



**PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES  
SEPTEMBER 11, 2018, 4 PM  
ROCKRIMMON BRANCH**

**PUBLIC HEARING FOR THE PIKES PEAK LIBRARY DISTRICT 2018 MID-YEAR BUDGET RESOLUTION**

- I. CALL TO ORDER
- II. PUBLIC COMMENT REGARDING THE 2018 MID-YEAR BUDGET RESOLUTION  
*(3 Minute Time Limit per Person)*
- III. ADJOURNMENT

**REGULAR MEETING OF THE PIKES PEAK LIBRARY DISTRICT 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 COMMUNICATIONS
  - A. Minutes (p. 1)
  - B. Correspondence
  - C. Events and Press Clippings (p. 8)
  - D. Presentations
    - 1. Introduction of New Staff
    - 2. Rockrimmon Programming: RO Adult Programming Associate Shannon Miller
    - 3. IFLA Kuala Lumpur: Tim Blevins, Nick Demetriades, Teona Shainidze Krebs, Jeremiah Walter, John Spears
- V. REPORTS
  - A. Friends of the Pikes Peak Library District Report (p. 10)
  - B. Pikes Peak Library District Foundation Report (p.11)
  - C. Board Reports
    - 1. Governance Committee Report
    - 2. Internal Affairs Committee Report
    - 3. Public Affairs Committee Report
    - 4. Adopt-a-Trustee Reports
    - 5. Board President's Report
  - D. Financial Report (p. 12)
  - E. Public Services Report (p. 28)
  - F. Circulation Report (p. 30)
  - G. Chief Librarian's Report
- VI. BUSINESS ITEMS
  - A. Consent Items: Decision 18-9-1 (p. 32)  
*Consent items shall be acted upon as a whole, unless a specific item is called for discussion. Any item called for discussion shall be acted upon separately as "New Business".*
  - B. Unfinished Business
    - 1. Decision 18-9-2: 2018 Mid-Year Budget Resolution (M. Varnet) (p. 33)
    - 2. Decision 18-9-3: Amendments to PPLD Board Bylaws (K. Clayton) (p. 62)
  - C. New Business
    - 4. Decision 18-9-4: Guaranteed Maximum Price for Penrose Campus Project (G. Syling)
    - 5. Decision 18-9-5: Library Bill of Rights (J. Spears) (p. 87)
- VII. ADJOURNMENT

**RECEPTION FOR BOARD APPLICANTS IMMEDIATELY FOLLOWS ADJOURNMENT**

*Providing resources and opportunities that impact individuals and build community*

**MINUTES**  
**PIKES PEAK LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING**  
**August 14, 2018**  
**4 pm**  
**Monument Branch Library**

**MEMBERS PRESENT**

President Kathleen Owings, Vice President Wayne Vanderschuere, Secretary/Treasurer Keith Clayton, Trustee Debbie English, Trustee Cathy Grossman, Trustee Mina Liebert, Trustee Scott Taylor

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

Director of Library Services Tim Blevins, Chief Development Officer & Foundation Executive Officer Dolores Cromeens, Friends of the Pikes Peak Library District Board President Dora Gonzales, Assistant to the Chief Librarian Sue Hammond, Monument Branch Manager Andrew Hart, Chief HR & OD Officer Sally Jensen, Administrative Assistant Colleen Lark, Director of Branches Lynne Proctor, Chief Communications Officer Michelle Ray, Chief Facilities Management Officer Gary Syling, Caleb Taylor, Senior Library Associate Liz Turner, Chief Finance Officer Michael Varnet

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**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**CALL TO ORDER**

President Owings called the August 14, 2018 meeting of the Pikes Peak Library District Board of Trustees to order at 4:00 p.m.

**ITEMS TOO LATE FOR THE AGENDA**

There were no items to add to the agenda.

**PUBLIC COMMENT**

There was no public comment.

**CORRESPONDENCE AND COMMUNICATIONS**

**Minutes**

The minutes of the June 12, 2018 meeting of the Board of Trustees were presented for review.

President Owings requested that the minutes be amended to correct a spelling error and the omission of a last name.

**Motion:** Keith Clayton moved to approve the minutes of the June 12, 2018 meeting of the Board of Trustees with amendments.

**Second:** The motion was seconded by Mina Liebert.

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

## **Correspondence**

The following correspondence was included in the packet:

- Letter from Superintendent of Schools Nicholas M. Gledich recognizing PPLD staff who provided services in School District 11 facilities during the Spring 2018 session.
- Note from a patron commenting on the great value she receives from PPLD for her property tax dollars.
- Note from a patron thanking PPLD for helping to save her life when she was cold and homeless.
- Letter from Patrick Losinski, Chief Executive Officer of Columbus Public Library to President Owings commenting on the Penrose Library 50<sup>th</sup> Anniversary event and President Owings's commitment to service.
- Signed photo from the SCAMP4 with Concrete Couch group who completed a project at Sand Creek Branch Library this summer.

## **Events & Press Clippings**

Upcoming events and recent press clippings were included in the Board packet.

Former PPLD video producer and director Jamey Hastings has been awarded a bronze Telly Award for work done while she was still working at PPLD.

## **Presentations**

Monument Branch Senior Library Associate Liz Turner provided a presentation on volunteers at the Monument Branch Library. Members of the Monument community feel strongly about supporting the Library's mission and do so through volunteering. So far in 2018, volunteer hours at the Monument Branch are valued at \$88,565.73. Ms. Turner stressed that volunteers want to feel that they are making a contribution and that they are appreciated.

## **REPORTS**

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

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends Board President Dora Gonzales reported that East Library management has provided the Friends with additional space at East Library that will allow them to move their Amazon.com operation downstairs in a locked and secure space.

Friends representatives are meeting with Regional Managers to plan volunteer appreciation activities.

The Friends have selected Anne Hilleman as recipient of the 2019 Frank Waters Award and Diane Curtis as recipient of the 2019 Golden Quill Award.

The Friends are working with Penrose Library management to move the Friends Bookstore back to the front entry area at Penrose Library.

The Friends will present the 2018 Latina Voices event in the Venue at Library 21c on September 22.

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

The PPLD Foundation Report was included in the Board packet. Chief Development Officer & Foundation Executive Officer Dolores Cromeens noted that today will be her final PPLD Board of Trustees meeting. Lance James has been hired to replace Ms. Cromeens who will retire on September 7, 2018. Mr. James will begin work at PPLD on August 27, 2018.

Ms. Cromeens noted that the Foundation recently received notification of a \$5K Trustee Merit Grant from the El Pomar Foundation.

### **Board Reports**

#### **Governance Committee**

Governance Committee Chair Keith Clayton reported that the Governance Committee met on June 27, 2018 and July 26, 2018. The Committee has been planning for the Board retreat which will occur on October 9, 2018. A luncheon for the three PPLD boards will be followed by a planning session. James LaRue, Director of the American Library Association's Office for Intellectual Freedom & the Freedom to Read Foundation will provide the lunch presentation and will facilitate the planning session for the three PPLD boards.

The Governance Committee has created a plan for Board job shadowing that will provide an opportunity for the public to visit with the Board on October 10 and 16, 2018. Sign-up for the job shadowing opportunities will be sent to the Trustees via email.

The Governance Committee has created a plan for recruitment and hiring of a new trustee to fill Kathleen Owings's seat when vacated on December 31, 2018.

The Committee continues the review of the Board Bylaws and will discuss suggested changes with the full Board later in this meeting.

## **Internal Affairs Committee**

Internal Affairs Committee Chair Wayne Vanderschuere reported that the Committee met on July 26, 2018 to review the mid-year budget resolution. The committee discussed PPLD's materials budget as well as Board budget priorities for 2019.

## **Public Affairs Committee**

Public Affairs Committee Chair Cathy Grossman reported that the Committee did not meet in June or July.

## **Adopt-a-Trustee Reports**

- Kathleen Owings met with staff at the Cheyenne Mountain Branch and Monument Branch Libraries. She also attended the Penrose 50<sup>th</sup> Anniversary event and the Ice Cream Social and Summer Adventure Party at Palmer Lake Branch.
- Keith Clayton attended the Summer Adventure Party at Palmer Lake Branch and the 50<sup>th</sup> Anniversary event at Penrose Library.
- Cathy Grossman met with the Penrose Library Building Manager and staff at Sand Creek Branch Library.
- Mina Liebert visited a city bookmobile stop, met with Gary Syling to learn about the Facilities Department, met with the Adult Services Division Head and attended the Penrose Library 50<sup>th</sup> Anniversary event.
- Debbie English attended the Penrose Library 50<sup>th</sup> Anniversary event, and met with the Finance Department staff and the Creative Services Division Head.
- Wayne Vanderschuere attended the Penrose 50<sup>th</sup> Anniversary Event. He also accompanied his grandson to the Educational Resource Center at East Library and attended "Crittterfest" at East and a yoga program at Library 21c.

## **Board President**

President Owings thanked all of the staff involved in the Penrose 50<sup>th</sup> Anniversary event on July 15, 2018.

President Owings referenced a letter that was sent from Chief Librarian Spears and herself to the City of Manitou Springs on August 14, 2018. The letter outlines issues with the Manitou Springs Library building and provides a timeline for the City of Manitou to respond to the letter and to address the building issues. Mold and asbestos have been found in the building. President Owings asked Chief Facilities Management Officer Gary Syling to provide a brief update on the situation. Mr. Syling reported that PPLD will contain the damaged areas in plastic tomorrow (August 15, 2018) while waiting for the City of Manitou Springs to respond. He assured the Board that professional testing of air quality at the Manitou Springs Branch indicates that this is not an emergency situation and that it is safe to continue operations at the Branch.

## **Financial Report**

The financial report for the period ending June 30, 2018 was included in the Board packet. Chief Finance Officer Michael Varnet reported that expenditures and revenues are tracking well.

Mr. Varnet announced that Randy Green has been hired as the Controller.

Mr. Varnet offered a sincere thank you to Dee Cromeens, noting that it has been his great pleasure to work with her the past fourteen years.

## **Public Services Report**

Director of Library Services Tim Blevins reported that “the rubber is hitting the road” as far as the PPLD reorganization goes. Seven librarians have recently been promoted to Senior Librarian positions and are moving into Library Services. The next step will be to hire associates for Library Services positions.

Director of Branches Lynne Proctor reported that Library 21c Branch Manager Catie Tierney has completed her move to Colorado Springs and is now on the job. The following have been hired as Branch Managers:

Alicia Gomori: Fountain Branch  
Joelle Wren: Ruth Holley Branch  
Sandy Hancock: Old Colorado City Branch  
Liz Willhoff: High Prairie Branch

## **Circulation Report**

The Circulation Report for July 2018 was included in the Board packet. For many years PPLD has been a member of OverDrive’s “Million Checkout Club”, circulating in excess of 1,000,000 OverDrive electronic items annually. PPLD had its one millionth OverDrive circulation for 2018 earlier this month.

## **Chief Librarian’s Report**

In Chief Librarian John Spears’s absence Director of Branches Lynne Proctor and Director of Library Services Tim Blevins provided the Chief Librarian’s report. Mr. Blevins reported that the process for hiring Library Associates has been slowed in response to staff feedback that the reorganization coupled with many other changes like the implementation of Library Market software, a new system of combined circ/reference desks, and a new computer reservation/print system, was overwhelming them. The process will continue to move forward, but at a slower pace to allow staff to feel comfortable with the work they are doing and recognizing that a learning/adapting process must take place as these changes are implemented.

Ms. Proctor and Mr. Blevins noted that changes will be made to some procedures in the PPLD Makerspace Policy. Responding to recent concerns brought forward by a PPLD Board member, the PPLD Leadership Team has decided to strengthen language to remove any discretionary elements from the Makerspace procedures.

There was discussion on the 3-D printing of guns and other weapons. Although PPLD does not allow the printing of weapons or other items that violate PPLD policies, it was noted that staff do not always recognize what has been printed - they must weigh the final product to determine the cost of material, but it possible that they may not recognize things like small parts of guns.

## **BUSINESS ITEMS**

### **Decision 18-8-1: Consent Items**

Consent Items Presented:

1. New Hires

**Motion:** Wayne Vanderschuere moved to approve all items in the consent agenda as presented.

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

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

## **Unfinished Business**

### **Discussion: Review of Board Bylaws**

Governance Committee Chair Keith Clayton led discussion on the Bylaws. As required by the PPLD Board of Trustees Bylaws, the Governance Committee is conducting an annual review of the Bylaws. Legal counsel for the District reviewed the Bylaws and their suggestions were provided in the Board packet in the form of a red-line review copy of the document.

The Board would like to accept the changes suggested by legal counsel and to change the required review period from 1 year to 2 years. Throughout the document "Executive Director" will be changed to "Chief Librarian & CEO".

The Board would like the Governance Committee to craft changes that reflect the way in which committee meetings are currently recorded in Article V, Section 5 of the Bylaws.

### **Discussion: Job Shadowing/Community Engagement Project**

Governance Committee Chair Keith Clayton discussed the job shadowing/community engagement project in his committee report earlier in this meeting. Ms. Hammond will take next steps to schedule Trustees at various PPLD facilities.

## **New Business**

### **Discussion: Mid-Year Budget Resolution**

Chief Finance Officer Michael Varnet explained that the Board must defer any action on the mid-year budget resolution until their September 11, 2018 meeting at which time there will

be a public hearing for the mid-year budget resolution and it will be an item for decision on the Board agenda.

Mr. Varnet went over several key points of the mid-year budget resolution.

- Revenues will be reduced from fines and fees and increased by interest income
- Calhan Project: Utilities costs have been more than anticipated. We will hire a construction manager to help keep a handle on costs.
- Library materials: the percentage of the budget utilized for library materials has dropped to 13% which is below the national average. The budget will be increased by \$100K (savings from vacant positions) to begin to restore the percentage level.
- East Library Capital Projects: The chiller pit at East will be enclosed.
- Penrose Library Capital Projects: Preliminary estimate is \$1.35 million for the Penrose Campus Project.

Mr. Varnet stated that as a bottom line, the mid-year resolution will increase the budget by \$1.5 million.

### **Discussion: Board Budget Priorities**

The Board Internal Affairs Committee discussed priorities for the 2019 budget with Chief Librarian Spears and Chief Financial Officer Varnet at their meeting on July 26, 2018. The full Board agreed upon these priorities for the 2019 budget:

- Staff
- Facilities
- Materials

It was noted that PPLD's Collection Management staff utilize usage statistics to help determine materials needs. Usage statistics are utilized for physical as well as electronic materials and are readily available and easily tracked.

### **ADJOURNMENT**

There being no further business to conduct, President Owings adjourned the meeting at 5:38 p.m.



## Events & Press Clippings

September 11, 2018

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### PPLD compliments:

- [August Compliments](#) (Compiled by Antonia Krupicka-Smith, Penrose Library Manager)

### Recent news coverage:

- [Parents and Children Gather at Penrose Library for Drag Queen Story Time](#) (KOAA; Sept. 2, 2018)
- [Drag Queen Story Time Causes Controversy, Organizers Push Ahead](#) (*Colorado Springs Independent*; Aug. 30, 2018)
- [Rockrimmon Library Play and Learn Kits](#) (*Woodmen Edition*; Aug. 29, 2018)
- [Letter to the Editor: Support the safe places](#) (*York News Times*, Nebraska; Aug. 28, 2018)
- [Drag Queen Story Hour Coming to Colorado Springs](#) (My 99.9 Blog; Aug. 27, 2018)
- [Drag Queen Story Time is coming to Colorado Springs](#) (KOAA; Aug. 27, 2018)
- [Local intern facilitates LGBT Roundtable discussion at Cheyenne Mountain Library](#) (*Colorado Springs Independent*; Aug. 22, 2018)
- [UCCS economist wins Accolades Business Leader award](#) (*Colorado Springs Gazette*; Aug. 21, 2018)
- [Colorado Springs entrepreneurs get leg up with Peak Startup week](#) (KRDO; Aug. 20, 2108)
- [21 new U.S. citizens sworn in at Library 21c](#) (*Woodmen Edition*; Aug. 1, 2018)

### Community partnerships:

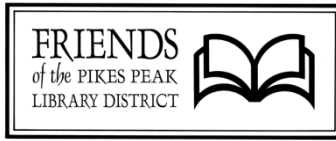
- Celebration of Arts Month with the [Cultural Office of the Pikes Peak Region](#) (October 2018)
- Venue and staff support for [The Resource Exchange's "Go Baby Go!" event](#) (Sept. 15, 2018)

### Other notable happenings:

- PPLD's recent [response about Drag Queen Story Hour](#), a community-hosted program at Penrose Library (week of Aug. 27)
- [Colorado Springs Mini Maker Faire's 30-second spot](#) for PPLD TV and other event promotion (Produced by Roland Clements)
- New advertising opportunity: Display case for PPLD promotion at [Colorado Springs Airport](#) (through December 2018)

### Upcoming events & programs:

- [All Pikes Peak Reads](#), community read program (Sept. 10 – Nov. 17)
- **Pikes Peak Brass Band's** last summer concert at Library 21c (Sept. 20 @ 7-8 p.m.)
- Culture Fest, a celebration of different cultures of the Pikes Peak region, at Sand Creek Library (Sept. 20 @ 5:30-8 p.m.)
- **Culture Mash**, a multicultural celebration with a special visit from Loida Garcia Febo, President of the American Library Association, at Sand Creek Library (Oct. 5 @ 4:30-8 p.m.) and Cheyenne Mountain Library (Oct. 12 @ 6:30-8:30 p.m.)
- **Powerful Women's Series**, hosted by Pikes Peak Women at Library 21c, with American Library Association President Loida Garcia Febo as their special guest (Oct. 5 @ 6:30-8:30 p.m.)
- **Harvest Festival**, a community celebration with a special visit from Loida Garcia Febo, President of the American Library Association, at High Prairie Library (Oct. 6 @ 10 a.m. – 3 p.m.)
- [Colorado Springs Mini Maker Faire](#), a day of hands-on experiences with makers and artists, at Library 21c (Oct. 20 @ 10 a.m. – 4 p.m.)



