' compensation and associated coverages, and claims and risk management services related thereto, for Member Special Districts through a self-insurance pool.
- 3.2 It is the intent of the Members to use Member contributions to defend and indemnify, in accordance with this Pool Agreement, any Member against stated liability or loss to the extent of the coverage provided by or through the Pool.
- 3.3 All income and assets of the Pool shall be at all times dedicated to the exclusive benefit of its Members.

ARTICLE 4. Non-Waiver of Governmental or Other Immunity

- 4.1 All Pool money, plus earned interest, is money derived from its Members which consist solely of Special Districts within the State of Colorado. It is the intent of the Members that, by entering into this Pool Agreement, they do not waive and are not waiving any immunity provided by any law to the Members or their public employees, as defined in 24-10-103(4), C.R.S., as amended.

ARTICLE 5. Participation

- 5.1 The Board shall have the authority to limit the Members of the Pool to those Colorado Special Districts which are members of the Special District Association of Colorado and which properly enter into and adopt this Pool Agreement.
- 5.2 New Members, including special districts which have previously withdrawn or been expelled from the Pool, shall be admitted only upon approval by the Board, subject to the payment of such sums and under such conditions as the Board in each case or from time-to-time establishes.

- 5.3 A Member may participate in the Pool for either or both of the following purposes:
1. The property and liability coverages authorized by sections 24-10-115.5 and 29-13-102, C.R.S., as amended, and risk management, claims handling and other functions and services related to such coverages;
 2. The workers' compensation coverages authorized by sections 8-44-101(1)(C) and (3) and 8-44-204, C.R.S., as amended, and risk management, claims handling, and other functions and services related to such coverages.
- 5.4 A Member who is participating in the Pool for one of the purposes set forth in Paragraph 5.3 of this Article may be authorized to participate in the Pool for the other of those purposes upon further compliance, as necessary, with Paragraph 5.1 of this Article and approval of the Board, subject to the payment of such sums and under such conditions as the Board in each case or from time-to-time establishes.

ARTICLE 6. Board of Directors and Officers

- 6.1 The Pool Board of Directors shall be composed of nine persons to be appointed by the SDA Board. Directors shall be appointed from among the Member Representatives, each from a different Member. At least one (1) Pool Director shall be appointed by the SDA Board from among the SDA directors. Pool Directors who are not SDA directors shall be appointed by the SDA Board from nominations received from Members. In no event may more than three Pool Directors be appointed from any one of the following types of special districts: Ambulance, Fire, Metropolitan, Park and Recreation, Sanitation, Water, Water and Sanitation, Hospital, or Library Districts. Nominations from the Members shall be submitted to the SDA Board at such time as the SDA Board may provide, and any nomination must be approved by the Board of Directors of the Member submitting the nomination.
- 6.2 The Executive Director of the SDA shall serve as an ex-officio, non-voting Director on the Board.
- 6.3 Terms of the Directors shall be two-year, overlapping terms or until their successors have been appointed, except as provided herein. The term of office shall begin on a January 1, and end at midnight on a December 31, except that the Directors appointed to the first Board following the formation of the Pool shall begin their term prior to a January 1 if the SDA Board so directs. Directors may serve successive terms. The SDA Board shall appoint to the first Board following formation of the Pool, three Directors to serve one-year terms and four Directors to serve two year terms, with the successors of each appointed for two-year terms. Of the two additional persons to be appointed to the Board upon expansion of the Board from seven to nine persons, one shall be appointed to serve a one-year term and one shall be appointed to serve a two-year term, with the successors of each appointed for two-year terms; the terms of office of the two additional persons initially appointed may begin prior to a January 1 if the SDA Board so directs.

- 6.4 The officers of the Pool shall be: president, one or more vice presidents, secretary, one or more assistant secretaries, and comptroller. The officers shall be elected annually by and from among the Directors at the first meeting of the Board following each December 31.
- 6.5 A vacancy shall occur on the Board when a Director:
1. Submits a written resignation to the Board.
 2. Dies.
 3. Ceases to be a Member Representative.
 4. Fails to attend three consecutive regular meetings of the Board without the Board having entered upon its minutes an approval for an additional absence or absences, except that such additional absence or absences shall be excused for temporary mental or physical disability or illness.
 5. Is convicted of a felony.
- 6.6 Any vacancy on the Board shall be filled by appointment by the SDA Board for the unexpired portion of the term.

ARTICLE 7. Meetings of the Board of Directors

- 7.1 The Board may set a time and place for regular meetings which may be held without further notice. The Members shall be notified of the time and place set for regular meetings.
- 7.2 Special meetings may be called by the President or by a majority of the Directors by mailing written notice at least ten (10) days in advance to all Directors or by unanimously executed waiver of notice.
- 7.3 Five Directors shall constitute a quorum to do business. All acts of the Board shall require approval of a majority of the Directors present, except as otherwise specifically provided in this Pool Agreement.
- 7.4 One or more or all Directors may participate in any meeting of the Board by means of a conference telephone or similar communications equipment by which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence at the meeting.
- 7.5 Any action of the Board may be taken without a meeting if a consent in writing setting forth the action so taken is signed by all Directors appointed to the Board. Such consent shall have the same effect as a unanimous vote. The consent may be executed in counterparts.

ARTICLE 8. Powers and Duties of the Board of Directors

- 8.1 The business and affairs of the Pool shall be managed by the Board which shall exercise all the authority and powers and discharge all the duties of the Pool, except as is otherwise provided in this Pool Agreement.
- 8.2 In addition to all other powers of the Board set out in this Pool Agreement, the Board shall have the power to:
1. Exercise all powers necessary to carry out the purposes of the Pool.
 2. Retain agents, independent contractors and employees necessary to administer and achieve the purposes of the Pool, including, but not limited to, attorneys, accountants, investigators, experts, consultants, and others.
 3. Purchase, sell, encumber, and lease real property, and purchase, sell, encumber or lease equipment, machinery, and personal property.
 4. Invest money as allowed for the Pool by Colorado statutes or by lawful regulations adopted pursuant to Colorado statutes, as from time-to-time amended.
 5. Purchase excess insurance, stop-loss insurance, and reinsurance as the Board deems prudent.
 6. Adopt and adjust the coverages provided through the Pool.
 7. Adopt and adjust contributions to the Pool.
 8. Enter into contracts including, but not limited to, contracts for risk management, claim adjustment, and brokerage services.
 9. Reimburse Directors for reasonable and approved expenses, including expenses incurred in attending Board meetings, and pay compensation to each Director for his or her services in a sum not to exceed the maximum sum which may by statute be paid as compensation for services of directors on Colorado special district boards of directors.
 10. Purchase fidelity bonds from an insurance company approved by the Insurance Commissioner of the State of Colorado to do business in Colorado.
 11. Establish reasonable and necessary loss reduction, prevention and risk management policies and procedures to be followed by the Members.
 12. Appoint committees from time to time as the Board considers desirable.

13. Provide for claims and loss control procedures, and establish conditions to be met prior to the payment or defense of claims.
 14. Establish rules governing its own conduct and procedure, and the authority of its officers, not inconsistent with this Pool Agreement.
 15. Approve attorneys or firms of attorneys to represent Members in claims covered through the Pool.
 16. Delegate in writing fiduciary responsibilities or ministerial powers and duties to individual Directors or committees of the Board or to such agents, employees, and independent contractors as the Board considers desirable.
- 8.3 In addition to all other duties of the Board set out in this Pool Agreement, the Board shall have the duty to:
1. Have an audit of the financial affairs of the Pool be made annually by a certified public accountant in accordance with applicable laws and regulations, and provide a copy thereof to each Member.
 2. Select a qualified actuary to conduct periodic reviews of the Pool's funds and any reviews required by the Insurance Commissioner of Colorado, and make recommendations to the Board based on such reviews.
 3. Designate one or more persons or entities to administer the Pool.
 4. Adopt a budget annually and report the budget to the Members.
 5. Three persons shall be appointed annually to an expulsion committee to serve until January 1 of the year following the appointment. One person, to be appointed by the Board, shall be a director on the board, one person, to be appointed by the Board, shall be a representative of the person(s) or entity(ies) providing general administrative services to the Pool, and one person, to be appointed by the SDA Board, shall be a member of the SDA Board.

ARTICLE 9. Members' Powers and Meetings

- 9.1 The Members shall have the power to:
- a. Amend the Pool Agreement by a two thirds (2/3) vote of the Members present at a meeting. Written notice of any proposed amendment shall be provided to each Member at least forty-five (45) days in advance of any vote on the amendment.
 - b. Dissolve the Pool and disburse its assets by a two thirds (2/3) vote of the Members present at a meeting, pursuant to such notice and in keeping with such procedure as shall be

shall be established by the Board. Notice of the dissolution and plan for disbursement of assets and payment of the remaining obligations of the Pool shall be mailed to the Insurance Commissioner of Colorado at least ninety (90) days prior to the effective date of the dissolution. The plan for disbursement of assets and payment of the remaining obligations of the Pool shall not take effect until approved by the Insurance Commissioner of Colorado. Upon dissolution of the Pool, the assets of the Pool not used or needed for the purposes of the Pool, as determined by the Board and subject to approval by the Insurance Commissioner of Colorado, shall be distributed exclusively to Special Districts which are members of the Pool prior to dissolution to be used for one or more public purposes.

9.2 Meetings of the Members shall be held as follows:

- a. Members shall meet at least once annually at a time and place to be set by the Board, with notice mailed to each Member at least thirty (30) days in advance.
- b. Special meetings may be called by the Board upon its own motion and shall be called by the Board upon written request of thirty (30) percent of the Members, with notice mailed to each Member at least thirty (30) days in advance.
- c. The president of the Pool shall preside at the meetings; a vice president of the Pool shall preside in the absence of the president.
- d. Twenty (20) percent of the Members shall constitute a quorum to do business.
- e. Proxy voting shall be allowed, pursuant to such procedures as the Board may determine.
- f. Each Member shall be entitled to one vote on each issue, to be cast by its Member Representative.
- g. Notwithstanding any other provision of the Pool Agreement, any amendment to the Pool Agreement, except an amendment relating to dissolution of the Pool, may be adopted without a meeting if an approval in writing, setting forth the amendment approved, is signed by the Member Representatives of at least two thirds (2/3) of the Members. The approval may be executed in counterparts.

ARTICLE 10. Obligations of Members

10.1 Each Member shall have the obligation to:

- a. Pay all contributions or other payments to the Pool at such times and in such amounts as shall be established by the Board. Any delinquent payments shall be paid with interest pursuant to a policy established by the Board and uniformly applied.

- b. Designate in writing, a Member Representative and one or more alternates for the Members' meetings. The Representative and any alternate shall be an elected official, employee, or other designee of the Member, and may be changed from time-to-time. Any alternate may exercise all the powers of the Representative during a Member meeting in the absence of the Member Representative.
- c. Allow the Pool and its agents, contractors, employees and officers reasonable access to all facilities and records of the Member as required for the administration of the Pool.
- d. Cooperate fully with the Pool and all agents, contractors, employees and officers thereof in matters relating to the Pool.
- e. Provide information requested by the Pool, and all agents, contractors, employees, and officers thereof, as reasonably required for the administration of the Pool.
- f. Allow the Pool to make decisions regarding, and to designate attorneys to represent the Member in, the investigation, settlement and litigation of any claim within the scope of coverage furnished through the Pool.
- g. Comply with the claims, loss reduction, prevention and risk management policies and procedures established by the Board.
- h. Promptly report to the Pool all incidents or occurrences which could reasonably be expected to result in the Pool being required to consider a claim, in any form required by the Board and in compliance with any applicable excess insurance or reinsurance.
- i. Promptly report to the Pool the addition of new programs and facilities or the significant reduction or expansion of existing programs and facilities or other acts, as directed by the Board and in compliance with any applicable excess insurance or reinsurance.

ARTICLE 11. Contributions

11.1 The Board shall establish Member contributions pursuant to guidelines established by the Board from time-to-time. The contributions may include an annual contribution and any additional contributions at such times and in such amounts as the Board deems necessary to insure the solvency and avoid impairment of the Pool or which the Board otherwise deems beneficial to protect the financial condition of the Pool. The Board may provide for disbursement of non-surplus credit balances which are, pursuant to guidelines adopted by the Board from time to time, due a member, and such disbursements shall not be subject to the provisions of paragraphs 11.2 or 15.1.

11.2 Any excess funds which the Board determines are not needed for the purposes of the Pool, may be

may be distributed among the Members and former Members, subject to Paragraph 15.1, pursuant to the following:

1. Any such distribution may be in the form of credits against future contributions or in the form of payments, or a combination thereof, as the Board may determine.
2. Money distributed for any claim year shall be distributed only to those Members and former Members which were Members during that claim year and shall be distributed in order of claim year contribution, with Members and former Members of the initial claim year to receive the initial credits.
3. The amount which may be distributed for any claim year shall be established by the Board which shall have discretion as to the amount and timing of any distribution. That amount may not exceed the net sum of (i) the net income of the Pool for that claim year less (ii) the portion of the Pool's net income which equals the amount of the excess loss reserve of the claim year prior to the claim year (which is subject to the distribution) which was taken into income in that claim year plus (iii) the excess loss reserve for the claim year which is subject to the distribution.
4. For the purpose of this paragraph 11.2, the term "excess loss reserves" means the amount by which the amounts credited to loss reserves and charged to operating expenses in any claim year exceed the actual losses (including loss adjustment expenses) for that claim year.
5. The amount established by the Board for a claim year pursuant to paragraph c., above, shall be distributed among each Member and former Member which was a Member during that claim year based on the ratio which each Member's and former Member's contribution (excluding any surplus contribution) for the claim year bears to the total contributions (excluding surplus contributions) for the claim year and less the contributions of former Members which are not eligible for a distribution pursuant to Paragraph 15.1.
6. Excess surplus funds contributed by Members and former Members may be distributed only among such contributing Members or former Members, subject to the five year membership requirement of Paragraph 15.1. The Board has discretion to determine, from time to time, the amount and timing of any distribution of such funds. The amount established by the Board shall be distributed among each Member and eligible former Member based on the ratio which each Member's and former Member's surplus contribution bears to the total amount of surplus funds contributed to the Pool by Members and former Members.
7. No distribution of excess funds, including excess surplus funds contributed by Members, shall be made to any Member or former Member which owes any amount to the Pool until the amount so owed is paid, and any amount so owed may be deducted from the distribution to the Member or former Member.