*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*

**Online Book Sales Year to Date:**

August '18	\$3,233
YTD	\$19,100

**East Staff Barbeque**

East Library staff was treated to a Welcome Barbeque  
Thank you Abby & Janina for organizing & coordinating  
Happy to treat the staff!!

**Latina Voices**

September 22, 2018; 10:00 am to 12:00 at Library 21c

**Coordinators Space & Book Storage**

Marcia, Charleen and Beth are working on a floor plan for the expanded space.



SEPTEMBER, 11 2018

Lance James and Dee Cromeens met with Comcast representatives to tour the Sand Creek makerspaces, provide updates on usage and explore expanding the relationship. A follow up meeting is being scheduled for late September/early October. In addition, Lance James is working to set a meeting with Children's Hospital of Colorado representatives to begin conversations on renewal of the agreement set in place in March 2017.

Lance James has met with or is working to schedule meetings with PPLD Leadership and Management Teams to become better acquainted with PPLD's needs, offerings and programs.

Lance James and Isabel Soto-Luna are setting plans for the year end, direct and electronic mail appeals, as well as formulating strategies for 2018 ColoradoGives Day (4 December). Last year, the PPLD Foundation raised \$3,448 through ColoradoGives Day. Since social media is a key driver of ColoradoGives, we will be coordinating with the Communications Department to formulate strategies and plans to raise awareness and encourage participation.

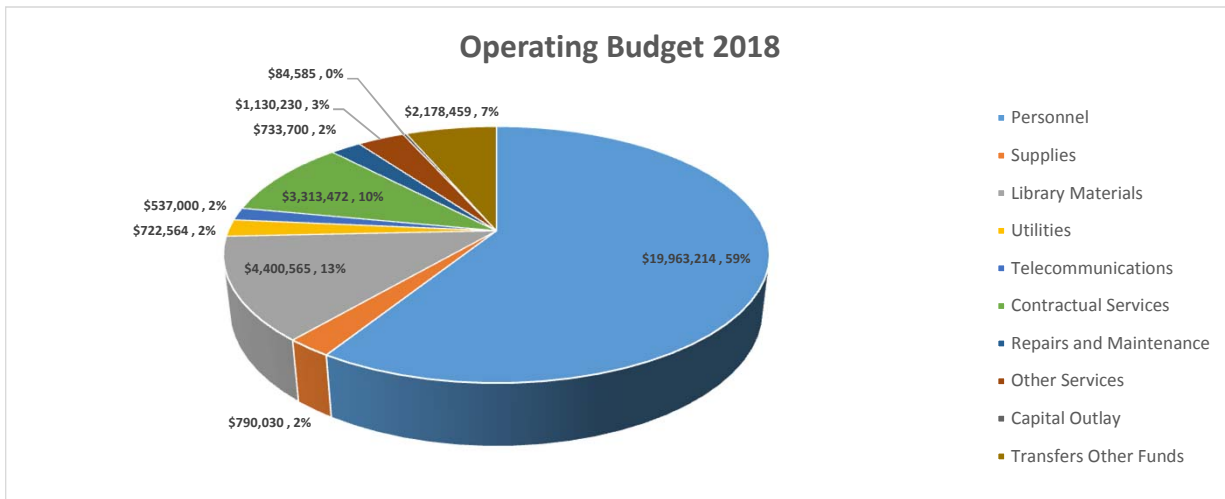
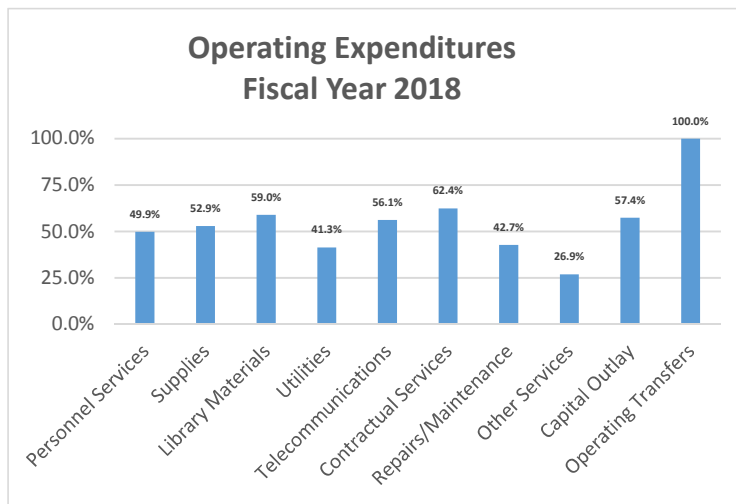
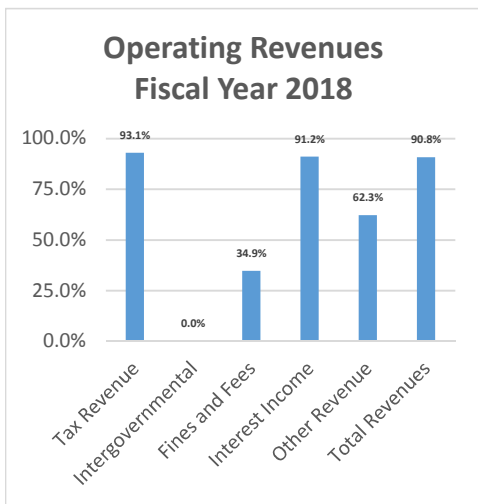
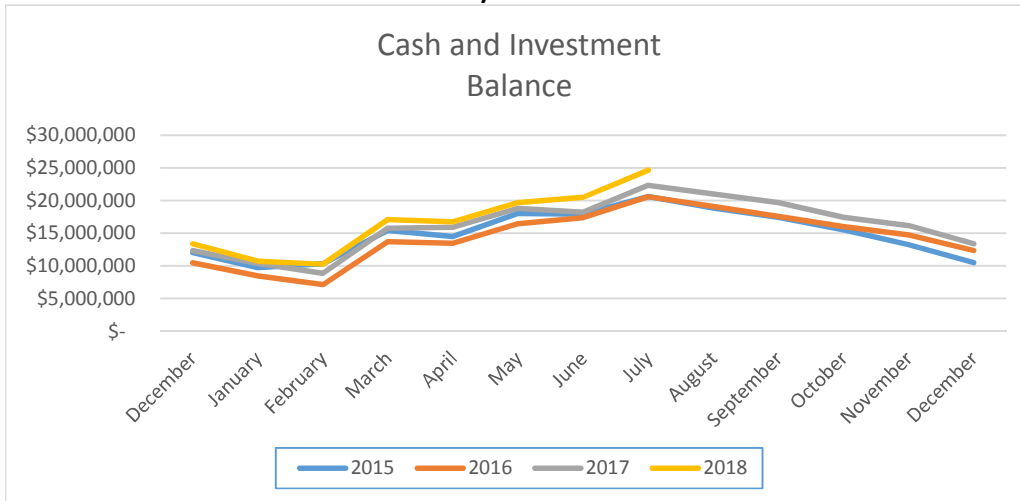
Dee Cromeens will be honored with a Lifetime Achievement Award for her long-standing, dedicated service to PPLD, the PPLD Foundation and the Pikes Peak region's philanthropic community by the Association of Fundraising Professionals (AFP) Southern Colorado Chapter's Summit on Philanthropy (Friday 28 September). Thank you for all you have accomplished Dee!

Lance James is serving as a roundtable discussion leader and breakout session leader at the aforementioned AFP Summit on Philanthropy and will be attending the Colorado Nonprofit Association's Annual Conference (8 and 9 October).

We continue monitoring the effects income tax reform on charitable giving, especially recently announced proposed IRS regulations that may impact the Enterprise Zone tax credit.

# Pikes Peak Library District Financial Dashboard

July 2018



# **Pikes Peak Library District**

## **July 2018 Financial Report**

Presented to Board of Trustees September 11, 2018

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

General Fund	Year-To-Date				Notes
	2018	2017	Change	% Chg.	
<b>Revenues</b>					
Property Taxes	\$ 26,450,683	\$ 25,370,898	\$ 1,079,785	4.3%	
Specific Ownership Taxes	1,875,390	1,962,449	(87,059)	-4.4%	1
Fines and Fees	77,029	185,151	(108,122)	-58.4%	2
Interest Income	191,512	94,788	96,724	102.0%	3
Other Revenue	522,053	709,157	(187,104)	-26.4%	4
<b>Total Revenues</b>	<b>\$ 29,116,667</b>	<b>\$ 28,322,443</b>	<b>\$ 794,224</b>	<b>2.8%</b>	

- 1 Specific ownership tax collections for the 2017 were unusually high compared to other years. Part of the reason why it was higher than normal was due to weathwer-related damage to vehicles, which many car owners had to replace their vehicles. This is not a normal event (at this magnitude).
- 2 Beginning in October 2017, PPLD temporarily stopped collecting fines for all library materials. At its April Board meeting, the Board of Trustees approved to permanently stop assessing/collecting fines on substantially all materials that can be checked out to the public.
- 3 Interest rates are higher in 2018 than they were during the same period of 2017.
- 4 In 2017, PPLD had received \$230,723 in eRate revenue. The 2018 revenue from eRate will be received later in the year for 2018.

Pikes Peak Library District  
Statement of Revenues  
General Fund  
Period 01/01/2018 - 07/31/2018

Percent of Year 58.3%

Account Description	2018 Budget	YTD Actual	Variance	% Used
<b>Tax Revenue</b>				
Property Taxes - Current	\$ 27,082,219	\$ 26,489,625	\$ 592,594	97.8%
Property Taxes-Abatement	(110,000)	(75,908)	(34,092)	69.0%
Property Taxes - Omitted	4,000	2,359	1,641	59.0%
Property Taxes - Delinquent	15,000	11,633	3,367	77.6%
Penalty/Interest-Del Property	33,000	13,869	19,131	42.0%
Specific Ownership Taxes	3,400,000	1,875,390	1,524,610	55.2%
Local Gov In Lieu Of Tax	10,500	9,105	1,395	86.7%
<b>Total Tax Revenue</b>	<b>30,434,719</b>	<b>28,326,073</b>	<b>2,108,646</b>	<b>93.1%</b>
<b>Intergovernmental</b>				
Federal - eRate Funding	225,000	-	225,000	0.0%
State Grant - Library Materials	145,000	-	145,000	0.0%
<b>Total Intergovernmental</b>	<b>370,000</b>	<b>-</b>	<b>370,000</b>	<b>0.0%</b>
<b>Fines and Fees</b>				
Fines And Fees	220,800	77,029	143,771	34.9%
<b>Interest Income</b>				
Interest Earnings	210,000	191,512	18,488	91.2%
<b>Other Revenue</b>				
Donations-PPLD Foundation	659,725	428,122	231,603	64.9%
Donations - Civic Organization	15,000	10,000	5,000	66.7%
Donations - Other Categories	20,000	372	19,628	1.9%
Copier Charges	36,600	25,841	10,759	70.6%
Patrn Mgmt System Printer	48,400	31,311	17,089	64.7%
Parking Lot Collections	34,000	15,399	18,601	45.3%
Merchandise Sales	4,800	3,075	1,725	64.1%
Miscellaneous	15,200	5,353	9,847	35.2%
Sales Of Assets - Gen Capital	4,200	2,580	1,620	61.4%
<b>Total Other Revenue</b>	<b>837,925</b>	<b>522,053</b>	<b>315,872</b>	<b>62.3%</b>
<b>Total General Fund Revenues</b>	<b>\$ 32,073,444</b>	<b>\$ 29,116,667</b>	<b>\$ 2,956,777</b>	<b>90.8%</b>



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

General Fund	Year-To-Date				Notes
	2018	2017	Change	% Chg.	
<b>Expenditures</b>					
Personnel	\$ 9,961,115	\$ 9,991,522	\$ (30,407)	-0.3%	
Supplies	415,091	356,414	58,677	16.5%	1
Library Materials	2,597,460	2,682,390	(84,930)	-3.2%	
Utilities	299,228	272,860	26,368	9.7%	
Telecommunication costs	301,425	263,882	37,543	14.2%	
Contractual Services	2,073,289	2,046,398	26,891	1.3%	
Repairs and Maintenance	313,540	258,664	54,876	21.2%	2
Other Services	300,916	325,062	(24,146)	-7.4%	
Capital Outlay	49,709	38,240	11,469	30.0%	
Operating Transfers To Other Funds	2,178,459	736,341	1,442,118	195.8%	3
<b>Total Expenditures</b>	<b>\$ 18,490,232</b>	<b>\$ 16,971,773</b>	<b>\$ 1,518,459</b>	<b>8.9%</b>	

- 1 The increase in 2018 over 2017 is primarily from increased activity resulting from the implementation of the compensation study (which included hiring 26 new full-time positions and a reorganization of the Public Services functions).
- 2 In 2018, expenditures for equipment maintenance is about \$36,000 higher than it was through July 31, 2017. All activity in this account has been made in compliance with the 2018 budget.
- 3 The total for operating transfers to other funds have been made in accordance with the approved

Pikes Peak Library District  
Statement of Expenditures  
General Fund  
Period 01/01/2018 - 07/31/2018

Percent of Year **58.3%**

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
<b>Personnel Services</b>				
Regular Employees	\$ 15,810,758	\$ 7,466,413	\$ 8,344,345	47.2%
Temporary Employees	51,934	14,833	37,101	28.6%
Substitute Employees	217,911	235,920	(18,009)	108.3%
Work-Study And Internship	30,439	460	29,979	1.5%
Social Security Contributions	1,096,789	566,020	530,769	51.6%
Retirement Contributions	831,126	449,062	382,064	54.0%
Health Plan Contributions	1,650,000	1,053,872	596,128	63.9%
Unemployment Compensation	45,000	33,661	11,339	74.8%
Workers Compensation	85,000	60,300	24,700	70.9%
Vision Plan Ins Contributions	55,000	28,722	26,278	52.2%
Life A&D Ins Contributions	51,000	32,799	18,201	64.3%
Tuition Reimbursement	40,000	19,053	20,947	47.6%
<b>Total Personnel Services</b>	<b>19,964,957</b>	<b>9,961,115</b>	<b>10,003,842</b>	<b>49.9%</b>
<b>Supplies</b>				
General Supplies	193,494	91,150	102,344	47.1%
Microform Supplies	2,450	-	2,450	0.0%
Software Purchases	252,000	176,676	75,324	70.1%
Computer Supplies	36,000	18,330	17,670	50.9%
Processing Supplies	95,000	11,463	83,537	12.1%
Office Supplies	146,450	79,274	67,176	54.1%
Other Supplies	58,936	38,198	20,738	64.8%
<b>Total Supplies</b>	<b>784,330</b>	<b>415,091</b>	<b>369,239</b>	<b>52.9%</b>
<b>Library Materials</b>				
Audio-Visual Materials	767,300	346,737	420,563	45.2%
Books	1,385,979	641,386	744,593	46.3%
E-Materials	1,392,100	849,352	542,748	61.0%
Library Materials - Other	261,000	121,056	139,944	46.4%
Microforms	5,000	-	5,000	0.0%
Periodicals	110,250	99,212	11,038	90.0%
Serials	25,000	20,704	4,296	82.8%
Databases - On-Line Services	455,043	516,769	(61,726)	113.6%
Memorial Materials	-	2,244	(2,244)	100.0%
<b>Total Library Materials</b>	<b>4,401,672</b>	<b>2,597,460</b>	<b>1,804,212</b>	<b>59.0%</b>
<b>Utilities</b>				
Gas	103,558	32,599	70,959	31.5%
Electric	509,688	223,116	286,572	43.8%
Water And Sewer	110,602	43,513	67,089	39.3%
<b>Total Utilities</b>	<b>723,848</b>	<b>299,228</b>	<b>424,620</b>	<b>41.3%</b>
<b>Telecommunications</b>				
Data Telecommunications	356,000	238,118	117,882	66.9%

Pikes Peak Library District  
Statement of Expenditures  
General Fund  
Period 01/01/2018 - 07/31/2018