8. No distribution of excess funds, including excess surplus funds contributed by Members, shall cause the Pool to become impaired or insolvent.
- 11.3 The total amount of surplus shall be determined by the Board from time-to-time, but in no event shall be less than that required by the Insurance Commissioner of Colorado, and the Board may require all Members to make additional contributions to surplus as the Board deem necessary, or the Insurance Commissioner of Colorado may require.
- 11.4 The Pool shall account separately for contributions made for the property and liability coverages authorized by sections 24-10-115.5 and 29-13-102, C.R.S., as amended, and for contributions made for the workers' compensation coverage authorized by sections 8-44-101(1)(C) and (3) and 8-44-204, C.R.S., as amended.
- 11.5 Notwithstanding any provision of this Agreement to the contrary, the Pool Board may establish from any contributions or other assets of the Pool the initial minimum surplus for workers' compensation coverage required by the Insurance Commissioner of Colorado; provided that contributions or other assets derived from coverages other than workers' compensation shall not be used to establish such minimum surplus unless and until the Board first determines that workers' compensation contributions are or will be insufficient to fund such surplus in the amounts and within the time required by the Insurance Commissioner of Colorado; and provided further, that such minimum surplus shall be established from contributions for workers' compensation coverage as soon as the Board determines practicable consistent with ensuring the solvency and avoiding the impairment of the Pool. The Board may issue subordinated debt to establish such minimum surplus consistent with applicable requirements of the Insurance Commissioner of Colorado.
- 11.6 The Pool shall repay the Special District Association of Colorado for its ongoing services to the Pool, provided subsequent to the creation of the Pool, within such time and in such amount as the SDA Board and Pool Board may agree.

ARTICLE 12. Liability of Directors, Officers and Employees

- 12.1 No Director, officer, committee member, or employee of the Pool shall be personally liable for any acts performed or omitted in good faith. The Pool shall indemnify each Director, officer, committee member, and employee of the Pool against any and all expense including attorney fees and liability expenses sustained by them, or any of them in connection with any suit or suits which may be brought against them involving or pertaining to any of their acts or duties performed for this Pool or omitted in good faith. This provision shall not be deemed to prevent compromises of any such litigation where the compromise is deemed advisable in order to prevent greater expense or cost in the defense or prosecution of such litigation.
- 12.2 The Pool shall obtain a fidelity bond or other bond to guarantee the faithful performance of each Director's, officer's and employee's duties hereunder, and shall make reasonable effort to obtain errors and omissions coverage for each Director, officer, committee member, and employee of the

employee of the Pool. The Pool shall obtain bonds for all Directors, officers, committee members, and employees who handle or have access to Pool funds, in an amount which the Board deems appropriate but no less than the minimum amount deemed necessary by the Insurance Commissioner of Colorado.

ARTICLE 13. Withdrawal of Members

- 13.1 Any Member may withdraw from the Pool by giving written notice to the Board of its intent to withdraw at least sixty (60) days prior to the Member's coverage renewal date. A Member which has different renewal dates for different coverages must give such written notice at least sixty (60) days prior to the first renewal date following any January 1. Unless a different date is agreed to by the Board and the Member, the withdrawal shall be effective on the Member's coverage renewal date but, if the Member has different renewal dates for different coverages, the withdrawal shall be effective the latest renewal date following the written notice of withdrawal. After the notice of withdrawal is given, no coverage will be renewed but all coverages will remain in effect only until their respective expiration dates.
- 13.2 Except as otherwise provided in this paragraph, any Member which dissolves or which is consolidated with another Special District shall be considered a withdrawn Member with the same rights and obligations under this agreement as any other withdrawn Member, such withdrawal to be effective on the date of dissolution or consolidation, as the case may be. Notwithstanding paragraph 15.1 and under the following circumstances only, a Special District shall receive the credits against its future contributions to the Pool otherwise allocable to a dissolved or consolidated Member pursuant to paragraph 11.2:
1. If the Special District was formed by a consolidation which included such a Member, the Special District assumed all rights of that Member under this agreement, and the Special District is a Member no later than one year after the effective date of the consolidation; or,
 2. If the Special District assumed all rights of a dissolved Member under this agreement, and the Special District is a Member no later than one year after the effective date of the dissolution.

A Special District entitled to receive such credits of a dissolved or consolidated Member shall not be obligated for any liabilities to the Pool of the dissolved or consolidated Member in excess of the amount of such credits.

ARTICLE 14. Expulsion of Members

- 14.1 A Member which fails to make a contribution or other payment due to the Pool shall be automatically expelled from the Pool on the sixtieth (60) day following the due date, unless time for payment is extended by the Board and payment is made within any extended period. A notice of failure to make a contribution or other payment due to the Pool shall be mailed to the Member at least thirty (30) days prior to the date of automatic expulsion. If payment is not made within

not made within any extended period, the automatic expulsion shall occur on a date, no later than twenty (20) days after the last day of the extended period, set by the Board. An expulsion under this paragraph 14.1 shall not be subject to the provisions of paragraph 14.2.

- 14.2 A Member may be expelled by the Board for failure to carry out any other obligation of the Member, or for failure to maintain its membership in the Special District Association of Colorado if such membership was required by the Board at the time the Member was admitted to the Pool, subject to the following:
1. The Member shall receive notice from the Board of the alleged failure and not less than thirty (30) days in which to cure the alleged failure, along with notice that expulsion may result if the failure is not so cured.
 2. The Member shall receive at least thirty (30) days prior notice from the Board, of the date, place and time when the Board will consider expelling the Member from the Pool, and the Member shall be entitled to be present at that meeting and to present evidence and reasons why it should not be expelled. The decision of the Board shall be effective as of the date and upon the terms and conditions set forth in the Pool Agreement and applicable excess or reinsurance policies and otherwise specified by the Board, except as provided in paragraph c.
 3. The Member may appeal the Board's decision to the expulsion committee, which shall schedule a hearing thereon. The Member and the Board shall be provided at least ten (10) days prior written notice of the date, time and place of the hearing. The appealing Member shall be entitled to be present at that hearing and to present evidence and reasons why it should not be expelled and the Board may present evidence and reasons why expulsion is proper. The decision of the expulsion committee shall be final and any expulsion effective as of the date and upon the terms and conditions set forth in the Pool Agreement and applicable excess or reinsurance policies, and otherwise specified by the Board.

ARTICLE 15. Effect of Withdrawal or Expulsion

- 15.1 No withdrawn or expelled Member shall be entitled to any reimbursement of contributions or distribution or excess funds, including excess surplus funds contributed by Members, unless the Member was a Member for at least five consecutive years.
- 15.2 A withdrawn or expelled Member shall remain obligated for all amounts owing at the time of withdrawal or expulsion for the years during which the member was an active member of the Pool and for all amounts which thereafter become owing for such years pursuant to the Pool Agreement and any other Pool documents which are in effect at the time of withdrawal.
- 15.3 A withdrawn or expelled Member shall be considered a Member of the Pool for the purpose of payment of the Member's claims and expenses related thereto which remain covered under the terms of coverage existing at the time of withdrawal. A withdrawn or expelled Member shall

shall remain subject to all conditions of coverage and obligations of a Member which are in effect at the time of withdrawal. A withdrawn or expelled Member shall have no right to vote on any matter pending before the Pool membership.

- 15.4 No withdrawn or expelled Member may be adversely affected by any change in the Pool Agreement or other Pool documents adopted subsequent to the effective date of the Member's withdrawal or expulsion.
- 15.5 Unless disapproved by an affected excess carrier or reinsurer, the Pool shall offer a withdrawing or expelled Member, no later than forty-five (45) days after the expulsion or Board's receipt of the written notice of withdrawal, at least twenty-four (24) months extended reporting period on any claims-made coverage provided through the Pool, at a cost reasonably calculated by the Board and subject to any contracts existing at the time of withdrawal or expulsion.

ARTICLE 16. Miscellaneous

- 16.1 This document constitutes an intergovernmental agreement among those Special Districts which become Members of the Pool. The terms of this agreement may be enforced in court by the Pool or by any of its Members. The consideration for the duties herewith imposed on the Members to take certain actions and to refrain from certain other actions shall be based upon the mutual promises and agreements of the Members set forth herein.
- 16.2 A certified or attested copy of the resolution of approval for each Member shall be attached to the Member's Pool Agreement on file with the Pool.
- 16.3 Except to the extent of the limited financial contributions to the Pool agreed to herein or such additional obligations as may come about through amendments to this Pool Agreement, the contracting parties intend in the creation of the Pool to establish an organization to operate only within the scope herein set out and have not otherwise created as between Member and Member any relationship of surety, indemnification or responsibility for the debts of or claims against any other Member.
- 16.4 The provisions of this Pool Agreement and of the other documents referred to herein, and the assets of the Pool, are for the benefit of the Members of the Pool only, and no other persons or entities shall have any rights or interest in this Pool Agreement or in any of the other documents referred to herein, or in any such assets, as a third party beneficiary or otherwise. The assets of the Pool shall not be subject to attachment, garnishment, or any equitable proceeding.
- 16.5 It is the intention of the Members that the Pool and any income of the Pool not be subject to taxation, and the Members shall cooperate in such respects, including amending this Pool Agreement, as reasonably necessary to establish and maintain the non-taxable status of the Pool.

- 16.6 The Insurance Commissioner of Colorado shall have such authority with respect to the formation and operation of the Pool as is provided by applicable Colorado law.
- 16.7 Except as permitted in this Pool Agreement, and amendments hereto, neither the Board nor any other person or entity is authorized to incur liabilities or obligations or enter into contracts on behalf of the Members.
- 16.8 "Insolvency" as applied to the Pool shall have the meaning as defined in Section 10-3-212, C.R.S., as amended, or as the Insurance Commissioner of Colorado may otherwise provide.
- 16.9 The statutory reporting period for the Pool shall be the calendar year or such other period as the Insurance Commissioner of Colorado may provide.
- 16.10 If any provision of this Pool Agreement is held invalid or unenforceable by a court of competent jurisdiction, such invalidity or unenforceability shall not affect the other provisions, and this Pool Agreement is expressly declared to be severable.
- 16.11 If the Board or its authorized representative and a Member disagree on whether a loss is covered through the Pool or on the amount of a covered loss, the Board or its authorized representative or the Member may request that the disagreement be submitted to binding arbitration as follows:
 - 1. Unless otherwise agreed by the Board or its authorized representative and the Member, three persons shall be selected for the arbitration panel, one by the Board or its authorized representative, one by the Member, and one by the two so selected to act as umpire to decide the items upon which the other two disagree. If the two so selected fail for fifteen days to agree upon the umpire, the umpire shall be selected by a judge of a court of record agreed to by the Board or its authorized representative and the Member.
 - 2. The decision of the panel shall be binding on the Board or its authorized representative and the Member.
 - 3. The Pool shall pay the fees and expenses of the panelist selected by the Board or its authorized representative, the Member shall pay the fees and expenses of the panelist selected by it, and the fees and expenses of the umpire shall be shared equally by the Pool and the Member.

Dated: Sep 10, 2019

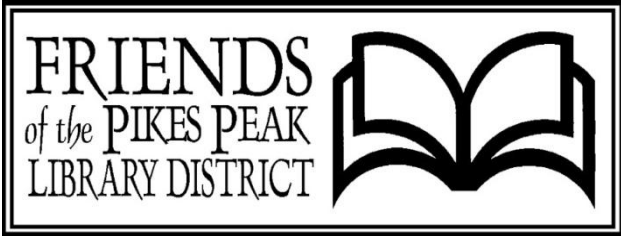
Special District: Pikes Peak Library District

By: _____
 Title: Chairman, Board of Directors and President

Date: _____

Attest:

By: _____
Title: Secretary



Mission: *To support, promote, and advocate for the Pikes Peak Library District's dynamic and evolving role.*

Vision: *Expand and enhance the Pikes Peak Library District's ability to positively impact our community*

E-Commerce Sales:

Amazon Sales: August 2019
\$3122.00 127 units \$24.59 avg. sale

E-bay Sales: August 2019
\$185.00 5 transactions \$37.00 avg. sale

Latina Voices—Sept 21, 2019 venue 21c; Honoring Connie Benavidez, the founder of Colorado Springs Ballet Folklorico de la Raza, Dolores Martinez writer and Katherine Latona, a native of Colombia and a recent graduate of UCCS.

Fall Book Sale: October 4 – 6, 2019 at East Library

Volunteer Coordinator Position: Job has been posted, closing on September 18, 2019

Literary Awards: Planning for Literary Awards



REPORT
September 10, 2019

Awarded \$8,000 National Endowment for the Humanities (NEH) conservation assessment grant for Special Collections

Awarded \$1,000 from CU Health for Discover Health Exhibit at Penrose Library

Awarded \$2,253 gift from the Rocky Mountain Chapter of the AFCEA (Armed Forces Communications Electronics Assoc.) to fund the instrument station and materials needed to start the GLOBE (Global Learning and Observations to Benefit the Environment) weather station at EA

Met with Randy Pieper, Farmers State Bank, and established another Bucks for Books campaign at Farmers State Bank locations to raise awareness and funds to support Calhan Library opening

Met with Annette Davis of the Davis Family Foundation

Met with Andie Doyle of the Chapman Trusts to provide PPLD update and explore future funding opportunities

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

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

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

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

Attended Colorado Association of Nonprofits C3 Conference at Penrose House

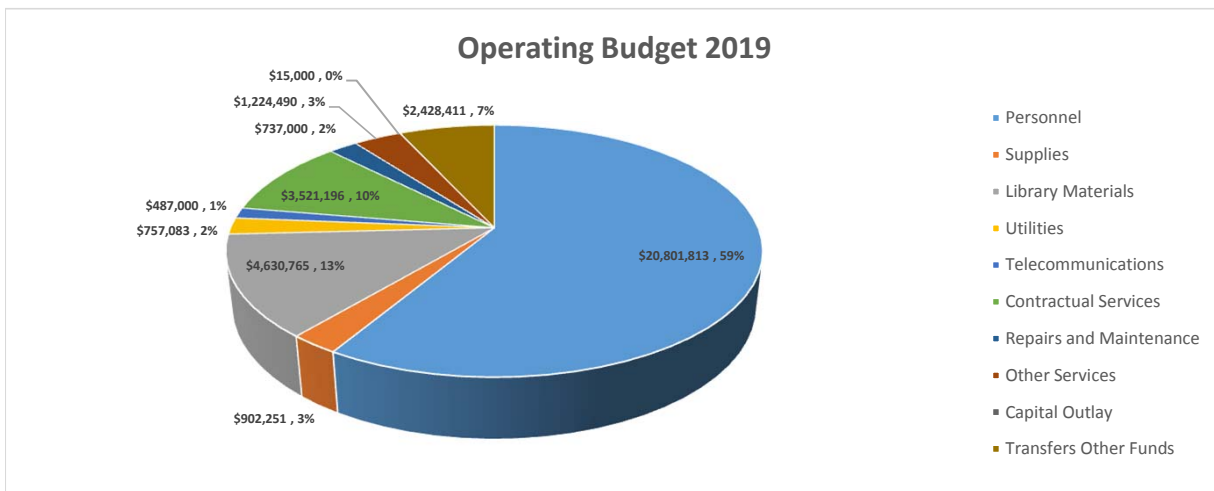
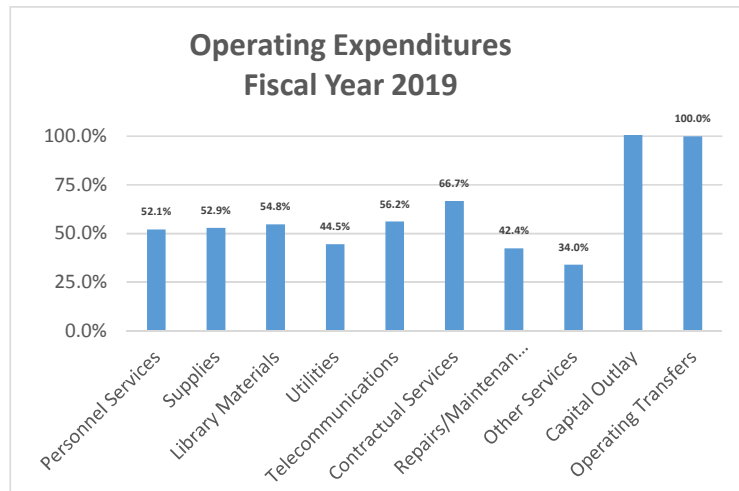
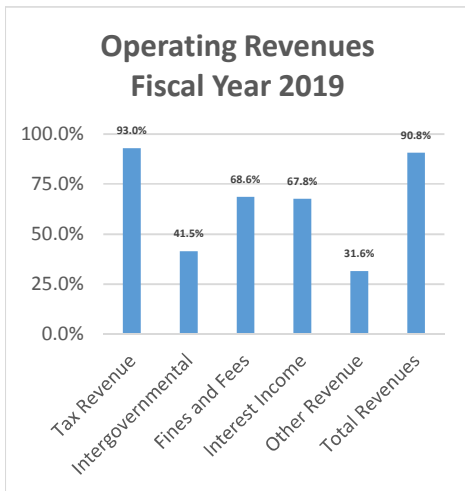
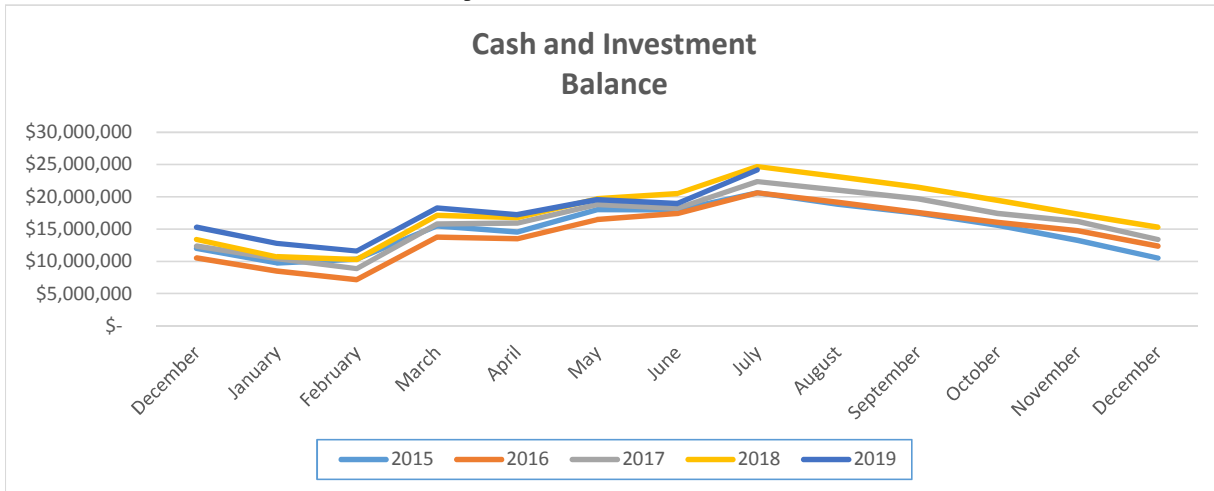
DID YOU KNOW?

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



Pikes Peak Library District Financial Dashboard

July 2019



Pikes Peak Library District

July 2019 Financial Report

Presented to Board of Trustees September 10, 2019

**Pikes Peak Library District
 General Fund Summary
 For the Seven-Month Period Ended July 31, 2019**

General Fund	Year-To-Date				Notes
	2019	2018	Change	% Chg.	
Revenues					
Property taxes	\$ 27,669,635	\$ 26,450,683	\$ 1,218,952	4.6%	
Specific ownership taxes	1,956,039	1,875,390	80,649	4.3%	
Fines/fees	68,616	77,029	(8,413)	-10.9%	
Investment earnings	257,477	191,512	65,965	34.4%	1
Other	371,812	522,053	(150,242)	-28.8%	2
Total Revenues	\$ 30,323,579	\$ 29,116,667	\$ 1,206,911	4.1%	

- 1 Interest rates continue to rise, and that is reflective in the difference from year to year.
- 2 The total amount received from donations vary from year to year.

Pikes Peak Library District
Statement of Revenues
General Fund
For the Seven-Month Period Ended July 31, 2019

Percent of Year **58.3%**

Account Description	2019 Budget	YTD Actual	Variance	% Collected
Tax Revenue				
Property taxes				
Current	\$ 28,477,334	\$ 27,671,141	\$ 806,193	97.2%
Abatements/refunds	(140,000)	(41,858)	(98,142)	29.9%
Omitted properties	6,000	3,093	2,907	51.6%
Delinquent	17,000	13,434	3,566	79.0%
Penalties/interest	36,000	14,635	21,365	40.7%
Specific ownership taxes	3,450,000	1,956,039	1,493,961	56.7%
Local government in lieu of prop. taxes	10,500	9,190	1,310	87.5%
Total Tax Revenue	31,856,834	29,625,674	2,231,160	93.0%
Intergovernmental				
Federal - eRate Funding	200,000	-	200,000	0.0%
State Grant - library materials	145,000	143,026	1,974	98.6%
Total Intergovernmental	345,000	143,026	201,974	41.5%
Fines and Fees	100,000	68,616	31,384	68.6%
Interest Income	380,000	257,477	122,523	67.8%
Other Revenue				
Donations/grants/gifts				
PPLD Foundation	567,559	150,678	416,881	26.5%
Other	18,000	223	17,777	1.2%
Copier charges/PMS charges	96,000	56,020	39,980	58.4%
Parking lot collections	33,000	12,506	20,494	37.9%
Merchandise sales	-	3,079	(3,079)	100.0%
Miscellaneous	4,500	3,992	508	88.7%
Asset sales proceeds	5,000	2,288	2,712	45.8%
Total Other Revenue	724,059	228,786	495,274	31.6%
Total General Fund Revenues	\$ 33,405,893	\$ 30,323,579	\$ 3,082,315	90.8%

**Pikes Peak Library District
General Fund Summary
For the Seven-Month Period Ended July 31, 2019**

General Fund	Year-To-Date				Notes
	2019	2018	Change	% Chg.	
Expenditures					
Personnel	\$ 10,833,975	\$ 9,961,115	\$ 872,860	8.8%	
Supplies	477,719	415,091	62,628	15.1%	
Library materials	2,536,072	2,597,460	(61,388)	-2.4%	
Utilities	336,845	299,228	37,617	12.6%	
Telecommunication costs	273,464	301,425	(27,961)	-9.3%	
Contractual services	2,348,500	2,073,289	275,211	13.3%	1
Repairs and maintenance	312,570	313,540	(970)	-0.3%	
Other services	416,068	300,916	115,152	38.3%	2
Capital outlay	48,105	49,709	(1,604)	-3.2%	
Operating transfers - other funds	2,428,411	2,178,459	249,952	11.5%	3
Total Expenditures	\$ 20,011,730	\$ 18,490,232	\$ 1,521,498	8.2%	

- 1 Activity in 2019 is greater than 2018 by more than \$25,000 in the following accounts: janitorial services, legal, printing, programming, and maintenance - computer equipment. In most cases, there has been more activity in these accounts versus the activity during the same period in 2018.
- 2 Training costs for 2019 exceeds 2018 by \$54,000. Costs for community outreach for 2019 exceeds 2018 costs by \$28,000.
- 3 Operating transfers to other funds have been made in accordance with the approved budgets for both 2019 and 2018.

Pikes Peak Library District
Statement of Expenditures
General Fund
For the Seven-Month Period Ended July 31, 2019

Percent of Year **58.3%**

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Personnel Services				
Regular employees	\$ 16,206,332	\$ 8,233,227	\$ 7,973,105	50.8%
Temporary employees	12,000	8,836	3,164	73.6%
Substitute employees	327,594	196,680	130,914	60.0%
Work-Study And internship	9,000	1,764	7,236	19.6%
Social security contributions	1,222,809	619,223	603,586	50.6%
Retirement contributions	976,828	492,796	484,032	50.4%
Health Plan contributions	1,750,000	1,122,900	627,100	64.2%
Unemployment insurance	47,250	23,612	23,638	50.0%
Workers compensation	85,000	42,445	42,555	49.9%
Vision Plan insurance	62,000	32,342	29,658	52.2%
Life A&D insurance	63,000	34,661	28,339	55.0%
Tuition assistance	40,000	25,491	14,509	63.7%
Total Personnel Services	20,801,813	10,833,975	9,967,837	52.1%
Supplies				
General	304,965	122,416	182,549	40.1%
Microform	950	-	950	0.0%
Software purchases/licenses	322,000	260,250	61,750	80.8%
Computer supplies	42,000	28,998	13,002	69.0%
Processing	95,000	8,993	86,007	9.5%
Office	92,250	39,559	52,691	42.9%
Other	45,086	17,502	27,584	38.8%
Total Supplies	902,251	477,719	424,532	52.9%
Library Materials				
Audio-visual materials	762,300	298,822	463,478	39.2%
Books	1,364,400	632,704	731,696	46.4%
e-materials	1,584,700	967,472	617,228	61.1%
Library materials - other	266,000	111,272	154,728	41.8%
Microforms	5,000	-	5,000	0.0%
Periodicals	110,000	99,200	10,800	90.2%
Serials	25,000	12,950	12,050	51.8%
Databases - online services	513,365	411,796	101,569	80.2%
Memorials	-	1,856	(1,856)	0.0%
Total Library Materials	4,630,765	2,536,072	2,094,693	54.8%
Utilities				
Gas	109,168	46,072	63,096	42.2%
Electric	526,656	242,170	284,486	46.0%
Water/sewer	113,415	44,681	68,734	39.4%

Pikes Peak Library District
Statement of Expenditures
General Fund
For the Seven-Month Period Ended July 31, 2019

Percent of Year **58.3%**

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Storm water fees	7,844	3,922	3,922	50.0%
Total Utilities	757,083	336,845	420,238	44.5%

Telecommunications

Data	300,000	198,634	101,366	66.2%
Voice	104,000	41,767	62,233	40.2%
Cellular	78,000	31,853	46,147	40.8%
Expansion	5,000	1,209	3,791	24.2%
Total Telecommunications	487,000	273,464	213,536	56.2%

Contractual Services

Janitorial services	330,000	185,588	144,412	56.2%
Carpet cleaning services	117,000	72,721	44,279	62.2%
Library facility rental	566,473	363,844	202,629	64.2%
Common area maintenance	156,052	105,450	50,601	67.6%
Storage rental	16,800	10,800	6,000	64.3%
Audit	45,000	45,585	(585)	101.3%
Legal	65,000	46,112	18,888	70.9%
Consultant	216,500	79,293	137,207	36.6%
Cataloging	50,600	16,877	33,723	33.4%
Trash removal	24,229	12,402	11,827	51.2%
Copier services	56,000	32,241	23,759	57.6%
Courier services	222,231	96,552	125,679	43.4%
Liability/property insurance	184,500	153,249	31,251	83.1%
Collection agency fees	30,000	14,043	15,957	46.8%
Printing	125,000	64,394	60,606	51.5%
Programming	357,065	178,398	178,667	50.0%
Treasurer fees	420,000	415,535	4,465	98.9%
Microfilming services	19,600	2,474	17,126	12.6%
Computer support agreements	301,500	270,697	30,803	89.8%
Computer equipment maintenance	135,000	146,955	(11,955)	108.9%
Software licenses	19,000	-	19,000	0.0%
Employee Assistance Program	20,000	6,320	13,680	31.6%
Parking	43,646	28,972	14,675	66.4%
Total Contractual Services	3,521,196	2,348,500	1,172,695	66.7%