Percent of Year **58.3%**

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Voice Telecommunications	100,000	34,190	65,810	34.2%
Cellular Telecommunicati	76,000	29,117	46,883	38.3%
Telecommunications Expansion	5,000	-	5,000	0.0%
<b>Total Telecommunications</b>	<b>537,000</b>	<b>301,425</b>	<b>235,575</b>	<b>56.1%</b>
<b>Contractual Services</b>				
Janitorial Services	282,000	160,880	121,120	57.0%
Carpet Cleaning Services	117,000	67,995	49,005	58.1%
Rental-Library Facilitie	556,434	357,814	198,620	64.3%
Common Area Mntn Costs	152,485	87,437	65,048	57.3%
Rental-Storage Area	16,800	10,800	6,000	64.3%
Audit	43,500	40,500	3,000	93.1%
Legal	50,000	13,208	36,792	26.4%
Consultant	204,500	57,596	146,904	28.2%
Cataloging	50,600	13,671	36,929	27.0%
Trash Removal	20,819	13,347	7,472	64.1%
Copier Services	51,000	27,079	23,921	53.1%
Courier Services	211,850	96,422	115,428	45.5%
Ins-Not Employee Benefit	185,000	166,447	18,553	90.0%
Collection Agency Fees	35,000	18,151	16,849	51.9%
Printing	101,200	25,574	75,626	25.3%
Programming	345,104	131,430	213,674	38.1%
Treasurer Fees	402,122	390,373	11,749	97.1%
Microfilming Services	19,600	7,635	11,965	39.0%
Computer Support Agreement	292,500	265,364	27,136	90.7%
Maintenance-Computer Equipment	104,000	91,181	12,819	87.7%
Software Licenses	19,000	2,752	16,248	14.5%
Employee Assistance Program	20,000	7,413	12,587	37.1%
Parking	42,375	20,220	22,155	47.7%
<b>Total Contractual Services</b>	<b>3,322,890</b>	<b>2,073,289</b>	<b>1,249,601</b>	<b>62.4%</b>
<b>Repairs and Maintenance</b>				
Grounds Maintenance	73,500	35,867	37,633	48.8%
Vehicle Operating Supplies	57,000	36,628	20,372	64.3%
Maintenance-Equipment	380,000	185,459	194,541	48.8%
Repairs-Equipment	54,350	9,916	44,434	18.2%
Repairs-Furniture	31,000	10,699	20,301	34.5%
Repairs-Buildings	137,850	34,971	102,879	25.4%
<b>Total Repairs and Maintenance</b>	<b>733,700</b>	<b>313,540</b>	<b>420,160</b>	<b>42.7%</b>
<b>Other Services</b>				
Translation Services	2,500	-	2,500	0.0%
Advertising	3,250	571	2,679	17.6%
Bank And Trustee Fees	16,600	3,921	12,679	23.6%
Information Listing	15,000	11,220	3,780	74.8%

Pikes Peak Library District  
Statement of Expenditures  
General Fund  
Period 01/01/2018 - 07/31/2018

Percent of Year 58.3%

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Mileage/Travel Reimbursemant	71,509	23,967	47,542	33.5%
Employee Recruitment	42,500	14,953	27,547	35.2%
Employee Testing	500	-	500	0.0%
Dues/Membership/Bus Functions	64,619	28,948	35,671	44.8%
Merchandising	5,000	216	4,784	4.3%
Employee Recognition/Excellence	20,525	4,256	16,269	20.7%
Board Of Trustees	3,000	1,121	1,879	37.4%
Community Outreach	70,000	36,710	33,290	52.4%
Training	231,250	94,434	136,816	40.8%
Signage	8,000	1,927	6,073	24.1%
Bindery	5,000	2,602	2,398	52.0%
Summer Reading Club	41,806	25,741	16,065	61.6%
Patron Reimbursement	1,000	-	1,000	0.0%
Postage	92,500	27,280	65,220	29.5%
Volunteer Program	5,900	3,053	2,847	51.7%
Safety & Wellness	18,500	4,931	13,569	26.7%
Other Grant Designated Fund Exp	366,425	7,293	359,132	2.0%
Administrative Support	10,500	-	10,500	0.0%
Rental-Equipment	1,000	28	972	2.8%
Other Expenses	23,489	7,744	15,745	33.0%
<b>Total Other Services</b>	<b>1,120,373</b>	<b>300,916</b>	<b>819,457</b>	<b>26.9%</b>
<b>Capital Outlay</b>				
Buildings	47,200	16,427	30,773	34.8%
Equipment	8,000	31,000	(23,000)	387.5%
Furniture	14,600	-	14,600	0.0%
Capital Outlay-Other Expenditures	16,785	2,282	14,503	13.6%
<b>Total Capital Outlay</b>	<b>86,585</b>	<b>49,709</b>	<b>36,876</b>	<b>57.4%</b>
<b>Operating Transfers to Other Funds</b>				
Fund Transfers Out	2,178,459	2,178,459	-	100.0%
<b>Total Expenditures</b>	<b>\$ 33,853,814</b>	<b>\$ 18,490,232</b>	<b>\$ 15,363,582</b>	<b>54.6%</b>

**Pikes Peak Library District  
Special Revenue Funds  
Period 01/01/2018 - 07/31/2018**

<b>Fund Balance - January 1, 2018</b>	\$ 231,582
<b>Expenditures</b>	29,233
<b>Fund Balance - July 31, 2018</b>	<u>\$ 202,349</u>

**Fund Balance - By Fund - July 31, 2018**

Annual Fund	\$ 212
Cheyenne Mountain Library Fund	812
Fountain Branch Library Fund	11,561
High Prairie Library Fund	152,507
Sand Creek Library Fund	30,772
1905 Carnegie Library Facility Fund	4,374
Carnegie Garden Support Fund	998
Special Collections Support Fund	1,113
	<u>\$ 202,349</u>

Pikes Peak Library District  
 East Library Capital Projects Fund  
 Period 01/01/2018 - 07/31/2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
<b>Expenditures</b>						
<b>2018 Budget</b>						
Roof Inspection And Repairs	\$ 3,500	\$ -	\$ 3,500	\$ -	\$ -	\$ 3,500
Canvas Roll-Up Awning Mater	6,000	-	6,000	6,000	-	-
Replace Public Water Fountains	5,200	-	5,200	4,706	494	-
Replace Staff Lounge Blinds	5,500	-	5,500	5,358	-	142
Replace Storytime Room Divider	18,000	-	18,000	17,999	-	1
Laminator	2,000	-	2,000	1,795	-	205
Additional Study Room Chairs	3,500	-	3,500	-	-	3,500
Reface Cabinets In Story Office	15,000	-	15,000	-	-	15,000
Tractor Replacement	12,000	-	12,000	9,999	-	2,001
<b>Sub-Total</b>	<b>70,700</b>	<b>-</b>	<b>70,700</b>	<b>45,857</b>	<b>494</b>	<b>24,349</b>
<b>Carryover From 2017</b>						
Water Treatment System	-	3,000	3,000	-	-	3,000
Roof Inspection And Repairs	-	3,385	3,385	-	-	3,385
Blinds For Esl Office	-	27	27	-	-	27
Blinds For Erc/Maker Space	-	959	959	-	-	959
Window Leak-2nd Floor	-	7,500	7,500	-	-	7,500
Additional Meeting Room Chairs	-	817	817	-	-	817
Teen Center-Interior Paint	-	757	757	-	-	757
Ea Update Security Equipment	-	5,000	5,000	-	-	5,000
Paint Shelves	-	945	945	-	-	945
Mural	-	183	183	-	-	183
Chair Replacement	-	443	443	-	-	443
It Equipment	-	2,071	2,071	-	-	2,071
<b>Sub-Total</b>	<b>-</b>	<b>25,088</b>	<b>25,088</b>	<b>-</b>	<b>-</b>	<b>25,088</b>
<b>Total Expenditures</b>	<b>70,700</b>	<b>25,088</b>	<b>95,788</b>	<b>45,857</b>	<b>494</b>	<b>49,437</b>
<b>Sources of Funds</b>						
Findraising	-	-	-	32,501	-	(32,501)
<b>Excess Revenues over Expenditures</b>	<b>\$ (70,700)</b>	<b>\$ (25,088)</b>	<b>\$ (95,788)</b>	<b>(13,356)</b>	<b>\$ (494)</b>	<b>\$ (81,938)</b>
<b>Fund Balance - January 1, 2018</b>				107,231		
<b>Fund Balance - July 31, 2018</b>				<u>\$ 93,875</u>		

Pikes Peak Library District  
 Penrose Library Capital Projects Fund  
 Period 01/01/2018 - 07/31/2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
<b>Expenditures</b>						
<b>2018 Budget</b>						
Roof Inspection And Repairs	\$ 3,500	\$ -	\$ 3,500	\$ -	\$ -	\$ 3,500
Penrose entry	2,500	-	2,500	2,130	-	370
Meeting Room - Lower Level	275,000	-	275,000	32,493	66,307	176,200
Additional Power/Data In Readi	15,000	-	15,000	-	-	15,000
Uv Film On Reading Room	13,000	-	13,000	-	-	13,000
Carpet Repl - Reading Room	15,000	-	15,000	-	-	15,000
Upgrade Two Interior Elevators	55,500	-	55,500	50,923	-	4,577
Chiller Replacement	55,000	-	55,000	-	-	55,000
27" Laminator	2,500	-	2,500	1,795	-	705
Hvac Heating Loop & Glycol	17,000	-	17,000	-	-	17,000
Reconfigure Children'S Desk	5,000	-	5,000	-	-	5,000
Furniture Children'S Area	7,000	-	7,000	-	-	7,000
End Caps & Canopies For Shelvi	20,000	-	20,000	-	-	20,000
Koc Renovation	865,000	-	865,000	-	-	865,000
<b>Sub-Total</b>	<b>1,351,000</b>	<b>-</b>	<b>1,351,000</b>	<b>87,341</b>	<b>66,307</b>	<b>1,197,352</b>
<b>Carryover From 2017</b>						
Building Improvement - Penrose	-	5,280	5,280	-	-	5,280
Roof Inspection And Repairs	-	2,280	2,280	-	-	2,280
Replace Floors In Elevators	-	108	108	-	-	108
Window Caulking	-	4,028	4,028	-	-	4,028
Roof Maintenance	-	985	985	-	-	985
Window Blinds For Ea	-	236	236	-	-	236
Replace Existing Parking Meter	-	50,000	50,000	-	-	50,000
Facade Repair	-	350	350	-	-	350
Elevator Modernization - Cab	-	8,914	8,914	-	-	8,914
Convert Pea Gravel Walk	-	2,000	2,000	-	-	2,000
Wood Repairs & Scaffolding	-	3,430	3,430	-	-	3,430
Shelving Signage	-	2,000	2,000	-	-	2,000
Replace 4 Staff Chairs	-	104	104	-	-	104
Capital Outlay-Other Expenses	-	464	464	-	-	464
<b>Sub-Total</b>	<b>-</b>	<b>80,179</b>	<b>80,179</b>	<b>-</b>	<b>-</b>	<b>80,179</b>
<b>Total Expenditures</b>	<b>1,351,000</b>	<b>80,179</b>	<b>1,431,179</b>	<b>87,341</b>	<b>66,307</b>	<b>1,277,531</b>
<b>Sources of Funds</b>						
Fundraising	11,000	-	11,000	426,291	-	(415,291)
Operating Transfer - General Fund	1,335,841	-	1,335,841	1,335,841	-	-
<b>Total Sources of Funds</b>	<b>1,346,841</b>	<b>-</b>	<b>1,346,841</b>	<b>1,762,132</b>	<b>-</b>	<b>(415,291)</b>
<b>Excess Revenues over Expenditures</b>	<b>\$ (4,159)</b>	<b>\$ (80,179)</b>	<b>\$ (84,338)</b>	<b>\$ 1,674,791</b>	<b>\$ (66,307)</b>	<b>\$ (1,692,822)</b>
<b>Fund Balance - January 1, 2018</b>				84,338		
<b>Fund Balance - July 31, 2018</b>				<u>\$ 1,759,129</u>		

Pikes Peak Library District  
Library 21c Capital Projects Fund  
Period 01/01/2018 - 07/31/2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
<b>Expenditures</b>						
<b>2018 Budget</b>						
Concrete Walkway Ea To South	\$ 19,500	\$ -	\$ 19,500	\$ -	\$ -	\$ 19,500
Courtyard Improvements	20,000	-	20,000	-	2,180	17,820
Roof Repairs	3,000	-	3,000	-	-	3,000
Ent & Make li Window Treatment	9,000	-	9,000	-	4,368	4,632
Roof Replacement (Fully Adhere	60,000	-	60,000	-	29,900	30,100
New Teen Service Desk	1,200	-	1,200	-	-	1,200
Cafe Table Public Area	19,500	-	19,500	18,949	-	551
Install Additional Can Lights	1,200	-	1,200	-	-	1,200
New Display Case With Lighting	3,500	-	3,500	3,461	-	39
Av Equipment Maintenance	12,000	-	12,000	3,207	-	8,793
Increase Stage Size	15,000	-	15,000	-	-	15,000
Studio Noise Mitigation	25,000	-	25,000	-	-	25,000
Venue Led Lighting	10,000	-	10,000	-	-	10,000
Production Music	1,600	-	1,600	1,600	-	-
Public Equipment Eol Replacem	4,000	-	4,000	392	-	3,608
New Public Equipment Inventory	4,000	-	4,000	898	-	3,102
<b>Sub-Total</b>	<b>208,500</b>	<b>-</b>	<b>208,500</b>	<b>28,507</b>	<b>36,448</b>	<b>143,545</b>
<b>Carryover From 2017</b>						
Parking Repairs	-	7,446	7,446	-	-	7,446
Install Ceiling Fans In Childr	-	1,750	1,750	-	-	1,750
Sound Dampening Of Amh Space	-	3,000	3,000	-	-	3,000
Improv Teen Gaming Room	-	18,134	18,134	-	18,134	-
ADA Fixtures	-	36	36	-	-	36
Audio Booth	-	2,000	2,000	-	-	2,000
Contingency	-	35,085	35,085	-	-	35,085
Staging	-	4,675	4,675	-	-	4,675
Audio/Lighting	-	4,000	4,000	-	-	4,000
Signage	-	5,000	5,000	-	-	5,000
Patron Registration	-	3,000	3,000	-	-	3,000
Portable Projectors	-	13,000	13,000	-	-	13,000
Audio Room - Mikes Hanging	-	1,500	1,500	-	-	1,500
Munis Record Management Syst	-	30,000	30,000	-	-	30,000
<b>Sub-Total</b>	<b>-</b>	<b>128,626</b>	<b>128,626</b>	<b>-</b>	<b>18,134</b>	<b>110,492</b>
<b>Total Expenditures</b>	<b>208,500</b>	<b>128,626</b>	<b>337,126</b>	<b>28,507</b>	<b>54,582</b>	<b>254,037</b>
<b>Sources of Funds</b>						
Donations	167,128	-	167,128	167,128	-	-
<b>Excess Revenues over Expenditures</b>	<b>\$ (41,372)</b>	<b>\$ (128,626)</b>	<b>\$ (169,998)</b>	<b>138,621</b>	<b>\$ (254,037)</b>	
<b>Fund Balance - January 1, 2018</b>				177,499		
<b>Fund Balance - July 31, 2018</b>			<b>\$ 316,120</b>			



Pikes Peak Library District  
 Capital Reserve Fund  
 Period 01/01/2018 - 07/31/2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
<b>Expenditures</b>						
<b>2018 Budget</b>						
Upgrade Children's Area Lighting	\$ 4,000	\$ -	\$ 4,000	\$ -	\$ -	\$ 4,000
DW- Concrete Replacement	12,000	-	12,000	-	-	12,000
DW - Asphalt Repairs	15,000	-	15,000	-	-	15,000
Upgrade Fire System Dialers	15,000	-	15,000	-	-	15,000
Furniture Replacement	10,600	-	10,600	7,669	-	2,931
Childr&Teen Area Furnit	7,000	-	7,000	-	-	7,000
Eastern EPC structures	125,000	-	125,000	1,284	8,566	115,150
Replace Generator For Bookmobile	12,500	-	12,500	-	-	12,500
Contingency	50,000	-	50,000	15,605	2,080	32,315
Contingency - Furniture Replac	25,000	-	25,000	-	-	25,000
AMH bin project	20,000	-	20,000	-	-	20,000
Copiers & Printers Repl	200,000	-	200,000	-	-	200,000
Telephone project	150,000	-	150,000	-	-	150,000
Equipment Initiatives Security	42,000	-	42,000	-	-	42,000
Replace Evanced Room Booking	50,000	-	50,000	-	-	50,000
Av Equip For Audio Visual Dw	50,000	-	50,000	-	-	50,000
Contingency I/T	23,000	-	23,000	-	-	23,000
Video Projector Repl & Addit	5,000	-	5,000	-	-	5,000
Equipment Replacement Fund	13,586	-	13,586	-	-	13,586
New Machinery	12,932	-	12,932	-	-	12,932
<b>Sub-Total</b>	<b>842,618</b>	<b>-</b>	<b>842,618</b>	<b>24,558</b>	<b>10,646</b>	<b>807,414</b>

**Carryover From 2017**

Building Maint-Minor Renov Prj	-	25,000	25,000	-	-	25,000
Ma - Building Maintenance/Mino	-	10,000	10,000	-	-	10,000
Ma - Other Furn Or Equip Repl	-	1,000	1,000	-	-	1,000