Repairs and Maintenance

Grounds maintenance	75,500	36,872	38,628	48.8%
Vehicle operating costs	61,000	39,598	21,402	64.9%
Equipment maintenance	382,300	168,739	213,561	44.1%
Equipment repairs	42,450	4,705	37,745	11.1%
Furniture repairs	33,000	9,134	23,866	27.7%

Pikes Peak Library District
Statement of Expenditures
General Fund
For the Seven-Month Period Ended July 31, 2019

Percent of Year **58.3%**

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Building repairs	142,750	53,522	89,228	37.5%
Total Repairs and Maintenance	737,000	312,570	424,430	42.4%
Other Services				
Translation services	500	412	88	82.4%
Advertising	1,000	372	628	37.2%
Bank And trustee Fees	11,600	6,382	5,218	55.0%
School engagement	1,000	153	847	15.3%
Mileage/Travel reimbursement	73,800	36,159	37,641	49.0%
Employee recruitment	50,500	11,316	39,184	22.4%
Employee testing	500	-	500	0.0%
Dues and memberships	74,000	32,112	41,888	43.4%
Merchandising	1,000	1,735	(735)	173.5%
Employee recognition	20,525	4,934	15,591	24.0%
Board of Trustees	7,000	1,693	5,307	24.2%
Community outreach	110,000	66,438	43,562	60.4%
Training	287,534	149,812	137,722	52.1%
Signage	16,000	8,299	7,701	51.9%
Bindery	5,000	2,433	2,567	48.7%
Summer Reading Club	34,306	9,995	24,311	29.1%
Patron reimbursement	500	-	500	0.0%
Postage	62,500	37,760	24,740	60.4%
Volunteer program	5,900	1,823	4,077	30.9%
Safety and wellness	18,500	1,795	16,705	9.7%
Other grant/donation expenditures	411,125	38,693	372,433	9.4%
Administrative support	10,500	-	10,500	0.0%
Equipment rental	1,000	473	527	47.3%
Other	20,200	3,282	16,918	16.2%
Total Other Services	1,224,490	416,068	808,422	34.0%
Capital Outlay				
Other	15,000	48,105	(33,105)	320.7%
Total Capital Outlay	15,000	48,105	(33,105)	320.7%
Operating Transfers to Other Funds				
Fund transfers out	2,428,411	2,428,411	-	100.0%
Total Expenditures	\$ 35,505,009	\$ 20,011,730	\$ 15,493,279	56.4%

**Pikes Peak Library District
Special Revenue Funds
For the Seven-Month Period Ended July 31, 2019**

Fund Balance - January 1, 2019	\$ 160,757
Expenditures	9,323
Fund Balance - July 31, 2019	<u>\$ 151,434</u>

Fund Balance - By Fund - July 31, 2019

Annual Fund	\$ 212
Cheyenne Mountain Library Fund	812
Fountain Branch Library Fund	3,768
High Prairie Library Fund	112,385
Sand Creek Library Fund	27,772
1905 Carnegie Library Facility Fund	4,374
Carnegie Garden Support Fund	998
Special Collections Support Fund	1,113
	<u>\$ 151,434</u>

Pikes Peak Library District
 East Library Capital Projects Fund
 For the Seven-Month Period Ended July 31, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
Revenues and Other Sources of Funds						
Donations-PPLD Foundation	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000
Fund Transfers In	139,627	-	139,627	139,627	-	-
Total Revenues and Other Sources of Funds	144,627	-	144,627	139,627	-	5,000
Expenditures						
2019 Budget						
Chiller Roof Structure Over Pit	19,000	-	19,000	3,160	-	15,840
Roofing Evaluation & Design	30,000	-	30,000	-	-	30,000
Window Screen/Shades-Children	1,627	-	1,627	-	-	1,627
External Filtration System	10,000	-	10,000	-	-	10,000
Replace Emergency Generator	60,000	-	60,000	-	2,600	57,400
Reading Bay Area Furniture	15,000	-	15,000	-	-	15,000
Patio Furniture (Fundraising)	5,000	-	5,000	-	-	5,000
Shared Workstation - 4-Person	4,000	-	4,000	2,765	-	1,235
Sub-total	144,627	-	144,627	5,925	2,600	136,102
Carryover From 2018						
Roof Inspection and Repairs	-	6,235	6,235	-	-	6,235
Window Leak-2nd Floor	-	7,500	7,500	-	-	7,500
Replace Public Water Fountains	-	494	494	-	-	494
Replace Staff Lounge Blinds	-	142	142	-	-	142
Ea Update Security Equipment	-	5,000	5,000	-	-	5,000
Laminator	-	205	205	-	-	205
Enclose Chiller Pit	-	38,463	38,463	-	-	38,463
Additional Study Room Chairs	-	3,500	3,500	3,547	-	(47)
Reface Cabinets In Story Office	-	5,500	5,500	-	-	5,500
Children's Cabinets	-	5,478	5,478	-	-	5,478
Tractor Replacement	-	2,001	2,001	-	-	2,001
Contingency	-	1,635	1,635	-	-	1,635
IT Equipment	-	2,071	2,071	-	-	2,071
Sub-total	-	78,224	78,224	3,547	-	74,677
Total Expenditures	\$ 144,627	\$ 78,224	\$ 222,851	9,472	\$ 2,600	\$ 210,779
Excess Revenues over Expenditures				130,155		
Fund Balance - January 1, 2019				78,224		
Fund Balance - July 31, 2019				<u>\$ 208,379</u>		

Pikes Peak Library District
 Penrose Library Capital Projects Fund
 For the Seven-Month Period Ended July 31, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
Revenues and Other Sources of Funds						
Fund Transfers In	\$ 96,700	\$ -	\$ 96,700	\$ 96,700	\$ -	\$ -
Expenditures						
2019 Budget						
Asphalt Crack Fill	15,500	-	15,500	8,704	6,796	-
Roofing Evaluation Pe	30,000	-	30,000	-	-	30,000
Replace Lobby Rooftop Unit	23,500	-	23,500	20,544	-	2,956
Replace Existing Fire Panel	18,500	-	18,500	16,921	-	1,579
Charging Station Outlets	2,000	-	2,000	-	-	2,000
Larger Trash Receptacles	3,600	-	3,600	852	-	2,748
Adjustable Height Desks	3,600	-	3,600	-	-	3,600
Sub-total	<u>96,700</u>	<u>-</u>	<u>96,700</u>	<u>47,021</u>	<u>6,796</u>	<u>42,883</u>
Carryover from 2018						
Penrose Entry Way	-	370	370	-	-	370
Roof Inspection And Repairs	-	5,130	5,130	-	-	5,130
Replace Existing Parking Meter	-	50,000	50,000	-	-	50,000
Elevator Modernization - Cab	-	8,914	8,914	-	-	8,914
Upgrade Two Interior Elevators	-	4,577	4,577	-	-	4,577
Chiller Replacement	-	55,000	55,000	-	-	55,000
27" Laminator	-	705	705	-	-	705
Hvar Heating Loop & Glycol	-	9,324	9,324	-	-	9,324
Penrose Renovation Contingency	-	18,985	18,985	-	2,997	15,988
Pe Campus Project	-	850,363	850,363	554,716	8,652	286,995
Sub-total	<u>-</u>	<u>1,003,368</u>	<u>1,003,368</u>	<u>554,716</u>	<u>11,649</u>	<u>437,003</u>
Total Expenditures	<u>\$ 96,700</u>	<u>\$ 1,003,368</u>	<u>\$ 1,100,068</u>	<u>601,737</u>	<u>\$ 18,445</u>	<u>\$ 479,886</u>
Excess Revenues over Expenditures				(554,716)		
Fund Balance - January 1, 2019				1,003,368		
Fund Balance - July 31, 2019				<u>\$ 448,652</u>		

Pikes Peak Library District
Library 21c Capital Projects Fund
For the Seven-Month Period Ended July 31, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
Revenues and Other Sources of Funds						
Fund Transfers In	\$ 1,156,100	\$ -	\$ 1,156,100	\$ 1,156,100	\$ -	\$ -
Expenditures						
2019 Budget						
Roof Replacement	1,035,000	-	1,035,000	627,428	228,507	179,065
Replace Skylight/Repairs	108,000	-	108,000	104,560	-	3,440
Re-Bulb Children's Area	1,200	-	1,200	-	-	1,200
Children's Shelf Movers	2,500	-	2,500	-	-	2,500
Studio Column, Make Space	1,000	-	1,000	-	-	1,000
Office Chairs-Meeting Room	7,200	-	7,200	-	-	7,200
Tables-Adjustable Height, Cm	1,200	-	1,200	-	-	1,200
Sub-total	1,156,100	-	1,156,100	731,988	228,507	195,605
Carryover from 2018						
Venue Improv & Equip	-	33,676	33,676	-	-	33,676
Concrete Walkway Ea To South	-	19,500	19,500	-	-	19,500
Courtyard Improvements	-	20,000	20,000	19,916	-	84
Roof Repairs	-	2,350	2,350	-	-	2,350
Improv Teen Gaming Room	-	9,409	9,409	-	-	9,409
Ent & Make li Window Treatment	-	4,152	4,152	-	-	4,152
Roof Replacement	-	40,200	40,200	4,838	5,262	30,100
Audio Booth	-	2,000	2,000	-	-	2,000
New Teen Service Desk	-	1,200	1,200	-	-	1,200
Cafe Table Public Area	-	551	551	-	-	551
Contingency	-	47,317	47,317	1,989	-	45,328
Install Additional Can Lights	-	1,200	1,200	-	-	1,200
New Display Case With Lighting	-	39	39	-	-	39
Signage	-	5,000	5,000	-	-	5,000
Av Equipment Maintenance	-	4,686	4,686	1,994	-	2,692
Increase Stage Size	-	4,908	4,908	1,788	-	3,120
Studio Noise Mitigation	-	21,979	21,979	1,417	-	20,562
Venue Led Lighting	-	3,572	3,572	3,095	-	332
Public Equipment end of life Replacement	-	154	154	-	-	154
New Public Equipment Inventory	-	369	369	-	-	369
Munis Record Management System	-	30,000	30,000	-	-	30,000
Sub-total	-	252,263	252,263	35,037	5,262	211,819
Total Expenditures	\$ 1,156,100	\$ 252,263	\$ 1,408,363	767,025	\$ 233,769	\$ 407,424
Excess Revenues over Expenditures				389,075		
Fund Balance - January 1, 2019				252,263		
Fund Balance - July 31, 2019				<u>\$ 641,338</u>		

Pikes Peak Library District
 Capital Reserve Fund
 For the Seven-Month Period Ended July 31, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
Revenues and Other Sources of Funds						
Donations-PPLD Foundation	\$ 123,000	\$ -	\$ 123,000	\$ -	\$ -	\$ (123,000)
Fund Transfers In	1,035,984	-	1,035,984	1,035,984	-	-
Total Revenues and Other Sources of Funds	1,158,984	-	1,158,984	1,035,984	-	(123,000)
Expenditures						
2019 Budget						
Facilities						
Dw- Asphalt Maintenance	7,500	-	7,500	4,212	3,288	-
Fo-Window Tint - Children's	3,000	-	3,000	-	-	3,000
Ho-Replace Meeting Room Carpet	13,000	-	13,000	1,001	-	11,999
Ho-Repaint Interior	10,000	-	10,000	-	7,008	2,992
Update Service Points	5,000	-	5,000	-	2,840	2,160
Ho-Add Electricity In Storage	2,000	-	2,000	-	-	2,000
Mo-Replace Bulbs	1,200	-	1,200	864	-	336
Ol-Replace Floor Main Level	75,000	-	75,000	-	-	75,000
Ellicott Facility Allowance	200,000	-	200,000	-	-	200,000
Roof Inspection	10,000	-	10,000	-	-	10,000
Ch-Work Room Cabinets&Storage	2,000	-	2,000	-	-	2,000
Fo-Av Closet - Meeting Room	3,000	-	3,000	-	-	3,000
Ho-Meeting Room Furniture	15,000	-	15,000	8,722	5,867	411
Ho-Study Room Furniture	3,000	-	3,000	2,281	-	719
Ro-Redesign Children's Area	2,500	-	2,500	-	-	2,500
Contingency	50,000	-	50,000	10,775	13,575	25,650
Sub-total	402,200	-	402,200	27,855	32,578	341,767
Information Technology						
Servers-Ea Data Updates	2,000	-	2,000	-	-	2,000
Data Center Redesign Servers	75,000	-	75,000	-	-	75,000
Technology Refresh (Staff)	19,000	-	19,000	1,491	9,361	8,148
Technology Refresh (Patrons)	131,000	-	131,000	16,445	114,400	155
Pcs-Video Editing	11,114	-	11,114	-	-	11,114
Isoc Computers	10,000	-	10,000	-	-	10,000
Laptops- Young Adult Services	6,000	-	6,000	5,897	-	103
Laptops-Children's iPad	6,000	-	6,000	5,980	-	20
Self-Check- Data Ports	2,500	-	2,500	-	-	2,500
Scanners-Collect Management	2,080	-	2,080	-	-	2,080
Network Switches/Ups	100,000	-	100,000	-	56,667	43,333
Surveillance System Redesign	30,000	-	30,000	-	-	30,000
Surveillance System	125,000	-	125,000	-	-	125,000
Isoc - A/V Standardization	75,000	-	75,000	-	-	75,000
It Management Reserve	47,500	-	47,500	-	-	47,500
Sub-total	642,194	-	642,194	29,813	180,428	431,953

Pikes Peak Library District
 Capital Reserve Fund
 For the Seven-Month Period Ended July 31, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
Creative Services/Video Studio						
Wireless Mic Kit	1,300	-	1,300	-	-	1,300
Audio Recorder	300	-	300	-	-	300
Audio Recorder Kit	1,200	-	1,200	-	-	1,200
Cameras - Studio21C	37,500	-	37,500	-	-	37,500
Dslr Cameras - Checkout	5,700	-	5,700	-	-	5,700
Teleprompter	1,550	-	1,550	-	-	1,550
Video Cam Kit - Checkout	3,000	-	3,000	-	-	3,000
Gopro Kits	1,500	-	1,500	-	-	1,500
Tripod System	320	-	320	-	-	320
Photo Roller System	1,000	-	1,000	-	-	1,000
Checkout Equip 21C	3,900	-	3,900	-	-	3,900
Chargeable Batteries	1,620	-	1,620	-	-	1,620
Isolation Booth 21C Studio	20,000	-	20,000	20,000	-	-
Cricut Machines	1,200	-	1,200	-	-	1,200
Sa-Vinyl Record Cutter	9,000	-	9,000	-	-	9,000
Sa-Larger Kiln	3,000	-	3,000	-	-	3,000
Ea-Larger Laser Cutter	18,000	-	18,000	-	17,440	560
New Maker Kits	1,000	-	1,000	-	-	1,000
Equipment Replacement	3,500	-	3,500	680	-	2,820
Sub-total	114,590	-	114,590	20,680	17,440	76,470
Total Expenditures 2019 Budget	1,158,984	-	1,158,984	78,348	230,446	850,190
Carryover from 2018						
Facilities						
Mo-Access Control	-	150	150	-	-	150
Dw- Concrete Replacement	-	23,560	23,560	-	-	23,560
Dw - Asphalt Repairs	-	15,072	15,072	257	201	14,614
Staff Lounges Improvements	-	29,916	29,916	2,574	-	27,342
Water Management System	-	18,373	18,373	285	9,715	8,373
Upgrade Fire System Dialers	-	23,500	23,500	-	-	23,500
Furniture Replacement	-	19,259	19,259	10,136	1,846	7,277
Childrens&Teen Area Furniture	-	7,000	7,000	-	-	7,000
Vehicles	-	8,625	8,625	-	-	8,625
Calhan Project	-	515,642	515,642	90,293	5,128	420,221
Replace Generator For Bo	-	12,500	12,500	-	-	12,500
Contingency	-	118,229	118,229	160	1,380	116,689
Contingency - Furniture Replacement	-	24,253	24,253	-	-	24,253
Sub-total	-	816,078	816,078	103,705	18,270	694,103

Pikes Peak Library District
 Capital Reserve Fund
 For the Seven-Month Period Ended July 31, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
Information Technology						
Replace Computers	-	39,485	39,485	-	1,940	37,545
Technology Refresh (Patrons)	-	68,795	68,795	-	-	68,795
Barcode Scanners	-	15,102	15,102	-	-	15,102
Copier Replacement	-	200,718	200,718	-	-	200,718
Telephone Switches	-	94,834	94,834	61,502	-	33,332
Firewall Replacement	-	45,000	45,000	-	14,455	30,545
Switches/Ups Replacement	-	40,000	40,000	-	-	40,000
Archival Manag System	-	13,400	13,400	-	-	13,400
Am Bins (2)	-	20,000	20,000	-	-	20,000
Surveillance System Redesign	-	100,121	100,121	-	-	100,121
Children's Equipment	-	643	643	-	-	643
Special Collections Equip	-	29,000	29,000	15,380	-	13,620
Ea Library Tween Computers	-	4,000	4,000	-	-	4,000
Datacenter Project	-	111,399	111,399	-	-	111,399
Av Equip For Audio Visual Dw	-	50,000	50,000	-	-	50,000
Contingency I/T	-	5,852	5,852	2,218	-	3,634
Sub-total	-	838,349	838,349	79,100	16,395	742,854
Creative Services/Video Studio						
Video Projector Repl & Additional	-	5,000	5,000	-	-	5,000
Maker Machinery Purchases	-	40,015	40,015	-	-	40,015
New Machinery	-	8,871	8,871	-	-	8,871
Sub-total	-	53,886	53,886	-	-	53,886
Total Carryover from 2018	-	1,708,313	1,708,313	182,805	34,665	1,490,843
Total Expenditures	\$ 1,158,984	\$ 1,708,313	\$ 2,867,297	261,153	\$ 265,111	\$ 2,341,033
Excess Revenues over Expenditures				774,831		
Fund Balance - January 1, 2019				1,708,313		
Fund Balance - July 31, 2019				<u>\$ 2,483,144</u>		

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

	ColoTrust Investments	US Bank Checking	Total Cash
Cash and Investments Balance July 1, 2019	\$ 19,068,780	\$ (137,482)	\$ 18,931,298
Receipts July 2019			
Property Taxes	7,768,416	-	7,768,416
Daily Cash Receipts	-	21,553	21,553
Credit Card Receipts	-	8,083	8,083
Foundation distribution	-	87,023	87,023
Interest	47,111	-	47,111
Disbursements July 2019			
Payment of Bills week of 07/05/2019	-	(60,709)	(60,709)
Payment of Bills week of 07/12/2019	-	(462,006)	(462,006)
Payment of Bills week of 07/19/2019	-	(118,687)	(118,687)
Payment of Bills week of 07/26/2019	-	(365,047)	(365,047)
Payment of Bills week of 07/31/2019	-	(152,760)	(152,760)
Payroll 07/12/2019	-	(668,793)	(668,793)
Payroll 07/26/2019	-	(641,394)	(641,394)
End of Month Payroll Payments	-	(222,000)	(222,000)
Transfer between funds	(2,700,000)	2,700,000	-
Cash and Investments Balance July 31, 2019	<u>\$ 24,184,307</u>	<u>\$ (12,219)</u>	<u>\$ 24,172,088</u>

Public Services Report September 10, 2019

Community

PPLD participated in the COS PrideFest Parade for the 3rd year in a row. The book cart drill team decorated and practiced a few days before the parade, and the whole PPLD team won the "most creative" award! People in the crowd were very happy to see the library in the parade and it was a great reminder that libraries are for everyone. Heidi Buljung with Adult Services did a wonderful job coordinating and Meagan Huber was a hit as T-Rex.

In celebration of National Ice Cream month, patrons enjoyed visiting with their neighbors and making sundaes at Ute Pass Library. One couple from Divide was happily surprised to get ice cream and the chance to visit with several friends whom they seldom see. Teen volunteer, Wyatt, scooped ice cream. Everyone thanked us for the impromptu "party." Susan Griswold hosted the Manitou Library Ice Cream Social. One little girl said, "This is the best day of my life. Unlimited ice cream!" We had 78 people and 2 dogs who enjoyed a cool treat served up by volunteers & Susan. It was quite a hit!

The Cheyenne Mountain Library youth services team, Senior Associates Katie Smith and Laurel Bergsten, facilitated a successful Summer Adventure program with 823 registrations, a 29.6 percent increase from last year, and 51 percent completion rate up from last year's 47 percent. Cheyenne was also part of the young adult services pilot program with the Pikes Peak Work Force Center that provided work place readiness training videos and assessments.

D11 served 2,581 lunches at East Library in the month of July. On July 17, Superintendent Michael Thomas and Nutrition Services Director Kent Wehri visited East Library to see the summer lunch program in action. The *Gazette* featured an article about the lunch program the following day!

Fountain Library celebrated Summer Reading with our end of summer party at John Metcalf Park. There was an amazing turnout with about 450 patrons and staff members who came to support and help. Many community partners in the Fountain Valley participated including: Communities that Care; Children's Hospital; Fountain Fire Department; El Paso County 911; Fountain Utilities; CPCD; PPLD Bookmobile; Indigo Yoga; Coronado High School Robotics Team; Fountain Valley Museum; Colorado Historical Society; Fountain Creek Nature Center; Grant Library (Fort Carson); and PPLD Communications.

Patrons at Library 21c were treated to a visit from former astronaut Major General (Retired) Roy D. Bridges Jr. Major Bridges discussed his experience in space and the related book club read *Rocket Men* by Robert Kurson. The presentation was broadcasted via Skype to a book club at Tipp City Public Library in Ohio. Tipp City Library staff reached out to Library 21c to collaborate on this exciting program. The event engaged 33 on-site attendees who listened to his lecture, took pictures with the former astronaut, and learned more about life in space.

In July, Monument Library had an excellent outreach opportunity at the 4th of July Parade and Street Fair. The Tri-Lakes Chamber of Commerce estimated attendance between 10,000 and 20,000 people and staff directly interacted with more than 500 attendees. Staff had a blast creating festive buttons with the button maker, greeting many of our regular patrons, handing out tickets to the Rocky Mountain Vibes, educating newcomers about the library, and strengthening relationships with our booth neighbors. It was our pleasure to contribute to one of the most popular summer events in the region.

Resources

Erinn Barnes acquired and accessioned a donation of photos depicting life at the Nordrach Ranch Sanatorium for addition to the Special Collections photo archives. This sanatorium existed in what is now Palmer Park for 7 years. It

burned in 1907. Preliminary research suggests PPLD possess the most extensive collection of images of this sanatorium.

Penrose Library completed the second month as part of the Care and Share Snack program. There was an increase in numbers and Care and Share stated that Penrose Library is one of their most successful sites! Care and Share and PPLD staff are exploring ways to continue this program.

Children's programs at Ruth Holley Library were a huge hit all Summer! Mini-horses drew over 180 participants. Total program attendance for Children's programs during July was 1,072. Cynde Roberts worked incredibly hard to train and coordinate teen volunteers and run a lot of fun programs for families!

Keagan Kellogg at Sand Creek Library taught 31 patrons Microsoft Office basics and had 38 participants in his guitar and ukulele class. Assistance was offered in this guitar class by patrons who use the studio and who are interested in helping people learn the guitar and the uke. It has been amazing to watch this class in action.

Innovation / Creativity

In June and July, Amber Cox with Creative Services coordinated a Cosplay Basics series, which was well attended, and participants thoroughly enjoyed. Two examples of the feedback provided by attendees: *"I love how hands-on it is & how knowledgeable the instructors are. The library provided the materials & that was a must because I've never done anything like this so I would have been lost on what to get... this class is so worth the drive & traffic."* *"This class is "Basics" in that I could start with zero knowledge, but the amount I learned hardly feels like "basics!" Very empowering & informative."*

High Prairie Library became official Silver Leaders in the Environmental Leadership Program (ELP) through the State of Colorado! The awards ceremony will take place October 1. ELP is a statewide environmental recognition and reward program which offers benefits and incentives to members that voluntarily go beyond compliance with state and federal regulations and are committed to continual environmental improvement.

The afterhours Laser Tag program at Old Colorado City Library was a resounding success. Joe Paisley rounded up teens from 3 different locations and all had a great time. This is a great example of how regional efforts can succeed. Joe also wanted to thank Alison Reed, Laurel Bergsten, and Maria Cordova for their help in identifying, supporting, and leading the event. Two different teens asked if "we can do it again next Friday."

Service

The Interlibrary Loan (ILL) turnaround time continues to decrease. Patrons received their ILL material, on average, within 19 days. Patrons are often surprised that they can borrow materials not owned by PPLD through ILL. A particularly grateful patron called to thank the ILL staff in July.

Due to amazing teamwork involving Finance, Communications, IT, Collection Management, Young Adult Services, and Children's Services, the D11 Power Pass is on the verge of going live. This pass will provide all D11 students access to electronic resources and physical materials. This will benefit 25,000 students and have far-reaching effects on families.

Rockrimmon Library took part in the Pilot Training program for Summer Adventure Teen Volunteers. This training was well received by the teens, parents, and staff. Staff and patrons complimented the teens on their helpfulness, preparedness, and reliability.

Internal – Staff

The Teen Spaces Policy was up for review and staff from across the District worked to make it straightforward and clear for patrons and staff. The team who reviewed the policy includes: Mikaela Fortune (Penrose Library), Laurel Bergsten (Cheyenne Library), Joe Paisley (Old Colorado City Library), Shannon McDonald (Eat Library), Cathy Wood (Library 21c), Melody Trejo-Lopez (Ruth Holley Library), and Whitney Springer, Cameron Riesenberger, Becca Philipsen, and Joanna Nelson Rendon from Young Adult Services. Many thanks to them for their thoughtful feedback and inclusive perspectives.