**Pikes Peak Library District**  
**Capital Reserve Fund**  
**Period 01/01/2018 - 07/31/2018**

<b>Account Description</b>	<b>Original Approp</b>	<b>Carryover</b>	<b>Revised Budget</b>	<b>Ytd Expended</b>	<b>Encumbrances</b>	<b>Available Budget</b>
Ho-Access Control	-	2,473	2,473	-	-	2,473
Mo-Access Control	-	12,000	12,000	7,928	-	4,072
Ro-Access Control	-	267	267	-	-	267
Sa-Access Control	-	1,100	1,100	-	-	1,100
Dw- Concrete Replacement	-	11,560	11,560	-	-	11,560
Dw - Asphalt Repairs	-	20,973	20,973	-	-	20,973
Mo-Painting	-	3,388	3,388	-	-	3,388
Staff Lounges Improvements	-	30,000	30,000	84	55	29,861
Adult Ed Improvements	-	30,000	30,000	28,907	-	1,093
Water Management System	-	25,000	25,000	6,627	8,373	10,000
Furniture Replacement	-	15,036	15,036	-	-	15,036
Standing Workstation-Garage	-	42	42	-	-	42
Ho-Study Table & Chairs	-	43	43	-	-	43
Mo-Storage Cabinets	-	634	634	-	-	634
Mo-Reupholster Mr Chairs	-	116	116	-	-	116
Pa-Storage Shed	-	2,800	2,800	-	-	2,800
Vehicles	-	49,954	49,954	41,329	-	8,625
Eastern EPC structures	-	75,000	75,000	-	-	75,000
Contingency	-	55,760	55,760	-	-	55,760
Servers-Replacements	-	25,000	25,000	-	-	25,000
Maintenance Hard&Soft	-	13,079	13,079	-	-	13,079
Replace Computers	-	161,000	161,000	77,335	25,501	58,164
Technology Refresh (Patrons)	-	68,795	68,795	-	-	68,795
Self-Check Stations	-	5,876	5,876	5,876	-	-
Barcode Scanners	-	15,102	15,102	-	-	15,102
Tipping Point Replacements	-	5,270	5,270	-	-	5,270
Firewall Replacement	-	45,000	45,000	-	-	45,000
Archival Manag System	-	12,000	12,000	-	-	12,000
Equip Init - Security	-	58,121	58,121	-	-	58,121
Phone System	-	29,768	29,768	-	-	29,768
Children'S Equipment	-	94,000	94,000	93,357	-	643

Pikes Peak Library District  
 Capital Reserve Fund  
 Period 01/01/2018 - 07/31/2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
Special Collections Equip	-	29,000	29,000	-	-	29,000
Ea Library Tween Computers	-	4,000	4,000	-	-	4,000
Comp & Print Reservation	-	101,000	101,000	100,282	-	718
Telephone System Repl Project	-	100,000	100,000	-	-	100,000
Contingency I/T	-	85,050	85,050	-	2,075	82,975
Upgrades To Avid Liq 7.0	-	1,000	1,000	-	-	1,000
Studio Improvement	-	2,540	2,540	-	-	2,540
Studio Flooring	-	1,259	1,259	-	-	1,259
Equipment Replacement	-	26,000	26,000	4,061	-	21,939
<b>Sub-Total</b>	-	1,255,006	1,255,006	365,786	36,004	853,216
<b>Total Expenditures</b>	842,618	1,255,006	2,097,624	390,344	46,650	1,660,630
<b>Sources of Funds</b>						
Fundraising	-	-	-	85,351	-	(85,351)
Operating transfer - General Fund	842,618	-	842,618	842,618	-	-
<b>Excess Revenues over Expenditures</b>	<u>\$ -</u>	<u>\$ (1,255,006)</u>	<u>\$ (1,255,006)</u>	<u>\$ 537,625</u>	<u>\$ (46,650)</u>	<u>\$ (1,660,630)</u>
<b>Fund Balance - January 1, 2018</b>				1,254,357		
<b>Fund Balance - July 31, 2018</b>				<u>\$ 1,791,982</u>		

**Pikes Peak Library District  
 Receipts and Disbursements by Cash Account  
 For the Month Ended July 31, 2018**

	<b>ColoTrust Investments</b>	<b>US Bank Checking</b>	<b>Total Cash</b>
<b>Cash July 1, 2018</b>	\$ 19,816,087	\$ 707,849	\$ 20,523,936
<b>Receipts April 2018</b>			
Property Taxes	6,303,087	-	6,303,087
Daily Cash Receipts	-	28,650	28,650
Credit Card Receipts	-	8,443	8,443
Interest	44,224	-	44,224
<b>Disbursements March 2018</b>			
Payment of Bills week of 07/06/2018	-	(316,639)	(316,639)
Payment of Bills week of 07/13/2018	-	(119,136)	(119,136)
Payment of Bills week of 07/20/2018	-	(232,736)	(232,736)
Payment of Bills week of 07/31/2018	-	(160,970)	(160,970)
Payroll 07/13/2018	-	(592,476)	(592,476)
Payroll 07/27/2018	-	(622,938)	(622,938)
End of month payments	-	(192,848)	(192,848)
<b>Transfer between funds</b>	(1,500,000)	1,500,000	-
<b>Cash July 31, 2018</b>	<u>\$ 24,663,398</u>	<u>\$ 7,200</u>	<u>\$ 24,670,598</u>

## **Library Services September 11, 2018**

### **Community**

Strategic Services Librarian Delaina Massie facilitated a partnership with The League of Women Voters to host a voter registration drive during National Disability Voter Registration Week. Tables were set up at East, Penrose, Library 21c, Sand Creek, and Cheyenne libraries. Several patrons registered to vote over the course of the week, and many more updated their registrations.

Many PPLD staff attended the Urban Peak Off the Street Breakfast. There were many inspiring stories that were shared, as well as information about the need for organizations like Urban Peak and our partnership with them. Many thanks to Children's Librarian Evan Kendrick's service on the board of Urban Peak.

The Children's Summer Adventure Party at East Library was a smashing success! More than 150 staff, volunteers, and community folks helped us create magic again this year for 2,200 patrons!

### **Resources**

July was a busy month for interlibrary loan lending. Now that we have a vacant position filled, there was a 63 percent increase in the number of lending requests for the month of July.

Archivist Bill Thomas and Special Collections Manager Tim Morris worked with Kate Perdoni of Rocky Mountain PBS (RMPBS) to assist in finding materials in the collection related to Fannie Mae Duncan. RMPBS is in production on a program for their Colorado Experience series featuring the Colorado Springs resident, civil rights icon, business owner, and entrepreneur.

### **Innovation/Creativity**

Two Mini Maker Faire meetings were held. Planning is in full swing, and new aspects of the day—the art and catapult contests are coming along. COPPeR is generously sponsoring some prize money for the art contest, Ars Technica. Foundation Officer Dee Cromeens was able to secure another wonderful donation to help with prizes for the catapult contest.

### **Service**

Senior Librarian Cameron Riesenberger coordinated the Teen Fiction Writing Contest this year. This year, the number of submissions increased significantly which meant extra time to prepare the submissions for judging, compiling feedback, and selecting a winner. Cameron read every story personally in order to ensure that all were read at least three times. He was impressed by both the quality of the submissions and the creativity of the young writers in our community.

The United States Citizenship and Immigration Services (USCIS) naturalization ceremony was held at Library 21c where 22 individuals from 15 countries became naturalized citizens.

### **Internal-Staff**

Adult Education staff participated in a professional learning day focused on implementing student centered learning and differentiated instruction in High School Equivalency/English as a Second Language (HSE/ESL) classes in order to provide relevant instruction that meets the needs of learners in multi-level, multi-content classes.

Head of Collection Management Jenny Pierce attended the Research Institute for Public Libraries in Atlanta. The conference focused on the use of data and how to convey library impact.

## Branch Report September 12, 2017

**CH:** We brought the book trike again to Ivywild's **Coffee in the Park**, then back to the library where we had it outside gathering attention.

**HI:** Laura's *High Prairie Helper: The Monthly Newsletter for the Fantastic Volunteers at the High Prairie Library* featured "Professionalism" this past month. We created a space for volunteers to sign in that contains the newsletter, important information (and treats).

**HO:** Friends approved and funded Teen Volunteer thank you gift cards. After asking teens about a shopping preference – they said Walmart was their choice! Friends also provided pizza for the volunteers' appreciation party.

**MA/UT:** The Manitou Springs Chamber of Commerce meeting focused on upcoming Manitou events being planned through next summer including the Vintage Baseball Game hosted by the Heritage Center, the Heritage Brew Fest and After Party, and the annual Fruitcake Toss. Alison provided a voice for library collaboration and youth services.

**MLS:** The Jefferson County Public Library staff observed our Lobby Stop service to see how they could utilize a van in their area. They commented on how personable our staff is with the patrons, they appreciated our involvement and knowledge of each patron's desires, and our willingness to find requested items/information.



**MO/PA:** The North's Summer Adventure Party was the first to be held for the District with 650 attending the always anticipated local event. This year we went with not one but two obstacle courses so that the little kids who could take their time on the small course.

**OL:** The branch is getting some much needed facility updates with reupholstered furniture and refurbished chairs. Chronic lighting issues are being addressed. Staff participated in the Branch Manager interview process and are looking forward to having Janina Goodwin.

**RO:** The area experienced exceptionally heavy rain on 7/30. This caused the parking lot behind the building to flood with water 2-3 inches above the base of our rear doors flooding our workroom, staff and children's areas. The courier called in the issues early Monday so Facilities addressed it immediately. We used the opportunity to make some changes in the Children's area making lemonade out of lemons.

**SA/FO:** Construction during SA open hours kept things interesting and noisy. Plans are being made for our Grand Opening week in September. We also had a great month for partnership building including working with CONO to host a Coffee & Community series in the fall.

We participated in the **Fountain Community Celebration** as part of the planning team and were a big presence at this event held in front of the library. Over 300 families registered with 526 kiddos receiving backpacks stuffed with school supplies and 278 receiving back-to-school health exams from Peak Vista.



2018 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	55637	49928	55956	52744	52188	53349	56127	54306	0	0	0	0	430235
Mobile Libraries Total	13901	12062	13957	13710	11690	12015	11460	11658	0	0	0	0	100453
Cheyenne	30917	28753	33393	32142	31159	32868	33530	31319	0	0	0	0	254081
Fountain	15729	13797	16565	15493	16115	17411	17335	16812	0	0	0	0	129257
High Prairie	23625	22093	26503	22570	22658	25679	25728	25527	0	0	0	0	194383
Holley	29729	27033	30440	29081	28513	29647	30334	28623	0	0	0	0	233400
Manitou	3645	3358	3861	3199	3317	3520	3301	3458	0	0	0	0	27659
Monument	31541	29281	33553	31404	32187	37203	35850	33789	0	0	0	0	264808
Old Colorado City	17079	15944	17376	16153	16069	16933	16176	16004	0	0	0	0	131734
Palmer Lake	3431	3335	3949	3115	3563	3571	3092	3143	0	0	0	0	27199
Rockrimmon	30015	27917	30805	29662	31235	32957	32441	32065	0	0	0	0	247097
Sand Creek	28798	26562	30112	28959	27825	28930	28984	28427	0	0	0	0	228597
Ute Pass	2331	2404	2739	2610	2342	2619	2282	2175	0	0	0	0	19502
Senior Van	2103	1868	1814	1943	1836	1970	1889	1810	0	0	0	0	15233
Bookmobiles	11798	10194	12143	11767	9854	10045	9571	9848	0	0	0	0	85220
East	106165	95633	107240	109113	113983	128082	126396	115046	0	0	0	0	901658
Library 21c	78418	73553	83841	73274	73776	84743	84426	78060	0	0	0	0	630091
Dispensers	0	0	0	0	0	0	0	0	0	0	0	0	0
Parenting	90	138	178	164	148	143	159	165	0	0	0	0	1185
<b>Total Physical Materials</b>	<b>471051</b>	<b>431791</b>	<b>490468</b>	<b>463393</b>	<b>466768</b>	<b>509670</b>	<b>507621</b>	<b>480577</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3821339</b>

YTD CIRC Comparison	2018	2017	% Change
Penrose	430235	491886	-12.5%
Mobile Libraries Total	100453	104603	-4.0%
		0	
Cheyenne	254081	262189	-3.1%
Fountain	129257	131487	-1.7%
High Prairie	194383	198288	-2.0%
Holley	233400	247939	-5.9%
Manitou	27659	33972	-18.6%
Monument	264808	267696	-1.1%
Old Colorado City	131734	146869	-10.3%
Palmer Lake	27199	30390	-10.5%
Rockrimmon	247097	251558	-1.8%
Sand Creek	228597	254018	-10.0%
Ute Pass	19502	21100	-7.6%
Senior Van	15233	14459	5.4%
Bookmobiles	85220	90144	-5.5%
East	901658	898043	0.4%
Library 21c	630091	671377	-6.1%
Dispensers	0	2363	
Parenting	1185	887	33.6%
<b>Total Physical Materials</b>	<b>3821339</b>	<b>4014665</b>	<b>-4.82%</b>

Current Month Comparison CIRCULATION	2018	2017	% Change
Penrose	54306	59067	-8.1%
Mobile Libraries Total	11658	12960	-10.0%
Cheyenne	31319	33910	-7.6%
Fountain	16812	17338	-3.0%
High Prairie	25527	24943	2.3%
Holley	28623	31871	-10.2%
Manitou	3458	3784	-8.6%
Monument	33789	34608	-2.4%
Old Colorado City	16004	18597	-13.9%
Palmer Lake	3143	3652	-13.9%
Rockrimmon	32065	33692	-4.8%
Sand Creek	28427	31006	-8.3%
Ute Pass	2175	2529	-14.0%
Senior Van	1810	1808	0.1%
Bookmobiles	9848	11152	-11.7%
East	115046	112358	2.4%
Library 21c	78060	88335	-11.6%
Dispensers	0	267	
Parenting	165	107	54.2%
<b>Total Physical Materials</b>	<b>480577</b>	<b>509024</b>	<b>-5.59%</b>

## Circulation Report By Facility August 2018

New software for gate counter was overcounting in 2017  
In 2017 visitor count was high due to correction of an error in reporting

Current Month Comparison VISITORS	2018	2017	% Change
Penrose	45820	47756	-4.1%
Mobile Libraries Total	3167	3533	-10.4%
Cheyenne	18373	19968	-8.0%
Fountain	10962	11191	-2.0%
High Prairie	9683	10572	-8.4%
Holley	17407	19800	-12.1%
Manitou	4481	5169	-13.3%
Monument	17903	17742	0.9%
Old Colorado City	11971	13066	-8.4%
Palmer Lake	1678	1850	-9.3%
Rockrimmon	16998	19470	-12.7%
Sand Creek	23995	30563	-21.5%
Ute Pass	1502	1544	-2.7%
Knights of Columbus Hall	197	318	-38.1%
East	52150	55027	-5.2%
Library 21c	48064	48053	0.0%
<b>TOTAL</b>	<b>284351</b>	<b>305622</b>	<b>-7.0%</b>
Special Collections	2673	3319	-19.5%

2018 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	282740	262364	295271	280394	284984	322408	316313	297005	0	0	0	0	2341479
DVD	144635	130072	150079	141449	140069	141875	145547	140806	0	0	0	0	1134532
CD Music	15390	13395	15351	14009	13385	13588	14676	14415	0	0	0	0	114209
CD Book	17438	16193	18433	16689	17515	18624	18289	17414	0	0	0	0	140595
Playaway	5120	4912	5911	5480	5720	7518	7251	6089	0	0	0	0	48001
Kit	1657	1723	1843	1801	1615	2215	2104	1683	0	0	0	0	14641
Game	4071	3132	3580	3571	3480	3442	3441	3165	0	0	0	0	27882
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL Physical Items</b>	<b>471051</b>	<b>431791</b>	<b>490468</b>	<b>463393</b>	<b>466768</b>	<b>509670</b>	<b>507621</b>	<b>480577</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3821339</b>
ILL	2092	2112	2280	2462	2056	2382	2246	2495	0	0	0	0	18125
CyberShelf-OverDrive	134584	122184	138406	131807	135822	136913	145238	145361	0	0	0	0	1090315
Zinio	3787	4023	3343	3112	2670	2930	2589	3114	0	0	0	0	25568
eReader	27	23	25	38	22	25	20	14	0	0	0	0	194
OneClick Audio	491	440	450	442	481	450	424	406	0	0	0	0	3584
Hot Spots	74	74	76	68	75	74	72	68	0	0	0	0	581
Cameras & Equipment	46	69	72	73	65	70	93	60	0	0	0	0	548
<b>TOTAL STATE Circ</b>	<b>612106</b>	<b>560647</b>	<b>635048</b>	<b>601395</b>	<b>607959</b>	<b>652514</b>	<b>658303</b>	<b>632095</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4960067</b>
One Play				42	1	45	29	0	0	0	0	0	117
Freegal Music	9425	7672	8130	7356	7037	6526	7133	7154	0	0	0	0	60433
Freeding	105	81	52	66	88	58	54	68	0	0	0	0	572
DVD Player	94	149	175	150	121	110	184	164	0	0	0	0	1147
Hoopla	1851	1585	1870	1812	1697	1911	1846	1925	0	0	0	0	14497
ComicsPlus	475	0	240	274	284	366	431	495	0	0	0	0	2565
Kanopy	122	291	278	284	251	289	469	557	0	0	0	0	2541
<b>TOTAL STATE Circ</b>	<b>612106</b>	<b>560647</b>	<b>635048</b>	<b>601395</b>	<b>607959</b>	<b>652514</b>	<b>658303</b>	<b>632095</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4960067</b>
CLC	10955	9852	10789	10398	10623	10398	11357	11753	0	0	0	0	86125
Laptop Use	1434	1467	1592	1570	1487	1438	1718	1751	0	0	0	0	12457
Active Users	258251	257716	257950	257274	256986	257608	257560	257751	0	0	0	0	