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Penrose	31,554	27,860	29,669	29,409	29,647	29,602	29,333	26,292					233,366
Mobile Libraries	7,615	8,515	8,461	8,291	7,099	8,418	7,311	7,620					63,330
Cheyenne	24,795	22,725	23,122	22,970	24,524	23,580	23,712	22,628					188,056
Fountain	10,692	9,334	9,994	8,361	10,246	12,298	12,456	10,393					83,774
High Prairie	18,507	16,493	17,506	16,384	16,363	18,101	17,677	16,855					137,886
Ruth Holley	20,746	18,659	18,548	18,944	18,253	18,809	20,024	18,467					152,450
Manitou Springs	2,972	2,914	3,177	2,991	2,924	2,843	3,252	2,520					23,593
Monument	22,829	21,025	23,750	21,161	22,642	25,160	25,059	22,521					184,147
Old Colorado City	13,187	11,563	12,519	12,626	12,740	12,023	11,986	11,747					98,391
Palmer Lake	2,210	2,184	2,217	2,482	2,578	2,886	3,157	2,485					20,199
Rockrimmon	22,716	19,817	21,781	20,629	21,545	23,248	22,900	20,397					173,033
Sand Creek	20,906	19,089	19,852	18,239	19,054	20,506	19,119	17,511					154,276
Ute Pass	1,708	1,584	2,083	1,527	1,383	1,397	1,472	1,405					12,559
Senior Van	1,464	1,670	1,265	1,712	1,525	1,598	1,415	1,561					12,210
East	83,737	73,242	83,606	74,752	79,030	92,223	88,352	79,755					654,697
Library 21c	56,576	50,524	55,580	49,844	52,530	62,436	62,031	55,048					444,569
Total	342,214	307,198	333,130	310,322	322,083	355,128	349,256	317,205	0	0	0	0	2,636,536

YTD CIRC Comparison	2019	2018	% Change
Penrose	233366	289147	-19.3%
Mobile Libraries	63330	68494	-7.5%
Cheyenne	188056	201178	-6.5%
Fountain	83774	99059	-15.4%
High Prairie	137886	148695	-7.3%
Ruth Holley	152450	177747	-14.2%
Manitou Springs	23593	22543	4.7%
Monument	184147	198844	-7.4%
Old Colorado City	98391	104148	-5.5%
Palmer Lake	20199	19355	4.4%
Rockrimmon	173033	183126	-5.5%
Sand Creek	154276	181448	-15.0%
Ute Pass	12559	14839	-15.4%
Senior Van	12210	14542	-16.0%
East	654697	655244	-0.1%
Library 21c	444569	494331	-10.1%
Total Physical Materials	2636536	2872740	-8.2%

Current Month CIRCULATION Comparison by Facility	2019	2018	% Change
Penrose	26292	36364	-27.7%
Mobile Libraries	7620	8056	-5.4%
Cheyenne	22628	24786	-8.7%
Fountain	10393	12896	-19.4%
High Prairie	16855	19585	-13.9%
Ruth Holley	18467	21953	-15.9%
Manitou Springs	2520	2742	-8.1%
Monument	22521	25399	-11.3%
Old Colorado City	11747	12722	-7.7%
Palmer Lake	2485	2339	6.2%
Rockrimmon	20397	24255	-15.9%
Sand Creek	17511	22697	-22.8%
Ute Pass	1405	1718	-18.2%
Senior Van	1561	1693	-7.8%
East	79755	83825	-4.9%
Library 21c	55048	59714	-7.8%
Total Physical Materials	317205	360744	-12.1%

Current Month e-materials & Summary	2019	2018	% Change
Overdrive	169934	145361	16.9%
RB Digital Mags	7083	3114	127.5%
eReaders	11	14	-21.4%
1-Click Audio	442	406	8.9%
Hot Spots	46	68	-32.4%
Total e-materials	177516	148963	19.2%
ILL	2081	2495	-16.6%
Cameras/Equip	100	60	66.7%
Physical Materials	317205	360744	-12.1%
Total Monthly Circ	496902	512262	-3.0%

Circulation without Renewals
August 2019

Current Month Comparison VISITORS	2019	2018	% Change
Penrose	45078	45820	-1.6%
Mobile Libraries	3130	3167	-1.2%
Cheyenne	17088	18373	-7.0%
Fountain	9327	10962	-14.9%
High Prairie	9057	9683	-6.5%
Ruth Holley	14860	17407	-14.6%
Manitou	4281	4481	-4.5%
Monument	16408	17903	-8.4%
Old Colorado City	11566	11971	-3.4%
Palmer Lake	1607	1678	-4.2%
Rockrimmon	15489	16998	-8.9%
Sand Creek	21351	23995	-11.0%
Ute Pass	1573	1502	4.7%
East	50223	52150	-3.7%
21c	46499	48064	-3.3%
KCH	100	197	-49.2%
TOTAL Visitors	267637	284351	-5.9%
Special Collections	1718	2673	-35.7%

2019 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	47527	46142	52535	50649	51985	49496	50882	46837	0	0	0	0	396053
Mobile Libraries Total	11278	13161	13478	13937	12066	13295	12060	12189	0	0	0	0	101464
Cheyenne	30604	33278	37279	36480	38250	37297	38553	35662	0	0	0	0	287403
Fountain	13965	14601	17060	14669	16930	19381	21001	17838	0	0	0	0	135445
High Prairie	24346	25660	29705	28079	27831	28954	30225	28070	0	0	0	0	222870
Holley	27152	28984	32016	31869	30667	30742	33669	30728	0	0	0	0	245827
Manitou	3756	4166	4943	4804	4638	4450	5027	4121	0	0	0	0	35905
Monument	30228	32367	39250	34970	36376	39476	41589	37105	0	0	0	0	291361
Old Colorado City	16491	17317	19837	20086	20299	18906	19284	18253	0	0	0	0	150473
Palmer Lake	2970	3458	3566	3931	4076	4372	5040	4237	0	0	0	0	31650
Rockrimmon	30572	30602	34924	34000	34203	36208	36897	33460	0	0	0	0	270866
Sand Creek	25926	28975	34099	31904	31664	33984	32402	29466	0	0	0	0	248420
Ute Pass	2081	2248	3108	2325	2265	2104	2295	2219	0	0	0	0	18645
Senior Van	1567	1970	1750	2287	1930	2080	1882	1963	0	0	0	0	15429
Bookmobiles	9711	11191	11728	11650	10136	11215	10178	10226	0	0	0	0	86035
East	112093	115913	141935	132781	133296	149381	151444	137820	0	0	0	0	1074663
Library 21c	72298	77951	94214	86948	87996	99958	104348	94927	0	0	0	0	718640
Dispensers	0	0	0	0	0	0	0	0	0	0	0	0	0
Parenting	180	122	112	120	145	128	122	128	0	0	0	0	1057
Total Physical Materials	451467	474945	558061	527552	532687	568132	584838	533060	0	0	0	0	4230742

YTD CIRC Comparison	2019	2018	% Change
Penrose	396053	430235	-7.9%
Mobile Libraries Total	101464	100453	1.0%
		0	
Cheyenne	287403	254081	13.1%
Fountain	135445	129257	4.8%
High Prairie	222870	194383	14.7%
Holley	245827	233400	5.3%
Manitou	35905	27659	29.8%
Monument	291361	264808	10.0%
Old Colorado City	150473	131734	14.2%
Palmer Lake	31650	27199	16.4%
Rockrimmon	270866	247097	9.6%
Sand Creek	248420	228597	8.7%
Ute Pass	18645	19502	-4.4%
Senior Van	15429	15239	1.3%
Bookmobiles	86035	85220	1.0%
East	1074663	901658	19.2%
Library 21c	718640	630091	14.1%
Dispensers	0	0	
Parenting	1057	1185	-10.8%
Total Physical Materials	4230742	3821339	10.71%

Current Month Comparison CIRCULATION	2019	2018	% Change
Penrose	46837	54306	-13.8%
Mobile Libraries Total	12189	11658	4.6%
Cheyenne	35662	31319	13.9%
Fountain	17838	16812	6.1%
High Prairie	28070	25527	10.0%
Holley	30728	28623	7.4%
Manitou	4121	3458	19.2%
Monument	37105	33789	9.8%
Old Colorado City	18253	16004	14.1%
Palmer Lake	4237	3143	34.8%
Rockrimmon	33460	32065	4.4%
Sand Creek	29466	28427	3.7%
Ute Pass	2219	2175	2.0%
Senior Van	1963	1810	8.5%
Bookmobiles	10226	9848	3.8%
East	137820	115046	19.8%
Library 21c	94927	78060	21.6%
Dispensers	0	0	
Parenting	128	165	-22.4%
Total Physical Materials	533060	480577	10.92%

**Circulation Report
By Facility
August 2019**

Current Month Comparison VISITORS	2019	2018	% Change
Penrose	45078	45820	-1.6%
Mobile Libraries Total	3130	3167	-1.2%
Cheyenne	17088	18373	-7.0%
Fountain	9327	10962	-14.9%
High Prairie	9057	9683	-6.5%
Ruth Holley	14860	17407	-14.6%
Manitou	4281	4481	-4.5%
Monument	16408	17903	-8.4%
Old Colorado City	11566	11971	-3.4%
Palmer Lake	1607	1678	-4.2%
Rockrimmon	15489	16998	-8.9%
Sand Creek	21351	23995	-11.0%
Ute Pass	1573	1502	4.7%
Knights of Columbus Hall	100	197	-49.2%
East	50223	52150	-3.7%
Library 21c	46499	48064	-3.3%
TOTAL	267637	284351	-5.9%
Special Collections	1718	2673	-35.7%

2019 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	277784	285529	332088	316010	321416	357225	367785	333759	0	0	0	0	2591596
DVD	134871	147462	176680	165284	164741	162650	167963	154746	0	0	0	0	1274397
CD Music	12862	15085	16143	15359	14810	13949	14631	13962	0	0	0	0	116801
CD Book	14932	15071	18322	16817	17362	18036	18285	17031	0	0	0	0	135856
Playaway	6258	6686	8369	7703	7887	9129	9015	7507	0	0	0	0	62554
Kit	1582	1571	1723	1986	1993	2252	2309	1976	0	0	0	0	15392
Game	3178	3541	4736	4393	4478	4891	4850	4079	0	0	0	0	34146
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Physical Items	451467	474945	558061	527552	532687	568132	584838	533060	0	0	0	0	4230742
ILL	2037	1983	2307	2123	2201	2007	2336	2081	0	0	0	0	17075
CyberShelf-OverDrive	167140	148668	167363	154120	164499	164282	173056	169934	0	0	0	0	1309062
RB Digital Magazines	5910	5611	6620	6885	6949	6276	5715	7083	0	0	0	0	51049
eReader	4	7	6	3	3	10	13	11	0	0	0	0	57
OneClick Audio	460	387	415	415	458	492	454	442	0	0	0	0	3523
Hot Spots	58	56	56	57	54	53	53	46	0	0	0	0	433
Cameras & Equipment	65	84	64	89	66	84	79	100	0	0	0	0	631
													0
TOTAL STATE Circ	627141	631741	734892	691244	706917	741336	766544	712757	0	0	0	0	5612572
Freegal Music	7065	6521	6835	6876	6744	6804	6798	6345	0	0	0	0	53988
Freeding	108	109	132	124	117	89	112	117	0	0	0	0	908
DVD Player	160	137	95	152	151	155	147	109	0	0	0	0	1106
Hoopla	1948	1767	2059	1792	1922	1896	1858	1948	0	0	0	0	15190
Comics	341	368	405	323	308	309	394	376	0	0	0	0	2824
Kanopy	838	828	844	1040	1449	1677	1601	1838	0	0	0	0	10115
													0
CLC	9990	10628	12635	11322	11442	11830	12479	11432	0	0	0	0	91758
Laptop Use	1373	1336	1519	1626	1635	1153	1187	1237	0	0	0	0	11066
Active Users	255131	254818	254774	253569	253425	254251	254279	279930	0	0	0	0	

Monthly Circ by Format			
	2019	2018	Change
Print	333759	297005	12%
DVD	154746	140806	10%
CD Music	13962	14415	-3%
CD Book	17031	17414	-2%
Playaway	7507	6089	23%
Kit	1976	1683	17%
Game	4079	3165	29%
	0	0	
TOTAL Physical Items	533060	480577	10.92%
ILL	2081	2495	-17%
CyberShelf-OverDrive	169934	145361	17%
RB Digital Magazines	7083	3114	127%
eReader	11	14	-21%
OneClick Audio	442	406	9%
Hot Spots	46	68	-32%
Cameras & Equipment	100	60	67%
Total e-materials	177516	148963	19%
Freegal Music	6345	7154	-11%
Freeding	117	68	72%
DVD Player	109	164	-34%
Hoopla	1948	1925	1%
Comics	376	495	-24%
Kanopy	1838	557	230%
CLC	11432	11753	-3%
Laptop Use	1237	1751	-29%
Active Users	279930	257751	

MTD Total	2019	2018	Change
January	627141	612152	2%
February	631741	560716	13%
March	734892	635120	16%
April	691244	601395	15%
May	706917	607959	16%
June	741336	652514	14%
July	766544	658303	16%
August	712757	632095	13%
September		584033	-100%
October		627088	-100%
November		598931	-100%
December		559962	-100%

YTD Total	2019	2018	Change
January	627141	612152	2%
February	1258882	1172868	7%
March	1993774	1807988	10%
April	2685018	2409383	11%
May	3391935	3017342	12%
June	4133271	3669856	13%
July	4899815	4328159	13%
August	5612572	4960254	13%
September		5544287	-100%
October		6171375	-100%
November		6770306	-100%
December		7330268	-100%

Circulation Report
Item Type
August 2019

CLC Circulation Year to Date Comparison			
Facility	2019	2018	% Change
Penrose	10158	11754	-14%
Bookmo	550	736	-25%
Cheyenne	3864	4671	-17%
Fountain	26288	26634	-1%
High Prairie	1485	1375	8%
Holley	1771	1599	11%
Manitou	672	364	85%
Monument	3297	2536	30%
OCCB	2185	2330	-6%
Palmer Lake	2260	880	157%
Rockrimmon	1313	743	77%
Sand Creek	19769	16642	19%
Ute Pass	4857	4971	-2%
East	7205	5487	31%
21c	6084	5403	13%
Total	91758	86125	7%

CLC as a Percentage of Total Circulation			
2019 Year to Date			
Facility	CLC Circ	Total Circ	% of Circ from CLC Users
Penrose	10158	396053	3%
Bookmo	550	101464	0.5%
Cheyenne	3864	287403	1%
Fountain	26288	135445	19%
High Prairie	1485	222870	0.7%
Holley	1771	245827	1%
Manitou	672	35905	1.9%
Monument	3297	291361	1%
OCCB	2185	150473	1%
Palmer Lake	2260	31650	7%
Rockrimmon	1313	270866	0.5%
Sand Creek	19769	248420	8%
Ute Pass	4857	18645	26%
East	7205	1074663	0.7%
21c	6084	718640	1%
Total	91758	4229685	2%

CLC Usage at Pikes Peak Library District



Overview

Colorado Libraries Collaborate (CLC) is a program that allows patrons of member libraries to borrow from any other member library. This reciprocal borrowing program gives patrons access to many more materials than are available from any one library.

How the Program Works

1. The library signs up to participate as a CLC member and makes the program available to its patrons. (See [CLC for Libraries](#) for information on becoming a member.)
2. The library educates its staff about the CLC program. (See [CLC Marketing and Promotion](#) for downloadable materials.)
3. The library extends lending privileges to patrons of other CLC member libraries.
 - CLC Borrowers must pay local taxes that support a Colorado library or be a member of another CLC member library in order to receive CLC privileges at other participating libraries. Each CLC member library determines how to verify compliance.
 - CLC Borrowers will not be charged a non-resident fee when borrowing from a participating CLC library.

Borrowers' Responsibilities

- Meet the lending requirements of the library they wish to use.
- Register and be in good standing at a library supported by their local taxes.
- Be informed about and abide by the rules and policies of the CLC libraries they use.
- Assume responsibility for all materials borrowed, including but not limited to payment for lost/damaged materials and overdue fines.
- Return materials in a timely fashion according to the rules of the lending library.

Participation is the key to the continued success of CLC. Currently all public, most school districts, academic and a number of special libraries are CLC members.

Public Libraries
Aguilar Public Library, Aguilar
Akron Public Library, Akron
Alamosa Public Library, Alamosa
Anythink Libraries (Rangeview Library District)
Arapahoe Library District, Englewood

Aurora Public Library, Aurora
 Baca County Library, Springfield
 Basalt Regional Library District, Basalt
 Bemis Public Library, Littleton
 Berthoud Community Library District, Berthoud
 Boulder Public Library, Boulder
 Burlington Public Library, Burlington
 Cañon City Public Library, Cañon City
 Carnegie Public Library, Trinidad
 Clear Creek Library District
 Clearview Library District, Windsor
 Conejos County Library District, La Jara
 Cortez Public Library, Cortez
 Costilla County Public Library, San Luis
 Cotopaxi School/Community Library, Cotopaxi
 Cacono Public Library, Dacono
 Delta County Libraries
 Denver Public Library, Denver
 Dolores County School/Public Library, Dove Creek
 Dolores Library District, Dolores
 Douglas County Libraries, Castle Rock
 Durango Public Library, Durango
 Eagle Valley Library District, Eagle
 East Cheyenne County Library District, Cheyenne Wells
 East Morgan County Library District, Brush
 East Routt Library District/Bud Werner Memorial Library, Steamboat
 Elbert County Library District, Elizabeth
 Englewood Public Library, Englewood
 Estes Valley Public Library District, Estes Park
 Flagler Community Library, Flagler
 Fleming Community Library, Fleming
 Fort Morgan Public Library, Ft. Morgan
 Fowler Public Library, Fowler
 Garfield County Public Library District, Rifle
 Gilpin County Library District, Black Hawk
 Grand County Library District, Granby
 Gunnison County Library District, Gunnison
 Haxtun Public Library, Haxtun
 Heginbotham Library, Holyoke
 High Plains Library District, Greeley
 Hinsdale County Regional Library District/John Wagner Public Library, Lake City
 Holly Public Library, Holly
 Hugo Public Library, Hugo
 Ignacio Community Library District/Butch McClanahan Memorial Library, Ignacio
 Jackson County Public Library, Walden
 Jefferson County Public Library, Lakewood
 John C. Fremont Library District, Florence
 Julesburg Public Library, Julesburg
 Kiowa County Public Library District, Eads
 La Junta/Woodruff Memorial Library, La Junta
 La Veta Regional Library District, La Veta

Lafayette Public Library, Lafayette
 Lake County Public Library, Leadville
 Lamar Public Library, Lamar
 Las Animas-Bent County Library District, Las Animas
 Limon Memorial Library, Limon
 Lincoln County Bookmobile, Limon
 Longmont Public Library, Longmont
 Louisville Public Library, Louisville
 Loveland Public Library, Loveland
 Lyons Regional Library District, Lyons
 Mamie Doud Eisenhower Public Library, Broomfield
 Mancos Library District, Mancos
 Manzanola Public/School Library, Manzanola
 Meeker Regional Library District, Meeker
 Mesa County Public Library District, Grand Junction
 Mineral County Regional Library, Creede
 Moffat County Libraries, Craig
 Montrose Regional Library District, Montrose
 Nederland Community Library, Nederland
 Northeast Colorado Bookmobile Service, Wray
 Northern Chaffee County Library District/Buena Vista Public Library, Buena Vista
 Northern Saguache County Library District, Saguache
 Nucla Public Library, Nucla
 Ordway/Combined Community Library, Ordway
 Ouray Library District, Ouray
 Park County Public Library, Fairplay
 Penrose Community Library District, Penrose
 Pikes Peak Library District, Colorado Springs
 Pine Library, Pine
 Pine River Public Library District, Bayfield
 Pitkin County Public Library, Aspen
 Poudre River Public Library District, Ft. Collins
 Pueblo City-County Library District, Pueblo
 Rampart Regional Library District, Woodland Park
 Rangely Regional Library District, Rangely
 Red Feather Mountain Library District/Red Feather Lakes Community Library, Red Feather Lakes
 Ridgway Library District, Ridgway
 Rio Grande County Library District
 Rocky Ford Public Library, Rocky Ford
 Saguache County Library, Center Branch
 San Miguel Public Library District #1/Wilkinson Public Library, Telluride
 San Miguel Public Library District #2/Norwood Public Library, Norwood
 Security Public Library, Security
 Silverton Public Library, Silverton
 South Routt Library District, Oak Creek
 Southern Chaffee County Regional Library District/Salida Regional Library, Salida
 Southern Teller County Library District
 Southern Ute Community Library, Ignacio
 Spanish Peaks Library District, Walsenburg
 Sterling Public Library, Sterling
 Stratton Public Library, Stratton

Summit County Library, Frisco
Swink Public/School Library, Swink
Upper San Juan Library District/Ruby M. Sisson Memorial Library, Pagosa Springs
Vail Public Library, Vail
Wellington Public Library, Wellington
West Custer County Library District, Westcliffe
West Routt Library District/Hayden Public Library, Hayden
Westminster Public Library, Westminster
Wetmore Community Library, Wetmore
Wray Public Library, Wray
Yuma Public Library, Yuma

School Districts (inclusive of all schools within the district)

Academy School District #20, Colorado Springs
Adams 12 Fiver Star Schools
Adams County School District #14, Commerce City
Adams County School District 1-Mapleton Public Schools
Agate 300
Aguilar Reorganized 6
Akron R-1
Alamosa RE-11J
Archuleta County 50 JT
Arickaree R2
Arriba Flagler C-20
Aspen 1
Ault Highland RE 9
Aurora Public Schools
Bayfield 10 JT-R
Bennett 29J
Bethune R-5
Big Sandy 100J
Boulder Valley RE-2
Branson Reorganized 82
Briggsdale RE-10
Brighton 27J
Brush RE-2(J)
Buena Vista R-31
Buffalo RE-4
Burlington RE-6J
Byers 32J
Calhan RJ-1
Campo RE-6
Cañon City RE 1
Center 26 JT
Cheraw 31
Cherry Creek 5
Cheyenne County RE-5
Cheyenne Mountain 12
Clear Creek RE 1

Colorado Springs 11
Creede School District
Cripple Creek Victor RE-1
Custer County School District C-1
Del Norte c-7
Delta County 50(J)
Denver County 1 (DPS)
Dolores County RE-2
Dolores RE-4a
Douglas County RE-1
Durango 9-R
Eagle County RE 50
East Grand 2
East Otero R-1
Eaton RE-2
Edison 54 JT
Elizabeth C-1
Ellicott 22
Englewood 1
Falcon SD #49
Florence School District, Florence
Fountain 8
Fort Morgan RE-3
Fowler R4-J
Fremont RE-2
Garfield 16
Garfield RE-2
Geneo-Hugo C-113
Greeley 6
Gunnison Watershed RE1J
Hanover 28
Harrison 2
Haxtun RE-2J
Hayden RE-1
Hinsdale County RE-1
Hi-Plains R-23
Holly RE-3
Holyoke RE-1J
Huerfano RE-1
Idalia RJ-3
Ignacio 11-JT
Jefferson County R-1
Johnston-Milliken RE-5J
Julesburg School District RE-1, Julesburg
Karvel RE-23
Keenesburg RE-3(J)
Kiowa C-2, Kiowa
Kiowa County SD RE-1, Eads
Kit Carson R-1
La Veta RE-2
Lake County R-1

Lamar RE-2
Las Animas RE-2
Lewis-Palmer 38
Limon School District
Littleton 6
Lone Star 101
Mancos RE-6
Manitou Springs 14
Manzanola 3J
Meeker RE-1
Mesa County Valley 51
McClave RE-2
Moffat County RE-1
Monte Vista C-8
Montezuma Cortez RE-1
Montrose County RE-1J
Mountain Valley RE-1
North Conejos RE-1J
North Park R-1
Norwood R-2J
Otis R-3
Ouray R-1
Pawnee RE-12
Peetz-Plateau RE-5
Peyton 23 JT
Platte Canyon SD, Bailey
Platte Valley RE-3
Platte Valley RE-7
Poudre RE-1
Primero Reorganized 2
Pritchett RE-3
Pueblo City 60
Pueblo 70 School District
Rangely RE-4
Roaring Fork RE-1
Rocky Ford R-2
Salida R-32
Sanford 6J
Sangre De Cristo RE-22J
Sargent RE-33J
Sheridan 2
Sierra Grande R-30
Silverton 1
South Conejos RE-10
South Routt RE-3
Springfield RE-4
St. Vrain Valley RE-1J
Steamboat Springs RE-2
Strasburg 31J
Stratton R-4
Summit RE-1

Swink 33
Telluride R-1
Thompson R-2J
Trinidad 1
Valley RE-1
Vilas RE-5
Walsh RE-1
Weld County RE-1
Weld County RE-8
Weld RE-5J
Weldon Valley RE-20(J)
West End RE-2
West Grand 1-JT
Westminster 50
Widefield #3
Wiggins RE-50(J)
Wiley Re-13 JT
Windsor RE-4
Woodland Park Re-2
Woodline R-104
Wray School District
Yuma County SD RJ-1

Academic Libraries

Adams State College, Alamosa
Aims Community College, Jerry A. Keifer Library, Greeley
American Pathways University, Denver
Arapahoe Community College, Littleton
Auraria Library, Denver – (Metro State, University of Colo-Denver & Community College of Denver) Colorado
Christian University, Clifton Fowler Memorial Library, Lakewood
Colorado College Library, Colorado Springs Colorado Mountain College, Glenwood Springs
Colorado Mountain College, Leadville
Colorado Mountain College, Steamboat Springs
Colorado Northwestern Community College Library, Rangely
Colorado School of Mines-Arthur Lakes Library
Colorado State University, Greenwood Village
Colorado State University, Morgan Library, Ft. Collins
Colorado Technical University, Colorado Springs (No walk-ins; service by inter-library loan only.)
Community College of Aurora
Fort Lewis College, John Reed Library, Durango
Front Range Community College, Westminster
Front Range Community College/Larimer Campus, Ft. Collins
Lamar Community College, Lamar
Mesa State College, John Tomlinson Library, Grand Junction
Morgan Community College, Fort Morgan
National American University, Colorado Springs
National American University, Denver
Northeastern Junior College Monahan Library, Sterling

Pikes Peak Community College, Colorado Springs
Otero Junior College, Otero
Pueblo Community College Library, Pueblo
Red Rocks Community College, Lakewood
Regis University, Dayton Memorial Library, Denver
Regis University Colorado Springs Branch
Remington College, Colorado Springs
Trinidad State Junior College, Trinidad
University of Colorado, Boulder University Libraries
University of Colorado, Colorado Springs Library
University of Colorado Law Library, Boulder
University of Denver Libraries, Denver
University of Northern Colorado Libraries, Greeley
University of Southern Colorado Library, Pueblo
Western State College Leslie Savage Library, Gunnison

Other Libraries and Culture Heritage Organizations

American Numismatic Association Library, Colorado Springs
AORN, Denver
Arkansas Valley Correctional Facility Library, Crowley (No walk-ins; service by inter-library loan only.)
Arrowhead Correctional Center Library, Cañon City (No walk-ins; service by inter-library loan only.)
Buena Vista Correctional Complex Libraries, Buena Vista (No walk-ins; service by inter-library loan only.)
Centennial Correctional Facility Library, Cañon City (No walk-ins; service by inter-library loan only.)
Children's Hospital Family Resource Center, Denver
Colorado Library Consortium
Colorado Mental Health Institute at Pueblo Prof. Lib.
Colorado School for the Deaf and the Blind, Colorado Springs
Colorado State Publications Library, Denver
Colorado Talking Book Library
Colorado State Penitentiary Library, Cañon City (No walk-ins; service by inter-library loan only.)
Colorado Supreme Court Library, Denver
Colorado Territorial Correctional Facility Library, Cañon City (No walk-ins; service by inter-library loan only.)
Colorado Women's Correctional Facility Library, Cañon City (No walk-ins; service by inter-library loan only.)
Delta Correctional Center Library, Delta (No walk-ins; service by inter-library loan only.)
Denver Museum of Nature & Science
Denver Women's Correctional Facility General Library, Aurora (No walk-ins; service by inter-library loan only.)
Devereux Cleo Wallace Center, Colorado Springs
Four Mile Correctional Center Library, Cañon City (No walk-ins; service by inter-library loan only.)
Fremont Correctional Facility Library, Cañon City (No walk-ins; service by inter-library loan only.)
Latvian Culture Center of Colorado, Lakewood
Mesa Verde National Park Research Library, Mesa Verde
Mount View Youth Services Center Library, Denver
MSCD Lab School at Lookout Mountain Library, Golden (No walk-ins; service by inter-library loan only.)
Museum of Western Colorado Special Library, Grand Junction
National Indian Law Library, Boulder
Northeast Colorado BOCES Media Center, Haxtun
Rene Spitz School Library, Ft. Logan (No walk-ins; service by inter-library loan only.)
Rifle Correctional Center Library, Rifle (No walk-ins; service by inter-library loan only.)
San Carlos Correctional Facility General Library, Pueblo (No walk-ins; service by inter-library loan only.)