Monthly Circ by Format			
	2018	2017	Change
Print	297005	302840	-2%
DVD	140806	156538	-10%
CD Music	14415	17220	-16%
CD Book	17414	20095	-13%
Playaway	6089	6085	0%
Kit	1683	1927	-13%
Game	3165	4319	-27%
<b>TOTAL Physical Items</b>	<b>480577</b>	<b>509024</b>	<b>-5.59%</b>
ILL	2495	2346	6%
CyberShelf-OverDrive	145361	125764	16%
Zinio	3114	3774	-17%
eReader	14	34	-59%
OneClick Audio	406	557	-27%
Hot Spots	68	64	6%
Cameras & Equipment	60		
<b>Total e-materials</b>	<b>148963</b>	<b>130193</b>	<b>14%</b>
<b>TOTAL STATE Circ</b>	<b>632095</b>	<b>641563</b>	<b>-1.476%</b>
OnePlay	0		
Freegal Music	7154	9899	-28%
Freeding	68	82	-17%
DVD Player	164	104	58%
Hoopla	1925	1475	31%
ComicsPlus*	495	290	71%
Kanopy	557		
CLC	11753	10905	8%
Laptop Use	1751	1728	1%
Active Users	257751	260236	-1%

Data for ComicsPlus & OnePlay is 1 month behind  
No data for OnePlay available this month

## Circulation Report By Item Type August 2018

MTD Total	2018	2017	Change
January	612106	616749	-0.75%
February	560647	570433	-1.72%
March	635048	661785	-4.04%
April	601395	602424	-0.17%
May	607959	631090	-3.67%
June	652514	662704	-1.5%
July	658303	656366	0.295%
August	632095	641563	-1.476%
September		599252	-100%
October		608892	-100%
November		598463	-100%
December		559133	-100%

YTD Total	2018	2017	Change
January	612106	616749	-0.8%
February	1172753	1187182	-1.2%
March	1807801	1848967	-2%
April	2409196	2451391	-2%
May	3017155	3082481	-2%
June	3669669	3745185	-2%
July	4327972	4401551	-2%
August	4960067	5043114	-2%
September		5642366	-100%
October		6251258	-100%
November		6849721	-100%
December		7408854	-100%



**Consent Agenda: New Hires**

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

Randall Green: Controller, 21c (40 hrs)

Sandra Winings: Shelver, FO (15 hrs)

Christian Byrd: Library Assistant, RO (24 hrs)

Catie Tierney: Branch Manager 3, 21c (40 hrs)

Timothy Stankey: Security Officer, 21c (40 hrs)

Kayah Swanson: Public Relations Specialist, 21c (40 hrs)

Lance James: Chief Development Officer & Foundation Executive Officer, 21c (40 hrs)

Laurie Jackson: HR Administrative Assistant, 21c (20 hrs)

### 2018 Supplementary Budget Resolution

#### UPDATE – September 11, 2018

After the 2018 mid-year adjustment was presented to the Board of Trustees at the August 14, 2018 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 11, 2018. 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 14, 2018 is listed below.

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

1. **General Fund – Transfer to Capital Reserve Fund – Increase of \$24,456.** This is the amount necessary to fully fund the Calhan library project. This amount includes additional costs related to engaging a Construction Manager along with refinements to previously identified project costs.
2. **General Fund – Program supplies – Increase of \$2,000.** This amount was identified for additional costs related to the preparation of Story Time kits.
3. **East Library Capital Projects Fund – adjustment \$0.** Although there were no adjustments made to total budgeted expenditures, the costs related to several projects have been adjusted to account for identified needs that were not identified in the original resolution. The listing is attached as part of the resolution.
4. **Penrose Capital Projects Fund – adjustment \$0.** Although there were no adjustments made to total budgeted expenditures, certain line items were consolidated for the final resolution schedule, and other costs related to several projects have been adjusted to account for identified needs that were not identified in the original resolution. The listing is attached as part of the resolution.
5. **Library 21c Capital Projects Fund – adjustment \$0.** – No changes were made to the original resolution schedule.
6. **Capital Reserve Fund – Increase to Operating Transfer – General Fund and to Eastern El Paso County Structures - \$24,456.** See discussion under General Fund above.

In addition, certain line items were consolidated for the final resolution schedule, and other costs related to several projects have been adjusted to account for identified needs that were not identified in the original resolution. The listing is attached as part of the resolution.

7. **Special Revenue Funds – Increase to High Prairie Library Support Fund - \$43,000.** Additional capital projects for the High Prairie Library have been identified as needed, and the fund balance for this fund is the appropriate source of funding for these projects.

## Recommendation

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

## ORIGINAL REPORT – August 14, 2018

### 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 11, 2018 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 2018. The following is a summary of the proposed revenue adjustments:

	<u>Original</u>	<u>Adjusted</u>	<u>Change</u>
Fines and fees	\$220,800	\$120,800	(\$100,000)
Interest income	\$210,000	\$335,000	\$125,000

This will increase the 2018 budgeted revenues from \$32,073,444 to \$32,098,444.

### Expenditures

The following section provides the proposed adjustments to be made to PPLD's 2018 General Fund appropriation. The proposed items are explained in detail below.

1. Encumbrances – \$338,254

The proposed amendment includes an increase to the expenditure budget for encumbrances outstanding as of December 31, 2017. 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. Transfer of Funds to Capital Reserve Fund

Included in the Capital Reserve Fund 2018 budget is \$200,000, which serves as a placeholder to place a new facility(s) in Eastern El Paso County, Colorado. The original 2018 budget was very preliminary. The current plan is to install a modular unit in Calhan, Colorado. Through the work of an architect and various engineers, PPLD staff have developed a project cost of \$448,500. To fully fund this project, management recommends transferring a total of 238,149 from General Fund reserves (fund balance) to the Capital Reserve Fund.

3. Storm Water Fees - \$10,000

Effective July 1, 2018, the City of Colorado Springs is imposing a fee on properties throughout the City. This amount is the estimate due for the period July 1, 2018 – December 31, 2018 on all of PPLD's properties.

4. Calhan Property Lease Commitment - \$15,000

As part of the land lease agreement with the Calhan School District, the lease agreement includes a \$15,000 commitment to make certain improvements on the property (construct a fence).

5. Westlaw Database - \$10,000

This database is well used, and there is a demand to increase access to the database. This expenditure covers the cost to increase access to this database.

6. Recruiting Costs - \$20,000

This amount covers the estimated increase in recruiting costs resulting primarily from hiring various positions that were included in the 2018 budget (resulting from the Compensation Study) along with backfilling current positions that became vacant when such positions were filled by current staff.

7. The resolution includes a recommendation for a line item transfer of \$100,000 from personnel services expenditures to library materials expenditures. The library materials budget has been fairly stagnant over the past several years, and the amount from personnel services is the result of savings realized from vacant positions throughout 2018.

After taking into consideration all of the items discussed above, the recommendation is to amend the 2018 General Fund appropriation from \$33,853,819 to \$34,485,222.

### **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, 2017 to the 2018 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.

This amendment also includes \$32,501 received from fundraising activities through the PPLD Foundation.

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 \$70,700 to \$139,732, and to increase the 2018 budget for revenues from \$0 to \$32,501.

### **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, 2017 to the 2018 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.

This amendment also includes \$415,291 received from fundraising activities through the PPLD Foundation.

Included in this budget is the funding for the renovation of the Knights of Columbus Hall (KCH) and the construction of a meeting room in the lower level of the Penrose Library, along with additional improvements. Currently, there is a total of \$1,216,386 of funding available for this project (both from the original budget and from certain carry-over funds from 2017). PPLD has engaged the services of an architect and a Construction Manager/General Contractor for this project. Their initial project cost estimate is \$1,350,000. They will complete a bid process later in August, and they intend to develop a Guaranteed Maximum Price (GMP) prior to the September 11<sup>th</sup> Board meeting. This means the cost estimates may be revised after this GMP process is completed.

This amendment also includes setting of a reserve fund for the renovation of the KCH facility in the amount of \$281,677. This is prudent as this initial project is intended to bring the KCH up to code in order to increase usage. Additional building improvement plans will be developed necessitating a second phase for this project.

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 \$1,351,000 to \$1,846,470, and to increase the 2018 budget for revenues and other sources from \$1,346,841 to \$1,762,132.

### **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, 2017 to the 2018 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 \$208,500 to \$344,627.

**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>
Resources/revenues	\$842,618	\$1,166,118	\$323,500
Fund Balance Carryover	<u>\$0</u>	<u>\$1,254,357</u>	<u>\$1,254,357</u>
Total	<u>\$842,618</u>	<u>\$2,420,475</u>	<u>\$1,577,857</u>
Expenditures			
Capital Outlay – Facility Related	\$276,100	\$971,746	\$695,646
Capital Outlay – Information Tech	\$535,000	\$1,387,061	\$852,061
Capital Outlay – Creative Services	<u>\$31,518</u>	<u>\$61,668</u>	<u>\$30,150</u>
Total	<u>\$842,618</u>	<u>\$2,420,475</u>	<u>\$1,577,857</u>

Simply stated, the proposed budget amendment allocates the fund balance as of December 31, 2017 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. It also takes into account a total of \$85,351 that was received through fundraising efforts (PPLD Foundation).

Please refer to the General Fund discussion above for information related to the modular facility to be placed in Calhan, Colorado.

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, 2018.

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	-	8,000	8,000
High Prairie Library Support Fund	-	103,000	103,000
Sand Creek Library Support Fund	-	30,772	30,772
1905 Carnegie Support Fund	-	4,374	4,374
1905 Carnegie Garden Support Fund	-	999	999
Special Collections Support Fund	-	1,113	1,113
<b>Total</b>	<b>\$ -</b>	<b>\$ 149,282</b>	<b>\$ 149,282</b>

The attached resolutions and supporting schedules list our recommendations as to how to spend such funds during 2018. 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 2017.

#### **BUDGET DISCUSSION – 2018 MIDYEAR AND 2019 FISCAL YEAR**

We are beginning the budget process for fiscal year 2019. As required by state law, a proposal of the 2019 budget will be delivered to the Board by October 15, 2018. The 2019 budget will be discussed and action will be taken at the Board’s December 11, 2018 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 2019 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 2019.

That being said, a very preliminary estimate of the change in PPLD’s assessed valuation total from 2018 to 2019, per the El Paso County Assessor’s Office, is an increase of 1.0 – 1.5%. This takes into account the fact that this is not 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 6.1%, or about 15%. We will monitor this develop closely.

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 can adjust our mill levy for operating purposes from the current levy of 3.820 mills to up to 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 \$1.3 - \$1.5 million in additional revenue for 2019.

A full discussion of the resource allocation issues affecting PPLD for 2018 and 2019 is beyond the scope of this memo. Such issues will be identified and discussed as part of the 2019 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 2018 is \$10.20 per hour, and for 2019, it will increase to \$11.10 per hour, and for 2020, it will become \$12.00 per hour. 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 2019. This budget has remained fairly stagnant for the past several years.
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. We intend to install a modular facility in Calhan, Colorado later in 2018.
5. As part of the 2019 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 11, 2018 Board meeting.

#### **RECOMMENDATION**

The Board of Trustees must defer any action on these resolutions until its September 11, 2018 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:

**Revenues and Other Financing Sources**

1. To decrease 2018 budgeted revenues by (100,000) resulting from the elimination of overdue fines.
2. To increase the 2018 budgeted revenues by \$125,000 for anticipated interest income collections in excess of the 2018 approved budget.

**Expenditures and Other Financing Uses**

3. To increase the 2018 General Fund budget for the utilization of Fund Balance - Reserved for Encumbrances, as follows:

- Library materials	\$151,407
- Other encumbrances	<u>186,847</u>
	<u>\$338,254</u>
4. To increase the 2018 General Fund budget by \$262,605 as a transfer of funds to the Capital Reserve Fund to cover the estimated costs related to the new facility to be located in Calhan, CO.
5. To increase the 2018 General Fund budget by \$10,000 to cover the projected costs of the storm water fees imposed by the City of Colorado Springs effective July 1, 2018.
6. To increase the 2018 General Fund budget by \$2,000 to cover the costs of supplies for story-time programs.
7. To increase the 2018 General Fund budget by \$15,000 to cover the funding commitment related to the use of land for the new facility in to be located in Calhan, CO.
8. To increase the 2018 General Fund budget by \$10,000 to cover the cost of enhancing the database used for legal services.
9. To increase the 2018 General Fund budget by \$20,000 to cover anticipated additional costs related to employment recruiting expenditures.
10. To approve a line item transfer within the General Fund in the amount of \$100,000, 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 2018 appropriation of the General Fund is hereby increased from \$33,853,819 to

\$34,511,678, and that revenues (sources of funds) be increased from \$32,073,444 to \$32,098,444, as per the attached schedule, and

2. That the line item transfers of \$100,000 is approved as per the attached schedule.

**ADOPTED**, this \_\_\_\_ day of \_\_\_\_\_, 2018

Attest: \_\_\_\_\_  
Kathleen Owings, President

Pikes Peak Library District  
 General Fund - Supplemental Budget  
 Fiscal Year 2018

Category	Amount
Approved 2018 Budget - Revenues	\$ 32,073,444
<b>Adjustments:</b>	
Fines and fees	(100,000)
Interest income	<u>125,000</u>
<b>Total adjustments</b>	<u>25,000</u>
<b>2018 General Fund Revenue Budget, As Amended</b>	<u><u>\$ 32,098,444</u></u>
Approved 2018 Budget - Expenditures	<u>\$ 33,853,819</u>
<b>Utilization of Prior Year Reserved and Designated Fund Balance</b>	
<b>Encumbrances</b>	
Library materials	151,407
Other encumbrances	<u>186,847</u>
<b>Total Encumbrances</b>	<u>338,254</u>
<b>Other Items</b>	
Transfer of funds - Capital Reserve Fund (Calhan library project)	262,605
Storm water fees	10,000
Storytime kits - supplies	2,000
Calhan property lease expenditure - fence	15,000
Westlaw database	10,000
Recruiting costs	<u>20,000</u>
<b>Total Other Items</b>	<u>319,605</u>
<b>Total Adjustments</b>	<u>657,859</u>
<b>Total 2018 General Fund Expenditure Budget, As Amended</b>	<u><u>\$ 34,511,678</u></u>

Pikes Peak Library District  
 Mid-Year Budget Adjustment - Line Item Transfers  
 Fiscal Year 2018

General Fund

From	To	Purpose
Personnel costs	Library materials	To augment the library material budget from savings realized from vacant staff positions
\$ 100,000	\$ 100,000	
<u>\$ 100,000</u>	<u>\$ 100,000</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, 2017 was \$107,231,

**AND WHEREAS**, a total of \$32,501 of funds raised for the renovation project was available for use during 2018,

**AND WHEREAS**, a total of \$36,531 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2018 budget,

**NOW THEREFORE**, it is resolved by the Board of Trustees of the Pikes Peak Library District, Colorado Springs, Colorado, that the 2018 appropriation of the East Library Renovation Project Fund is hereby increased from \$70,700 to \$139,732, and that the total revenue budget is hereby increased from \$0 to \$32,501, as per the attached schedule.