Skyline Correctional Center Library, Canon City (No walk-ins; service by inter-library loan only.)
Sterling Correctional Facility General Libraries, Sterling (No walk-ins; service by inter-library loan only.)
Southeastern Colorado BOCES IMC, Lamar
Trinidad Correctional Facility Library, Trinidad (No walk-ins; service by inter-library loan only.)
Ute Mountain Tribal Library, Towaoc
Youthful Offender Systems Library, Pueblo
YWCA of Boulder County Resource Center, Boulder



Communications Department: Report for September 2019

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

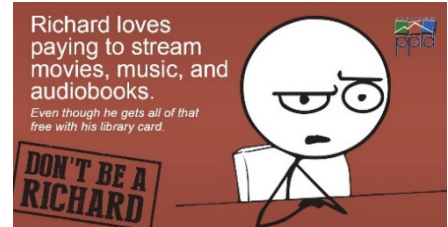
- Total features:
 - 66 during the month, bringing the year-to-date total to 663
- Highlighted coverage:
 - The new **PowerPass partnership** between PPLD and D11, which officially launched on Aug. 26, was covered in the [Gazette](#) and the [Independent](#). It has been shared on social media for a combined total of 258 times.
 - **Resources for local homeschool students and their parents** received ample coverage this month. The [Gazette](#), the [Woodmen Edition](#), and the [Cheyenne Edition](#) covered the annual Homeschool Resource Fair. Plus, a national homeschool blog, [Homeschooling Help](#), included PPLD in a list of U.S. libraries making an effort to provide programs for homeschool students.
 - The **monthly Library Limelight column** ran in the [Woodmen Edition](#), [Cheyenne Edition](#), and [Tri-Lakes Tribune](#), which focused on why you should include a library card on your school supply list.
 - The *Pikes Peak Bulletin* covered the **Manitou Arts, Culture, and Heritage initiative**, a proposed ballot measure led by a group of residents, multiple times, noting community desire for a renovation of Manitou Springs Library (*articles in print only*).
 - The [Woodmen Edition](#), [Cheyenne Edition](#), and [Tri-Lakes Tribune](#) shared the upcoming PPLD **Board of Trustees vacancy**.
 - [KRCC \(91.5FM\)](#) ran a story on the **Children's Literacy Center summer reading program** at Penrose Library.
 - *Ranchland News* ran a story about **job openings at Calhan Library** (*article in print only*).

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

- PPLD.org website statistics (monthly):
 - **Totals**: 120,345 users, with 92,894 being new; 247,703 sessions; and 420,921 pageviews
 - **Most popular web page**, besides the home page: ppld.org/jobs
 - **Top traffic source**: Direct visit
- District-wide social media statistics:
 - **Facebook**: 7,034 total page likes; 6,338 for total daily engagements during month
 - **Twitter**: 5,048 total followers; 1,442 for monthly engagement
 - **Instagram**: 1,209 total followers; 1,400 for monthly engagement
- Social media and video highlights:
 - **New videos from Studio 21c**: A [video celebrating High Prairie Library's sustainable design](#) was viewed more than 1,100 times on Facebook, with 178 post clicks, 132 reactions, and 10 shares. The [promotional video for PowerPass](#) was viewed more than 820 times on Facebook, with 140

post clicks, 68 reactions, and 19 shares.

- **On Facebook:** Our [call for focus group participants](#) was this month's top performing Facebook post. It was shared across all PPLD Facebook accounts (libraries and services), reaching almost 1,500 engagements. The first "[Don't Be a Richard](#)" post, geared towards younger audiences, received 210 post clicks and 179 engagements, in addition to 21 shares. It also performed fairly well on Twitter and Instagram.
- **On Twitter:** PPLD's [response to Chrissy Teigen's post](#) (about her recent and first time visiting a public library as an adult) resulted in 16,538 impressions and 493 engagements. Our top original content was a [game with patrons](#), receiving 960 impressions and 35 engagements.
- **On Instagram:** People love Special Collections of Regional History & Genealogy! Our top performer was a [GIF of hot air balloons](#) from years past at the Colorado Springs Labor Day Liftoff.



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

- Totals (as of January 2019):
 - **Community partnerships:** 104
 - **Outreach activities:** 97 (excludes school visits)
 - **Outreach impressions:** 10,517
- [Get Real with PPLD](#), the first installment of PPLD's fall marketing campaign, launches on Sept. 9 and runs through October. It aims to remind community members that they can find programs, spaces, and resources that foster hard conversations and civic engagement within our Libraries. By challenging themselves to talk about difficult topics, we all can become better neighbors, friends, partners, and community members—and this can all be done at the Library.
- [All Pikes Peak Reads](#) kicks off this month, exploring the themes of crossings, peace, multiculturalism, identity, friendship, generational lines, and memory through selected titles and scheduled events. Here are a few notable events:
 - [Transatlantic author Colum McCann](#) will visit Oct. 7 from 7-8 p.m. in Library 21c's venue.
 - [Cambodian genocide survivors will share their story](#), as told in their memoir *Invisible: Surviving the Cambodian Genocide* by Dr. Frances T. Pilch, on Sept. 22 from 1:30-3 p.m. in East Library's Community Room.
- Celebrate [Banned Books Week](#) from Sept. 22-28! Learn about national banned books from years past, and view a compiled list of the top challenged materials at PPLD since the 1970s, thanks to data available from Special Collections of Regional History & Genealogy. Also, attend [events](#) that shed light on the challenge of book censorship.
- Attend the [Harvest Festival](#) at High Prairie Library on Oct. 5 from 10 a.m. to 2 p.m. The annual celebration is a day full of fun, food, and music, including an inflatable obstacle course, arts and crafts for all ages, door prizes, photo spot, henna, and more.

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

- Room usage:
 - **Patrons reservations:** 3,564 during the month, bringing the year-to-date total to 30,297
 - **Staff-hosted programs:** 1,215 public programs, bringing the year-to-date total to 10,856

- Library Market and other related use (reservations and cancellations):
 - **Monthly use of PPLD.LibraryMarket.com:** 13,634 users; 28,135 sessions; and 156,294 pageviews
 - **Online requests:** 4,611, bringing the year-to-date total to 35,804
 - **Phone and email inquiries:** 437, bringing the year-to-date total to 3,583

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

- The District-wide **community needs assessment** is now in the second phase that's focused on community engagement and data collection, including:
 - Six focus groups with library patrons as well as non-users and lapsed users, facilitated by Elevated Insights (Sept. 9-12); PPLD to schedule two more with rural and Latinx community members (sometime between (Sept. 16 – Oct. 1)
 - Five-question survey for library patrons to provide real-time feedback online or on paper (Sept. 9-30)
 - Three community listening and sharing sessions with local leader and influencers (Sept. 25)
 - Training for select staff on group facilitation (Sept. 16) and survey data analysis (Sept. 30)

Facilities Department Report September 10, 2019

Projects

The Calhan Library building renovation is proceeding. Demo is about 99% complete. The new meeting room is framed in, and waiting for drywall. Mechanical is complete and electrical is underway. Site work is staging and will begin soon as well as all wall repair and painting. Submittals are complete, procurement complete and delivery schedules have been submitted. GE Johnson is confident of completion by mid-October. Furniture delivery and installation is expected the last week of October with shelving possibly a week prior, depending on arrival. Photos of weekly progress will be posted on Facebook showing progress being made as well as candid shots of staff and contractors.

The new offices in the Human Resources and IT spaces are almost complete. Glass wall framing is installed and glazing to follow quickly. Engineer and architectural inspections are to occur Thursday, September 5th and final cleaning anticipated at the close of the week. Doors, being a long lead item are scheduled for installation on September 9th.

The High Prairie service desk production is still in process with completion anticipated the first week of October. Installation will be delayed until after the annual High Prairie Harvest Festival held this year on Saturday October 5th.

Interior paint for Ruth Holley Library is complete. Carpet installation is expected mid-October. Facilities is currently working with Joelle Wren, Ruth Holley Manager and the IT department in planning a reconfiguration of the main circulation desk, as well as the catalog and Express computer stations in the library. Scheduling is still being developed.

The East Library back-up generator replacement project has been awarded to Encore Electric and we are currently working with the vendor on procurement and scheduling for the project.

The project for installation of a roof structure on the old chiller pit at East Library was awarded to Mahler Construction and we're currently working with Mark Mahler on contract development and scheduling. This will be valuable storage space for the library district once completed.

Discussions are still in process with regards to the wood floor replacement at Old Colorado City and the construction of a new classroom at the Ruth Holley Library. Facilities Department has also been in talks with architectural firms regarding these two projects.

Facilities Staff

I would like to recognize the Penrose Facilities staff for all of the work they have been doing to support the upcoming Design Institute event set for September 13th at Penrose Library. They have been coordinating additional janitorial efforts, the installation of blinds for the Knights of Columbus Hall for presentations among many other tasks. They have worked closely with Michael Doherty and Antonia Krupicka-Smith to make this event a success and for Penrose to look its best.

Monthly Statistics

Over the previous month the Facilities department completed a total of (108) routine visits to district library facilities. Routine visits are done weekly and allow Facilities Specialists and Supervisors to complete any pending work orders, inspect location for safety issues, address minor projects, restock building supplies and meet with managers regarding any concerns or requests.

Also the previous month, Facilities completed a total of (221) demand work orders (work orders submitted by PPLD staff) and (200) preventive maintenance work orders (work orders scheduled for equipment, etc.) for a total of (426) work orders. Along with work orders, Facilities on-call personnel responded to (5) after hours calls. These are emergency calls to address issues that cannot wait until the next business day. Lastly, over the past month, Facilities completed a total of (55) meeting room set ups.

Human Resources Report September 2019

Human Resources:

Major projects included the following:

- Organizational Development
 - Updated version of the Personnel Policy Manual has been posted to Intranet
 - Released the new HR newsletter
 - The Organizational Development Team reviewed the results of the staff recognition survey and will be making updates to the Chief Librarian and WIZ awards
 - Posted the opening for the Talent Management Supervisor position
- Benefits update
 - Replacement HRIS/Benefits/Compliance Manager has been hired: Cristina Jaramillo (our current Talent Management Supervisor)
- Wellness program
 - 57 Amazon gift cards went out to those who accomplished the summer challenge
- Volunteer program
 - Currently a 30-hour position, we will post for this replacement once 2020 staffing models are finalized
- Workers Compensation
 - Two injuries were reported in August
- Recruitment

Recruitment / Selection Activity	August 2019
Jobs Posted	15
Newly Hired Employees	5
Promoted Employees	2
Transferred Employees	2
Separated Employees	9

- Training

Training Title	Date	Time	# of Attendees
How to Write Effective E-mails	8-1-19	8:30 a.m. – 9:00 a.m.	40
Facilitating Effective Meetings	8-15-2019	9 a.m. – 10 a.m.	17
Sound Sleep, Sound Mind	8-23-2019	8:15 a.m. – 9:15 a.m.	12
Train-the-Trainer	8-29-19	8:30 am – 4:30 am	9

- Miscellaneous
 - Construction continues on the building of 2 offices for the HR Managers-YAY!

Information Technology Department Report September 10, 2019

Projects

Broadband Internet Service Increase. Penrose Library service increased to 1 gigabits per second (GBps) on 30 August. Provisioning issues with vendor delaying service increase to Library 21c and East Library. Project estimated completion date revised to November.

Data Center Redesign Project and E-Rate Program. Project cancelled and E-rate administrator notified to withdraw this project from E-Rate Program. Annelise Parker, Infrastructure Manager, evaluated this project and proposed alternative solution to meet backup and disaster recovery requirements while also establishing path to cloud service for one data center at a cost less than the \$340K the District would have expended for the E-Rate cost share.

Core Switch Acquisition and E-Rate Program. Equipment received. E-Rate administrator has confirmed project will receive funding. Installation delayed due to staff availability. November is the ECD for this project.

Transition to Windows 10/Office 2016. Planning ongoing for transitioning from Windows 7 to Windows 10. Windows 7 support ends December 31, 2019. Sand Creek library implementation and test satisfactory resulting in proceeding to transition the remaining libraries with Palmer Lake transitioning September 5. Project will end with Library 21c transition scheduled for December 17.

Multifunction Device RFP. Previous RFP rescinded. Acquisition strategy changed to incorporate exact specifications vice using vendor provided technical solutions. The IT staff is confirming the requirements for each library with site visits scheduled through the month of September.

Sharepoint Implementation. Project cancelled due to staff limitation.

Website Update. Our web team successfully completed an update to the "look and feel" of our website (PPLD.org) in line with the current branding for the District.

Technology Refresh Patrons. Equipment received. Project in execution phase to replace 143 patron computers throughout the District starting on September 27, 2019.

Calhan. IT support for Calhan progressing on schedule. Equipment on order and awaiting delivery prior to staging, testing and deployment.

Information Technology Staff

John George, Technical Support Analyst, retiring after 12 years with the District. Retirement party scheduled for September 19 in the Library 21c Staff Training Room from 2-4 PM.

Monthly Statistics

Computer Usage Statistics – Decreased 0.15% year to date from 2018 (342,380/342,890)

AWE Children's Early Literacy Computer Usage – Decreased 8.52% from 2018 (42,359/46,303)

Laptop Circulation – Decreased 8.17% year to date from 2018 (11,066/12,051)

Hotspot Circulation – Decrease 28.55% year to date from 2018 (433/606)

Help Desk Calls – Decrease 55.32% year to date from 2018 (735/1,645)