**ADOPTED**, this \_\_\_\_ day of \_\_\_\_\_, 2018

Attest: \_\_\_\_\_  
Kathleen Owings, President

Pikes Peak Library District  
 East Library Capital Projects Fund  
 Year Ended December 31, 2018

Account Description	2018		
	Original Budget	Mid-Year Amendment	Amended Budget
<b>Revenues</b>			
Donations	\$ -	\$ 32,501	\$ 32,501
<b>Expenditures</b>			
<b>2018 Budget</b>			
Roof inspection and repairs	3,500	-	3,500
Replace canvas roll-up awning materials	6,000	-	6,000
Replace public water fountains	5,200	-	5,200
Replace staff lounge blinds	5,500	-	5,500
Replace storytime room divider	18,000	-	18,000
Laminator	2,000	-	2,000
Additional study room chairs	3,500	-	3,500
Reface cabinets In storytime office	15,000	5,500	20,500
Enclose chiller pit	-	27,001	27,001
Tractor replacement	12,000	-	12,000
<b>Sub-Total</b>	<b>70,700</b>	<b>32,501</b>	<b>103,201</b>
<b>Carryover From 2017</b>			
Window leak 2nd floor	-	7,500	7,500
Roof inspection and repairs	-	3,385	3,385
Children's cabinets	-	5,478	5,478
Enclose chiller pit	-	11,462	11,462
Update security equipment	-	5,000	5,000
Contingency	-	1,635	1,635
IT equipment	-	2,071	2,071
<b>Sub-Total</b>	<b>-</b>	<b>36,531</b>	<b>36,531</b>
<b>Total Expenditures</b>	<b>70,700</b>	<b>69,032</b>	<b>139,732</b>
<b>Excess Revenues over Expenditures</b>	<b>(70,700)</b>	<b>(36,531)</b>	<b>(107,231)</b>
<b>Fund Balance - January 1, 2018</b>	<b>107,231</b>	<b>-</b>	<b>107,231</b>
<b>Fund Balance - December 31, 2018</b>	<b>\$ 36,531</b>	<b>\$ (36,531)</b>	<b>\$ -</b>

**RESOLUTION FOR SUPPLEMENTARY BUDGET**

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

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

**AND WHEREAS**, the total balance of funds available as of December 31, 2017 was \$84,338,

**AND WHEREAS**, a total of \$426,291 of funds raised for improvements to the Penrose campus was available for use during 2018,

**AND WHEREAS**, a total of \$80,179 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2018 budget.

**NOW THEREFORE**, it is resolved by the Board of Trustees of the Pikes Peak Library District, Colorado Springs, Colorado, that the 2018 appropriation of the Penrose Library Renovation Project Fund is hereby increased from \$1,351,000 to \$1,846,470, and that the budget for revenues and other sources of funds is hereby increased from \$1,346,841 to \$1,762,132, as per the attached schedule.

**ADOPTED**, this \_\_\_\_ day of \_\_\_\_\_, 2018

Attest: \_\_\_\_\_  
Kathleen Owings, President

Pikes Peak Library District  
 Penrose Library Capital Projects Fund  
 Year Ended December 31, 2018

Account Description	2018		
	Original Budget	Mid-Year Amendment	Amended Budget
<b>Revenues</b>			
Donations	\$ 11,000	\$ 415,291	\$ 426,291
<b>Expenditures</b>			
<b>2018 Budget</b>			
Roof inspection and repairs	3,500	-	3,500
Penrose entry	-	2,500	2,500
Meeting room - lower level	275,000	(275,000)	-
Additional power/data in reading room	15,000	(15,000)	-
UV film on reading room	13,000	(13,000)	-
Carpet replacement - reading room	15,000	(15,000)	-
Upgrade interior elevators	58,000	(2,500)	55,500
Chiller replacement	55,000	-	55,000
27" Laminator	2,500	-	2,500
Cobble conversion	-	7,676	7,676
HVAC heating loop & glycol recharge	17,000	(7,676)	9,324
Reconfigure Children's Department desk	5,000	(5,000)	-
Furniture Children's Department	7,000	(7,000)	-
End caps & canopies for shelving	20,000	(20,000)	-
KCH/Penrose renovation project	865,000	483,614	1,348,614
KCH/Penrose project - future renovation costs	-	281,677	281,677
<b>Sub-Total</b>	<b>1,351,000</b>	<b>415,291</b>	<b>1,766,291</b>
<b>Carryover From 2017</b>			
Roof inspection and repairs	-	2,280	2,280
Elevator modernization project	-	8,914	8,914
Replace existing parking meters	-	50,000	50,000
Contingency	-	18,985	18,985
<b>Sub-Total</b>	<b>-</b>	<b>80,179</b>	<b>80,179</b>
<b>Total Expenditures</b>	<b>1,351,000</b>	<b>495,470</b>	<b>1,846,470</b>
<b>Sources of Funds</b>			
Operating transfer - General Fund	1,335,841	-	1,335,841
<b>Excess Revenues over Expenditures</b>	<b>(4,159)</b>	<b>(80,179)</b>	<b>(84,338)</b>
<b>Fund Balance - January 1, 2018</b>	<b>84,338</b>	<b>-</b>	<b>84,338</b>
<b>Fund Balance - December 31, 2018</b>	<b>\$ 80,179</b>	<b>\$ (80,179)</b>	<b>\$ -</b>



**RESOLUTION FOR SUPPLEMENTARY BUDGET**

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

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

**AND WHEREAS**, the total balance of funds available as of December 31, 2017 was \$177,499,

**AND WHEREAS**, a total of \$167,128 of funds raised for the renovation project was available for use during 2018,

**AND WHEREAS**, a total of \$136,127 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2018 budget.

**NOW THEREFORE**, it is resolved by the Board of Trustees of the Pikes Peak Library District, Colorado Springs, Colorado, that the 2018 appropriation of the Library 21c Capital Project Fund is hereby increased from \$208,500 to \$344,627, as per the attached schedule.

**ADOPTED**, this \_\_\_\_ day of \_\_\_\_\_, 2018

Attest: \_\_\_\_\_  
Kathleen Owings, President

Pikes Peak Library District  
Library 21c Capital Projects Fund  
Year Ended December 31, 2018

Account Description	2018		
	Original Budget	Mid-Year Amendment	Amended Budget
<b>Revenues</b>			
Donations	\$ 167,128	\$ -	\$ 167,128
<b>Expenditures</b>			
<b>2018 Budget</b>			
Concrete walkway between parking lots	19,500	-	19,500
Courtyard improvements	20,000	-	20,000
Roof repairs	3,000	-	3,000
Conference room window treatment	9,000	-	9,000
Roof replacement	60,000	-	60,000
New Teen Service desk	1,200	-	1,200
Cafe table public area	19,500	-	19,500
Install additional can lights	1,200	-	1,200
New display case with lighting	3,500	-	3,500
AV equipment maintenance	12,000	-	12,000
Increase stage size	15,000	-	15,000
Studio noise mitigation	25,000	-	25,000
Venue LED lighting	10,000	-	10,000
Production music	1,600	-	1,600
Public equipment end of life replacement	4,000	-	4,000
New public equipment inventory	4,000	-	4,000
<b>Sub-Total</b>	<b>208,500</b>	<b>-</b>	<b>208,500</b>
<b>Carryover From 2017</b>			
Improvements Teen Gaming Room	-	18,134	18,134
Audio booth	-	2,000	2,000
Contingency	-	47,317	47,317
Venue improvements and equipment	-	33,676	33,676
Signage	-	5,000	5,000
Record management system	-	30,000	30,000
<b>Sub-Total</b>	<b>-</b>	<b>136,127</b>	<b>136,127</b>
<b>Total Expenditures</b>	<b>208,500</b>	<b>136,127</b>	<b>344,627</b>
<b>Excess Revenues over Expenditures</b>	<b>(41,372)</b>	<b>(136,127)</b>	<b>(177,499)</b>
<b>Fund Balance - January 1, 2018</b>	<b>177,499</b>	<b>-</b>	<b>177,499</b>
<b>Fund Balance - December 31, 2018</b>	<b>\$ 136,127</b>	<b>\$ (136,127)</b>	<b>\$ -</b>

**RESOLUTION FOR SUPPLEMENTARY BUDGET**

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

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

**AND WHEREAS**, the total amount of funds available as of December 31, 2017 was \$1,254,357,

**AND WHEREAS**, a total of \$85,351 of funds raised for capital expenditures was available for use during 2018,

**AND WHEREAS**, a total of \$262,605 of additional funds shall be transferred from the General Fund,

**AND WHEREAS**, a total of \$1,254,357 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2018 budget,

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

**NOW THEREFORE**, it is resolved by the Board of Trustees of the Pikes Peak Library District, Colorado Springs, Colorado, that the 2018 appropriation of the Capital Reserve Fund is hereby increased from \$842,618 to \$2,444,931, and that the total budget for revenues and other sources of funds is hereby increased from \$842,618 to \$1,190,574, as per the attached schedule.

**ADOPTED**, this \_\_\_\_ day of \_\_\_\_\_, 2018

Attest: \_\_\_\_\_  
Kathleen Owings, President

Pikes Peak Library District  
 Capital Reserve Fund  
 Year Ended December 31, 2018

Account Description	2018		
	Original Budget	Mid-Year Amendment	Amended Budget
<b>Revenues</b>			
Donations	\$ -	\$ 85,351	\$ 85,351
<b>Expenditures</b>			
<b>2018 Budget</b>			
<b>Facilities</b>			
Upgrade Children's area lighting	4,000	-	4,000
Districtwide - concrete replacement	12,000	-	12,000
Districtwide - asphalt repairs	15,000	-	15,000
Upgrade fire system dialers	15,000	8,500	23,500
Furniture replacement	10,600	-	10,600
Childrens and Teen area furniture	7,000	-	7,000
Eastern EL Paso County structures	125,000	347,956	472,956
Replace generator For bookmobile	12,500	-	12,500
Contingency	50,000	(8,500)	41,500
Contingency - furniture replacement	25,000	-	25,000
<b>Sub-total Facilities</b>	<b>276,100</b>	<b>347,956</b>	<b>624,056</b>
<b>Information Technology</b>			
AMH bin project	20,000	-	20,000
Copiers & printers replacement	200,000	-	200,000
Phone system project	150,000	-	150,000
Equipment initiatives security	42,000	-	42,000
Replace meeting room software	50,000	(50,000)	-
AV equipment - districtwide	50,000	-	50,000
Contingency	-	50,000	50,000
Datacenter redesign	23,000	-	23,000
<b>Sub-total Information Technology</b>	<b>535,000</b>	<b>-</b>	<b>535,000</b>
<b>Creative Services</b>			
Video projector equipment	5,000	-	5,000
Equipment replacement fund	13,586	-	13,586
New machinery	12,932	-	12,932
<b>Sub-Total Creative Services</b>	<b>31,518</b>	<b>-</b>	<b>31,518</b>
<b>Total 2018 Expenditures</b>	<b>842,618</b>	<b>347,956</b>	<b>1,190,574</b>

**Carryover From 2017**

<b>Facilities</b>			
Access control - Monument	-	12,000	12,000
Districtwide - concrete replacement	-	11,560	11,560
Districtwide - asphalt repairs	-	20,973	20,973
Staff lounge improvements - districtwide	-	30,000	30,000

Pikes Peak Library District  
 Capital Reserve Fund  
 Year Ended December 31, 2018

Account Description	2018		
	Original Budget	Mid-Year Amendment	Amended Budget
Adult Education office Improvements	-	30,000	30,000
Water management system	-	25,000	25,000
Furniture Replacement	-	19,402	19,402
Vehicle replacement	-	49,954	49,954
Eastern EL Paso County structures	-	75,000	75,000
Contingency	-	98,257	98,257
<b>Sub-total Facilities</b>	-	372,146	372,146
<b>Information Technology</b>			
Datacenter upgrade project	-	88,399	88,399
Replace computers	-	161,000	161,000
Technology refresh (Patrons)	-	68,795	68,795
Self-Check stations	-	5,876	5,876
Barcode scanners	-	15,102	15,102
Firewall replacement	-	45,000	45,000
Archival management system	-	12,000	12,000
Equipment initiatives security	-	58,121	58,121
Children's equipment	-	94,000	94,000
Special Collections equipment	-	29,000	29,000
East Library Teen computers	-	4,000	4,000
Copiers & printers replacement	-	101,000	101,000
Phone system project	-	129,768	129,768
Switch and UPS replacement	-	40,000	40,000
<b>Sub-total Information Technology</b>	-	852,061	852,061
<b>Creative Services</b>			
Equipment Replacement	-	30,150	30,150
<b>Sub-Total Creative Services</b>	-	30,150	30,150
<b>Total Carryover from 2017</b>	-	1,254,357	1,254,357
<b>Total Expenditures</b>	842,618	1,602,313	2,444,931
<b>Other Sources of Funds</b>			
Operating transfer - General Fund	842,618	262,605	1,105,223
<b>Excess Revenues over Expenditures</b>	-	(1,254,357)	(1,254,357)
<b>Fund Balance - January 1, 2018</b>	1,254,357	-	1,254,357
<b>Fund Balance - December 31, 2018</b>	\$ 1,254,357	\$ (1,254,357)	\$ -

**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 2017 were not spent by the end of 2017, yet the projects are to be carried over into 2018, 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 2018 by fund as identified on the attached schedules.

**ADOPTED**, this \_\_\_\_ day of \_\_\_\_\_, 2018

Attest: \_\_\_\_\_  
Kathleen Owings, President

Pikes Peak Library District  
 Special Revenue Fund  
 Annual Fund  
 Year Ended December 31, 2018

**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

	2018		
	Budget	Mid-Year Adjustment	Adjusted Budget
Other expenditures	\$ -	\$ 212	\$ 212
<b>Total Fiscal Year Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>212</b>	<b>-</b>	<b>212</b>
<b>Fund Balance - End of Year</b>	<b>\$ 212</b>	<b>\$ -</b>	<b>\$ 212</b>

Pikes Peak Library District  
 Special Revenue Fund  
 Cheyenne Mountain Library Support Fund  
 Year Ended December 31, 2018

**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

Upgrade lock system

	2018		
	Budget	Mid-Year Adjustment	Adjusted Budget
Upgrade lock system	\$ -	\$ 812	\$ 812
<b>Total Fiscal Year Expenditures</b>	<b>-</b>	<b>812</b>	<b>812</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>-</b>	<b>(812)</b>	<b>(812)</b>
<b>Fund Balance - Beginning of Year</b>	<b>812</b>	<b>-</b>	<b>812</b>
<b>Fund Balance - End of Year</b>	<b>\$ 812</b>	<b>\$ (812)</b>	<b>\$ -</b>



**Pikes Peak Library District  
Special Revenue Fund  
Fountain Library Support Fund  
Year Ended December 31, 2018**

**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

Upgrade lock system

	2018		
	Budget	Mid-Year Adjustment	Adjusted Budget
Upgrade lock system	\$ -	\$ 8,000	\$ 8,000
<b>Total Fiscal Year Expenditures</b>	<b>-</b>	<b>8,000</b>	<b>8,000</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>-</b>	<b>(8,000)</b>	<b>(8,000)</b>
<b>Fund Balance - Beginning of Year</b>	<b>18,725</b>	<b>-</b>	<b>18,725</b>
<b>Fund Balance - End of Year</b>	<b>\$ 18,725</b>	<b>\$ (8,000)</b>	<b>\$ 10,725</b>

Pikes Peak Library District  
Special Revenue Fund  
High Prairie Library Support Fund  
Year Ended December 31, 2018

Purpose of Fund	2018		
	Budget	Mid-Year Adjustment	Adjusted Budget
To accumulate funds for the support of the District's High Prairie Library's services, programs and assets.			
<b>Fiscal Year Expenditures</b>			
Capital outlay			
Pond replacement/maintenance project	\$ -	\$ 35,000	\$ 35,000
Miscellaneous projects	-	68,000	68,000
Interior paint			
Sound attenuation			
Storage unit			
Replace meeting room carpet			
Landscape design			
Fence for seeding garden			
<b>Total Fiscal Year Expenditures</b>	<u>-</u>	<u>103,000</u>	<u>103,000</u>
<b>Excess (Deficit) Revenues Over Expenditures</b>	-	(103,000)	(103,000)
<b>Fund Balance - Beginning of Year</b>	174,574	-	174,574
<b>Fund Balance - End of Year</b>	<u>\$ 174,574</u>	<u>\$ (103,000)</u>	<u>\$ 71,574</u>

Pikes Peak Library District  
 Special Revenue Fund  
 Sand Creek Library Support Fund  
 Year Ended December 31, 2018

Purpose of Fund	2018		
	Budget	Mid-Year Adjustment	Adjusted Budget
To accumulate funds for the support of the District's Sand Creek Library's services, programs and assets.			
<b>Fiscal Year Expenditures</b>			
Capital outlay			
Sand Creek Makerspace	\$ -	\$ 20,397	\$ 20,397
Security camera system - control room	-	10,375	10,375
<b>Total Fiscal Year Expenditures</b>	-	30,772	30,772
<b>Excess (Deficit) Revenues Over Expenditures</b>	-	(30,772)	(30,772)
<b>Fund Balance - Beginning of Year</b>	30,772	-	30,772
<b>Fund Balance - End of Year</b>	\$ 30,772	\$ (30,772)	\$ -

**Pikes Peak Library District  
Special Revenue Fund  
1905 Carnegie Support Fund  
Year Ended December 31, 2018**

<b>Purpose of Fund</b>	<b>2018</b>		
	<b>Budget</b>	<b>Mid-Year Adjustment</b>	<b>Adjusted Budget</b>
To accumulate funds for the support of the District's 1905 Carnegie Library's services, programs and assets.			
<b>Fiscal Year Expenditures</b>			
Capital outlay			
Convert Carnegie Reading Room back to a reading room	\$ -	\$ 4,374	\$ 4,374
<b>Total Fiscal Year Expenditures</b>	<b>-</b>	<b>4,374</b>	<b>4,374</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>-</b>	<b>(4,374)</b>	<b>(4,374)</b>
<b>Fund Balance - Beginning of Year</b>	<b>4,374</b>	<b>-</b>	<b>4,374</b>
<b>Fund Balance - End of Year</b>	<b>\$ 4,374</b>	<b>\$ (4,374)</b>	<b>\$ -</b>

Pikes Peak Library District  
 Special Revenue Fund  
 1905 Carnegie Garden Support Fund  
 Year Ended December 31, 2018

Purpose of Fund	2018		
	Budget	Mid-Year Adjustment	Adjusted Budget
To accumulate funds for the support of the District's 1905 Carnegie Garden's services and assets.			
<b>Fiscal Year Expenditures</b>			
Other expenditures	\$ -	\$ 999	\$ 999
<b>Total Fiscal Year Expenditures</b>	-	999	999
<b>Excess (Deficit) Revenues Over Expenditures</b>	-	(999)	(999)
<b>Fund Balance - Beginning of Year</b>	999	-	999
<b>Fund Balance - End of Year</b>	\$ 999	\$ (999)	\$ -

**Pikes Peak Library District  
Special Revenue Fund  
Special Collections Support Fund  
Year Ended December 31, 2018**

**Purpose of Fund**

To accumulate funds for the support of the District's Special Collections department's services and assets.

**Fiscal Year Expenditures**

Capital outlay

Convert Carnegie Reading Room back to a reading room

	<b>2018</b>		
	<b>Budget</b>	<b>Mid-Year Adjustment</b>	<b>Adjusted Budget</b>
	\$ -	\$ 1,113	\$ 1,113
<b>Total Fiscal Year Expenditures</b>	<b>-</b>	<b>1,113</b>	<b>1,113</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>-</b>	<b>(1,113)</b>	<b>(1,113)</b>
<b>Fund Balance - Beginning of Year</b>	<b>1,113</b>	<b>-</b>	<b>1,113</b>
<b>Fund Balance - End of Year</b>	<b>\$ 1,113</b>	<b>\$ (1,113)</b>	<b>\$ -</b>

**Amendments to the Pikes Peak Library District Board of Trustees Bylaws**

In your board packet is a copy of the modified Board of Trustees Bylaws prepared with suggestions from our attorney, Deborah Menkins and the Governance Committee. As previously discussed, the following topics were addressed:

- Removal of a Trustee;
- Annual review of the Bylaws;
- Reports on Committee minutes; and
- References to “Executive Director”.

In addition to these substantive changes, some minor drafting “clean up” was also completed; date changes, review dates, footer, etc.

**BYLAWS  
BOARD OF TRUSTEES  
PIKES PEAK LIBRARY DISTRICT**

*Amended September 11, 2018*

Colorado law requires the Board of Trustees of the Pikes Peak Library District to adopt bylaws as a legal document guiding the Board in its policy-making role. The structure chosen becomes the basis for rational and consistent Board action and provides continuity as the Board changes. Operational guidelines for the Board are established collectively as a group; individual responsibilities may be assigned to each Trustee. The Bylaws should be reviewed biennially with revisions and additions made as necessary.

**ARTICLE I:** *Name; Service Area; Board Status*

The name of this organization is the Pikes Peak Library District (“PPLD”), which serves El Paso County, Colorado, excluding the Widefield School District (the “service area”). The management and control of the PPLD is vested in the Board of Trustees (the “Board”). Individual members of the Board are referred to as “Trustees” or “Board Members”.

**ARTICLE II:** *Board of Trustees: Membership and Duties*

1. The Board is comprised of seven (7) members, each of whom must be residents of the service area of PPLD as required by Colorado Revised Statutes (“C.R.S.”) Section 24-90-108(1). Trustees are recommended by a joint committee composed of select members of the Colorado Springs City Council and members of the El Paso County Commissioners. The “Appointing Authority” is jointly the El Paso County Commissioners and Colorado Springs City Council. In accordance with C.R.S. Section 24-90-108(2), the recommended Trustee selection shall be either ratified or rejected by each of these two bodies of the Appointing Authority. In accordance with C.R.S. Section 24-90-108(2), failure of the Appointing Authority to take action to either ratify or reject the joint committee’s recommendation within sixty (60) days of such recommendation shall result in a deemed ratification and appointment of the joint committee’s recommendations. The Board’s Governance Committee shall facilitate the process of advertising any vacancy and soliciting applications, shall recommend top candidates, and shall provide feedback to the Appointing Authority and/or the joint committee. It is the responsibility of the Board to keep the Appointing Authority apprised of pending vacancies on the Board.

2. If the Appointing Authority has not filled an available Board position at the expiration of the current Trustee's term, unless the Board takes express action to terminate the Trustee’s service after expiration of the term, the Trustee



shall remain on the Board until such time as a successor to the expired position is appointed.

3. The Library Board term is five (5) years. Vacancies, whether due to resignation, death, or removal, are filled in the manner by which members are regularly named and are filled for the remainder of the unexpired term.

4. In order to encourage greater participation on the Board from community members, members may serve for no more than two terms, even if those are only partial terms.

5. Trustees must be adults, aged eighteen (18) or older.

6. A Trustee shall not receive a salary or other compensation for services as a Trustee, but necessary travel and subsistence expenses actually incurred may be paid by PPLD upon submission of receipts in accordance with PPLD's standard procedures for expense reimbursement.

7. Trustees are expected to attend meetings over the course of a calendar year. It is understood that professional and personal obligations may interfere with a Trustee's ability to attend all meetings. A Trustee shall inform the President or the Chief Librarian if s/he is unable to attend a meeting.

8. A Trustee may be removed only by the Appointing Authority as provided in C.R.S. Section 24-90-108(5), and only upon a showing of good cause. "Good cause" includes, but is not limited to, the following:

(a) A Trustee's inadequate performance of his or her duties to PPLD;

(b) A Trustee's inadequate attendance at Board meetings and other PPLD functions. A Trustee's absence (not including authorized attendance by remote participation as described in these Bylaws) at three (3) or more regular Board Meetings in a calendar year shall constitute good cause under this Section;

(c) Any conduct, omission, or outside activity by a Trustee, which might or does, in any manner conflict with PPLD's interests;

(d) A Trustee's conviction of a felony;

(e) A Trustee's lack of qualifications to serve on the Board so long as the qualifications were in effect prior to his/her appointment;

(f) A determination by a court that a Trustee is mentally incapacitated or of unsound mind; or

(g) A Trustee's unethical conduct, including, but not limited to, misusing PPLD funds, disclosing confidential information to the public; or engaging in sexual harassment.

The Board may make a recommendation to the Appointing Authority regarding removal of a Trustee upon the affirmative vote of at least eighty percent (80%) of all Trustees then serving (not just those attending a meeting) other than the Trustee subject to the removal. To the extent required by law, the Trustee shall be provided with notice and an opportunity to be heard prior to his/her removal.

9. The Board shall have all those powers provided by statute, including C.R.S. Section 24-90-109 and, in addition, shall have those powers necessary or incidental to the specific powers granted by statute, and nothing herein shall be construed as limiting the powers of the Board. The Board is responsible for setting policy, which is responsive and appropriate for the operation of the PPLD. For the purpose of these Bylaws, a "policy" or "policies" is defined as an adopted course or principle of action. It is also defined as guidelines for prudent conduct. Among its other powers and duties as provided by law, the Board is responsible for reviewing, holding a public hearing for, and adopting the annual PPLD budget in accordance with law; for acquiring, holding and conveying land, property, and buildings; and for engaging necessary services for the timely completion of an annual audit. In addition, the Board is responsible for appointing a Chief Librarian and CEO to lead and manage the day-to-day operations of the PPLD. The Board is responsible for setting the compensation and benefits and defining the responsibilities and privileges of the Chief Librarian. The Board will evaluate the performance of the Chief Librarian at least annually.

### **ARTICLE III: *Officers and Duties; Chief Librarian***

1. The officers of the Board shall be a president, vice-president, and secretary-treasurer; referred to herein as "President", "Vice-President" and "Secretary-Treasurer". The Board may name such other officers, as it deems necessary.

2. Officers are elected annually (generally at the regular meeting of the Board in December for the following year) from the current membership of the Board and shall take office in January to serve for one (1) year. No member may serve in one office longer than three (3) consecutive years and no more than five (5) years of a Trustee's combined two consecutive terms. A vacancy in any office, however occurring, may be filled by the Board for the unexpired portion of the term.

3. The President shall preside at all meetings of the Board, call meetings to order and adjourn them, appoint members to committees, and perform such other duties as are associated with the office of President.

4. The Vice-President shall assume the President's duties in the absence of the President.

5. The Secretary-Treasurer shall serve as the custodian of records for the Board and shall be responsible to perform such other duties as are assigned by the President or the Board. The Secretary-Treasurer also shall serve as a member of the Board of the Pikes Peak Library District Building Authority.

6. Any officer may be removed from such position by the affirmative vote of not less than two-thirds (2/3) of all Trustees then serving (not just those attending a meeting), other than the officer then being removed, whenever in its judgment removal is in the best interest of the PPLD.

7. The Chief Librarian and CEO ("Chief Librarian") is the only employee over whom the Board has direct supervisory responsibility and control. The Chief Librarian reports to the Board and serves as the chief executive officer of the PPLD. Among the other powers, duties and responsibilities of the Chief Librarian, the Chief Librarian shall lawfully carry out the policies adopted by the Board; employ, direct, and supervise staff members to carry out the mission and policy established by the Board; prepare required reports; recommend policies; and promote effective library service.

#### **ARTICLE IV: Meetings**

1. Regular meetings of the Board shall be held at least six (6) times per year.

2. The Board may cancel a regular meeting (and may reduce the number of regular meetings below six (6) per year) if there is insufficient business or for other justifiable reasons.

3. In January of each year, an organizational meeting (which shall be one of the Board's regular meetings) will be scheduled to take care of any annual resolutions, and other decision items, necessary at the beginning of each year. These items include, but are not limited to, reviewing the Bylaws; setting the Board regular meeting schedule and posting locations for the year, establishing a policy for disposition of property; and approving fiscal year contracts.

4. Special meetings may be held at any time when called by the President or at the request of two (2) members of the Board. If practical, all members should be notified at least twenty-four (24) hours in advance of a special meeting. The purpose of special meetings is to clarify and expand

Trustees' knowledge of matters which may require Board action. Unless waived or consented to unanimously by all Trustees, Board action at a special meeting shall be limited to action germane to the agenda items described in the advance notice given to Trustees of the special meeting.

5. In addition to notice to Trustees as described herein, public notice shall be given for all meetings of the Board in accordance with the requirements of Colorado's Open Meetings Law as revised. All requirements of Colorado's Open Meetings Law as then applicable to the PPLD will be followed in the conduct of the Board's meetings, minutes will be taken and become part of the Board's record and an agenda will be published for each regular and special meeting.

6. An opportunity for public participation shall be provided at each regular meeting of the Board during a portion of the agenda set aside for this purpose. Each member of the public wishing to participate shall introduce him or herself and shall speak when recognized by the presiding officer. All speakers will be asked to state their name and address. The Board President may establish reasonable rules for public participation, including without limitation limits on the time provided for public participation based on the time set aside for public comment and the number of persons wishing to participate. In some instances, it may not be possible for all to speak.

7. A quorum of the Board consists of a majority of the members then serving (e.g. four out of seven members, four out of six members or three out of five members).

8. Unless otherwise stated in these Bylaws or required by statute, an affirmative vote of the majority of all members of the Board present at a meeting at which a quorum is present shall be necessary to approve any action before the Board. The President may vote upon, move or second a proposal before the Board. Voting by proxy is not allowed.

9. Executive sessions may be held as part of any regular or special Board meeting, or any committee meeting that has been properly called according to requirements of the Colorado Open Meetings Law. An executive session is conducted confidentially without the public present. Members are bound to maintain the confidentiality of the discussions and documents that are part of any executive session. Executive sessions shall be conducted in accordance with the provisions of the Colorado Open Meetings Law as then applicable to the PPLD. Executive session discussions, except for privileged attorney-client communications, will be electronically recorded by the Board, and the recordings destroyed after ninety (90) calendar days, unless required to be retained under applicable federal or state law or where retention is specifically approved by the Board. No portion of the recording shall be subject to public inspection except in accordance with applicable law. No minutes will be taken of

executive session discussions, except that the minutes of the Board meeting will include the time the executive session was convened and the time open session resumed, and the topics of discussion at the executive session. There shall be no decisions of the Board made during executive session unless specifically permitted by law.

10. Meeting attendance in person is preferred. However, at times, in cases of personal illness or other emergencies, participation of a Trustee in a Board meeting remotely by telephone or other remote voice mechanism is allowed, with these guidelines: a) no more than two (2) Trustees may participate in a Board meeting remotely at any one meeting, and b) each Trustee may only participate in a meeting remotely a maximum of two (2) times in any given calendar year unless a special exception is otherwise approved by the majority vote of the remainder of the Board for a specific calendar year or period. The special exception shall automatically terminate upon the end of the approved period and, if necessary, the same process shall be followed for a new exception to be approved. Trustees are reminded that failure to attend Board Meetings constitutes good cause for removal as provided in Article 2 Section 8.

#### **ARTICLE V: *Committees***

1. Standing committees are those that are needed on an ongoing basis. The PPLD's standing committees shall include a Governance Committee, Internal Affairs Committee, and Public Affairs Committee. The Board President will make committee appointments annually at the Board's January organizational meeting after selection of the Board's officers. Each committee shall have such responsibilities and perform such duties as shall be set forth from time to time in such committee's charter, as shall be adopted and approved by the Board from time to time. Without limiting the generality of the foregoing, each committee shall have the following responsibilities and perform the following duties:

a) The Governance Committee shall on a biennial basis review the Bylaws, review the ethics policy and conflict of interest statement, nominate officers, facilitate the trustee recruitment and selection process, facilitate an annual review of the Chief Librarian including performance and compensation, review the Board schedule, and facilitate a Board self-evaluation process.

b) The Internal Affairs Committee shall review all internal and operational issues including those related to finance, human resources, and facilities. They shall review the annual and long-range budget with the Chief Financial Officer and the Chief Librarian prior to submitting to the full Board annually; and, on an annual basis, contract with an independent auditor and review the process, timeline for, and results of such auditor's independent audit. The Internal Affairs Committee shall monitor the long-range capital improvements

plan, including planning and facilitating discussions for capital acquisitions and improvements.

c) The Public Affairs Committee shall monitor all external issues including fundraising, public relations, and marketing. Advocacy and ballot initiatives shall be reviewed by this Committee.

Additional standing committees may be established and authorized by the Board.

2. When special expertise is needed, a non-Trustee may be appointed to a Board committee in an advisory role. However, a non-Trustee may not serve as Chair of the Committee.

3. Special committees may be authorized and appointed by the President for limited purposes and shall serve only until completion of the assignment. Such committees shall have the responsibilities and duties as set forth in writing by the Board at the time the committee is authorized and appointed.

4. Appropriate advance notice of committee meetings shall be given in accordance with the requirements of the Colorado Open Meetings Law as then applicable to PPLD and such committee.

5. Minutes of all committee meetings shall be kept electronically. Committee Chairs will report on their committee meetings at the next regularly scheduled Board meeting. Unless otherwise expressly authorized by the Board, each standing committee shall conduct its meetings in accordance with the requirements of the Colorado Open Meetings Law, regardless of whether such requirements apply to the committee.

6. Committees shall be advisory bodies, making reports and recommendations to the Board. They shall not have the authority to take action for or on behalf of the Board, unless authorization to complete a specific action has been discussed and approved, in advance, by the Board in writing. If the Board authorizes a committee to take specific action, unless otherwise expressly directed by the Board, in taking such action the committee shall observe the quorum, notice and procedural requirements set forth in these bylaws and in Robert's Rules of Order (see Article VII). Further, the final action taken by the committee shall be reported to the Board at the Board's next meeting.

## **ARTICLE VI: *Indemnification***

1. Indemnification. PPLD shall indemnify its Trustees, officers, and employees, together with their successors and assigns, against any and all claims, judgments, costs, attorney fees and other reasonable expenses to the

extent permitted by the Colorado Constitution and other laws of Colorado and as set forth below.

2. Background and Purposes. PPLD recognizes the need to encourage elected officials, appointed officers and employees to effectively and efficiently perform their duties and to protect such individuals in the performance of their duties. To this end, the Board desires to provide such individuals assurances by way of indemnification against claims and causes of action which might arise in the performance of their duties for PPLD. Colorado law (C.R.S. 24-10-110) requires indemnification of such individuals in certain specific circumstances. In addition, PPLD desires to authorize indemnification against other claims not expressly addressed by this law, to the extent permitted by applicable law.

3. Indemnification Provided. PPLD shall indemnify any Party to a Proceeding against Liability incurred in or as a result of the Proceeding as follows:

a) To the extent such indemnification is required by applicable law, including without limitation C.R.S. 24-10-110; and

b) In the case of any other claim against a Party to a Proceeding to the fullest extent allowed by law, unless the Board takes affirmative action by two-thirds (2/3) of all Trustees then serving that indemnification is not appropriate under the circumstances.

4. Limitations on and Exceptions to Indemnification. Notwithstanding the foregoing, unless otherwise expressly required by applicable law, no indemnification shall apply to the extent that the Liability results from any of the following: (i) the Party's actions other than in the Party's Official Capacity, (ii) the Party's actions are willful and wanton or not in good faith, (iii) the Party did not reasonably believe that the Party's actions or inactions: (A) in the case of conduct in an Official Capacity with PPLD, were in PPLD's best interests; and (B) in all other cases, were at least not opposed to PPLD's best interests; and (C) in the case of any criminal Proceeding, were unlawful, (iv) in connection with a Proceeding by or in the right of PPLD in which the Party was adjudged liable to PPLD; (v) in connection with any other Proceeding, in which the Trustee was adjudged liable on the basis that he or she derived an improper personal benefit, or (vi) a Party's actions or inactions in circumstances in which indemnification is unlawful.

5. Definitions. For purposes of this Article VI of these Bylaws, the following terms shall have the meanings set forth below:

a) "Official Capacity" when used with respect to a Party (as defined below) means acts taken by the Party within the scope and performance of his or her duties as a Trustee, officer, employee, volunteer or other agent of

PPLD. "Official Capacity" does not include service for any other entity, including service for any member of the Appointing Authority.

b) "Party" means any person who was, is, or is threatened to be made, a named defendant or respondent in a Proceeding (as defined below) by reason of the fact that such person is or was a Trustee, PPLD officer, PPLD employee, PPLD volunteer or other PPLD agent.

c) "Proceeding" means any threatened, pending or completed action, suit or proceeding, or any appeal therein, whether civil, criminal, administrative, arbitrative or investigative (including an action initiated by PPLD) and whether formal or informal, involving or related to action taken by a Party in her or his Official Capacity.

d) "Liability" means the obligation incurred with respect to a Proceeding to pay a judgment, settlement, penalty, fine, including an excise tax assessed with respect to an employee benefit plan, or reasonable Expenses.

e) "Expenses" means and includes all reasonable expenses incurred by the Party in connection with a Proceeding, including without limitation court costs including expert fees, attorneys' fees, appellate costs and necessary bonds relative thereto.

6. Indemnification of Costs. Where indemnification applies, PPLD shall also pay or indemnify such Party against all Expenses, fines, punitive damages, judgments and amounts paid in settlement or satisfaction of judgments actually and reasonably incurred by him or her in connection with such action, suit or Proceeding.

7. Advancement of Expenses. Unless otherwise determined by the action of two-thirds (2/3) of all Trustees then serving, PPLD shall pay for or reimburse the reasonable Expenses incurred by a Party to a Proceeding in advance of final disposition of the Proceeding if: (i) the Party furnishes to PPLD a written affirmation of the Party's good faith belief that he or she has met the requirements for indemnification as set forth above, (ii) the Party furnishes to PPLD a written undertaking, executed personally or on the Party's behalf, to repay the advance if it is ultimately determined that he or she did not meet such requirements; and (iii) a determination is made that the facts then known to those making the determination would not preclude indemnification under this Article. The undertaking required by clause (ii) of this section shall be an unlimited general obligation of the Party but need not be secured and may be accepted without reference to financial ability to make repayment.

8. Notification and Defense of Claim. Promptly after receipt by a Party of notice of the commencement of any Proceeding, the Party shall, if an indemnification claim in respect thereof is to be made against PPLD, notify PPLD in writing of the commencement thereof; provided, however, that delay in so notifying PPLD shall not constitute a waiver or release by the Party of any rights



to indemnification. With respect to any such Proceeding: (i) PPLD shall be entitled to participate therein at its own expense; (ii) any counsel representing the Party to be indemnified in connection with the defense or settlement thereof shall be counsel selected by PPLD; and (iii) PPLD shall have the right, at its option, to assume and control the defense or settlement thereof. The designation of defense counsel by the Board shall not preclude such defense being conducted under a reservation or rights of indemnity by PPLD. If PPLD assumes the defense of the Proceeding, the Party shall have the right to employ its own counsel, but the fees and Expenses of such counsel incurred after notice from PPLD of its assumption of the defense of such Proceeding shall be at the expense of the Party. A monetary claim for which indemnification is requested may not be compromised or settled without the prior written consent of PPLD.

9. Subrogation. In the event of any payment under this Article, PPLD shall be subrogated to the extent of such payment to all of the rights of recovery of the indemnified Party, who shall execute all papers and do everything that may be necessary to assure such rights of subrogation to PPLD. PPLD shall not be liable under this Article to make any payment in connection with any Proceeding against or involving a Party to the extent the Party has otherwise actually received payment (under any insurance policy, agreement or otherwise) of the amounts otherwise indemnifiable hereunder. A Party shall repay to PPLD the amount of any payment PPLD makes to the Party under this Article in connection with any Proceeding against or involving the Party, to the extent the Party has otherwise actually received payment (under any insurance policy, agreement or otherwise) of such amount.

10. Applicability. The rights of indemnification shall apply to all acts of any Party committed during any term or terms of office or employment of such Party. The rights to indemnification and advancement of Expenses provided in this Article shall be applicable to acts or omissions that occurred prior to the adoption of this Article, shall continue as to any Party during the period such Party serves in any one or more of the capacities covered by this Article, shall continue thereafter so long as the Party may be subject to any possible Proceeding by reason of the fact that he or she served in any one or more of the capacities covered by this Article, and shall inure to the benefit of the successors of the Party.

## **ARTICLE VII: *Parliamentary Authority***

Robert's Rules of Order, latest revision, shall govern the proceedings of the Board and of its committees to the extent applicable and not inconsistent with the express provisions of these Bylaws.

## **ARTICLE VIII: *Amendments***

1. Amendments to these Bylaws of the Board may be adopted by a vote of two-thirds (2/3) of the Trustees then serving, subsequent to notification of the proposed change to the Trustees at least five calendar days in advance of the meeting.
2. Any rule or policy of the Board, except those contained in these Bylaws, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, must receive an affirmative vote of not less than two-thirds (2/3) of the Trustees then serving (not just those present at a meeting).
3. The Board of Trustees has developed and reviews a conflict of interest policy regularly. Trustees as well as outside committee members must complete a questionnaire and sign a conflict of interest statement annually.

**Pikes Peak Library District**

**Bylaws Certificate**

The undersigned certifies that s/he is the Secretary/Treasurer of the Board of Trustees of Pikes Peak Library District, a Colorado statutory public corporation, and that, as such, the undersigned is authorized to execute this certificate on behalf of said corporation, and further certifies that attached hereto is a complete and correct copy of the bylaws of Pikes Peak Library District effective as of September 11, 2018.

Signature Date: \_\_\_\_\_, 2018

By: \_\_\_\_\_

Print Name: Keith E. Clayton II

Title: Secretary/Treasurer

**BYLAWS**  
**BOARD OF TRUSTEES**  
**PIKES PEAK LIBRARY DISTRICT**  
*Amended ~~September 11~~ June 28, 2018*

Colorado law requires the Board of Trustees of the Pikes Peak Library District to adopt bylaws as a legal document guiding the Board in its policy-making role. The structure chosen becomes the basis for rational and consistent Board action and provides continuity as the Board changes. Operational guidelines for the Board are established collectively as a group; individual responsibilities may be assigned to each Trustee. The Bylaws should be reviewed annuabiennially with revisions and additions made as necessary.

**ARTICLE I:** *Name; Service Area; Board Status*

The name of this organization is the Pikes Peak Library District (“PPLD”), which serves El Paso County, Colorado, excluding the Widefield School District (the “service area”). The management and control of the PPLD is vested in the Board of Trustees (the “Board”). Individual members of the Board are referred to as “Trustees” or “Board Members”.

**ARTICLE II:** *Board of Trustees: Membership and Duties*

1. The Board is comprised of seven (7) members, each of whom must be residents of the service area of PPLD as required by Colorado Revised Statutes (“C.R.S.”) Section 24-90-108(1). Trustees are recommended by a joint committee composed of select members of the Colorado Springs City Council and members of the El Paso County Commissioners. The “Appointing Authority” is jointly the El Paso County Commissioners and Colorado Springs City Council. In accordance with C.R.S. Section 24-90-108(2), the recommended Trustee selection shall be either ratified or rejected by each of these two bodies of the Appointing Authority. In accordance with C.R.S. Section 24-90-108(2), failure of the Appointing Authority to take action to either ratify or reject the joint committee’s recommendation within sixty (60) days of such recommendation shall result in a deemed ratification and appointment of the joint committee’s recommendations. The Board’s Governance Committee shall facilitate the process of advertising any vacancy and soliciting applications, shall recommend top candidates, and shall provide feedback to the Appointing Authority and/or the joint committee. It is the responsibility of the Board to keep the Appointing Authority apprised of pending vacancies on the Board.

2. If the Appointing Authority has not filled an available Board position at the expiration of the current Trustee's term, unless the Board takes express action to terminate the Trustee’s service after expiration of the term, the Trustee

shall remain on the Board until such time as a successor to the expired position is appointed.

3. The Library Board term is five (5) years. Vacancies, whether due to resignation, death, or removal, are filled in the manner by which members are regularly named and are filled for the remainder of the unexpired term.

4. In order to encourage greater participation on the Board from community members, members may serve for no more than two terms, even if those are only partial terms.

5. Trustees must be adults, aged eighteen (18) or older.

6. A Trustee shall not receive a salary or other compensation for services as a Trustee, but necessary travel and subsistence expenses actually incurred may be paid by PPLD upon submission of receipts in accordance with PPLD's standard procedures for expense reimbursement.

7. Trustees are expected to attend meetings over the course of a calendar year. It is understood that professional and personal obligations may interfere with a Trustee's ability to attend all meetings. A Trustee shall inform the President or ~~the Chief Librarian~~ Executive Director if s/he is unable to attend a meeting.

8. A Trustee ~~may~~ be removed only by the Appointing Authority as provided in C.R.S. Section 24-90-108(5), and only upon a showing of good cause. "Good cause" ~~shall~~ includes, but is not limited to, the following:

(a) A Trustee's inadequate performance of his or her duties to PPLD;

(b) A Trustee's and/or inadequate attendance at Board meetings and other PPLD functions, as well as any conduct, omission, or outside activity by a Trustee, which might or does, in any manner conflict with the PPLD's interests. In addition to the foregoing, a Trustee's absence (not including authorized attendance by remote participation as described in these Bylaws) at three (3) or more regular Board Meetings in a calendar year shall constitute Good cause under this Section;

(c) Any conduct, omission, or outside activity by a Trustee, which might or does, in any manner conflict with PPLD's interests;

(d) A Trustee's conviction of a felony;

(e) A Trustee's lack of qualifications to serve on the Board so long as the qualifications were in effect prior to his/her appointment;

(f) A determination by a court that a Trustee is mentally incapacitated or of unsound mind; or

(g) A Trustee's unethical conduct, including, but not limited to, misusing PPLD funds, disclosing confidential information to the public; or engaging in sexual harassment.

The Board may make a recommendation to the Appointing Authority regarding removal of a Trustee upon the affirmative vote of at least eighty percent (80%) of all Trustees then serving (not just those attending a meeting) other than the Trustee subject to the removal. To the extent required by law, the Trustee shall be provided with notice and an opportunity to be heard prior to his/her removal.

9. The Board shall have all those powers provided by statute, including C.R.S. Section 24-90-109 and, in addition, shall have those powers necessary or incidental to the specific powers granted by statute, and nothing herein shall be construed as limiting the powers of the Board. The Board is responsible for setting policy, which is responsive and appropriate for the operation of the PPLD. For the purpose of these Bylaws, a "policy" or "policies" is defined as an adopted course or principle of action. It is also defined as guidelines for prudent conduct. Among its other powers and duties as provided by law, the Board is responsible for reviewing, holding a public hearing for, and adopting the annual PPLD budget in accordance with law; for acquiring, holding and conveying land, property, and buildings; and for engaging necessary services for the timely completion of an annual audit. In addition, the Board is responsible for appointing a Chief Librarian and CEO~~Executive Director~~ to lead and manage the day-to-day operations of the PPLD. The Board is responsible for setting the compensation and benefits; and defining the responsibilities and privileges of the Chief Librarian~~Executive Director~~. The Board will evaluate the performance of the Chief Librarian~~Executive Director~~ at least annually.

**ARTICLE III: Officers and Duties; Chief Librarian**~~Executive Director~~

1. The officers of the Board shall be a president, vice-president, and secretary-treasurer; referred to herein as "President", "Vice-President" and "Secretary-Treasurer". The Board may name such other officers, as it deems necessary.

2. Officers are elected annually (generally at the regular meeting of the Board in December for the following year) from the current membership of the Board and shall take office in January to serve for one (1) year. No member may serve in one office longer than three (3) consecutive years and no more than five (5) years of a Trustee's combined two consecutive terms. A vacancy in

any office, however occurring, may be filled by the Board for the unexpired portion of the term.

3. The President shall preside at all meetings of the Board, call meetings to order and adjourn them, appoint members to committees, and perform such other duties as are associated with the office of President.

4. The Vice-President shall assume the President's duties in the absence of the President.

5. The Secretary-Treasurer shall serve as the custodian of records for the Board and shall be responsible to perform such other duties as are assigned by the President or the Board. The Secretary-Treasurer also shall serve as a member of the Board of the Pikes Peak Library District Building Authority.

6. Any officer may be removed from such position by the affirmative vote of not less than two-thirds (2/3) of all Trustees then serving (not just those attending a meeting), other than the officer then being removed, whenever in its judgment removal is in the best interest of the PPLD.

7. The Chief Librarian and CEO~~Executive Director~~ ("Chief Librarian~~Executive Director~~") is the only employee over whom the Board has direct supervisory responsibility and control. The Chief Librarian~~Executive Director~~ reports to the Board and serves as the chief executive officer of the PPLD. Among the other powers, duties and responsibilities of the Chief Librarian~~Executive Director~~, the Chief Librarian~~Executive Director~~ shall lawfully carry out the policies adopted by the Board; employ, direct, and supervise staff members to carry out the mission and policy established by the Board; prepare required reports; recommend policies; and promote effective library service.

#### **ARTICLE IV: Meetings**

1. Regular meetings of the Board shall be held at least six (6) times per year.

2. The Board may cancel a regular meeting (and may reduce the number of regular meetings below six (6) per year) if there is insufficient business or for other justifiable reasons.

3. In January of each year, an organizational meeting (which shall be one of the Board's regular meetings) will be scheduled to take care of any annual resolutions, and other decision items, necessary at the beginning of each year. These items include, but are not limited to, reviewing the Bylaws; setting the Board regular meeting schedule and posting locations for the year, establishing a policy for disposition of property; and approving fiscal year contracts.

4. Special meetings may be held at any time when called by the President or at the request of two (2) members of the Board. If practical, all members should be notified at least twenty-four (24) hours in advance of a special meeting. The purpose of special meetings is to clarify and expand Trustees' knowledge of matters which may require Board action. Unless waived or consented to unanimously by all Trustees, Board action at a special meeting shall be limited to action germane to the agenda items described in the advance notice given to Trustees of the special meeting.

5. In addition to notice to Trustees as described herein, public notice shall be given for all meetings of the Board in accordance with the requirements of Colorado's Open Meetings Law as revised. All requirements of Colorado's Open Meetings Law as then applicable to the PPLD will be followed in the conduct of the Board's meetings, minutes will be taken and become part of the Board's record and an agenda will be published for each regular and special meeting.

6. An opportunity for public participation shall be provided at each regular meeting of the Board during a portion of the agenda set aside for this purpose. Each member of the public wishing to participate shall introduce him or herself and shall speak when recognized by the presiding officer. All speakers will be asked to state their name and address. The Board President may establish reasonable rules for public participation, including without limitation limits on the time provided for public participation based on the time set aside for public comment and the number of persons wishing to participate. In some instances, it may not be possible for all to speak.

7. A quorum of the Board consists of a majority of the members then serving (e.g. four out of seven members, four out of six members or three out of five members).

8. Unless otherwise stated in these Bylaws or required by statute, an affirmative vote of the majority of all members of the Board present at a meeting at which a quorum is present shall be necessary to approve any action before the Board. The President may vote upon, move or second a proposal before the Board. Voting by proxy is not allowed.

9. Executive sessions may be held as part of any regular or special Board meeting, or any committee meeting that has been properly called according to requirements of ~~the~~ the Colorado Open Meetings Laws. An executive session is conducted confidentially without the public present. Members are bound to maintain the confidentiality of the discussions and documents that are part of any executive session. Executive sessions shall be conducted in accordance with the provisions of the Colorado Open Meetings Law as then applicable to the PPLD. Executive session discussions, except for privileged attorney-client communications, will be electronically recorded by the



Board, and the recordings destroyed after ninety (90) calendar days, unless required to be retained under applicable federal or state law or where retention is specifically approved by the Board. No portion of the recording shall be subject to public inspection except in accordance with applicable law. No minutes will be taken of executive session discussions, except that the minutes of the Board meeting will include the time the executive session was convened and the time open session resumed, and the topics of discussion at the executive session. There shall be no decisions of the Board made during executive session unless specifically permitted by law.

10. Meeting attendance in person is preferred. However, at times, in cases of personal illness or other emergencies, participation of a Trustee in a Board meeting remotely by telephone or other remote voice mechanism is allowed, with these guidelines: a) no more than two (2) Trustees may participate in a Board meeting remotely at any one meeting, and b) each Trustee may only participate in a meeting remotely a maximum of two (2) times in any given calendar year unless a special exception is otherwise approved by the majority vote of the remainder of the Board for a specific calendar year or period. The special exception shall automatically terminate upon the end of the approved period and, if necessary, the same process shall be followed for a new exception to be approved. Trustees are reminded that failure to attend Board Meetings constitutes gGood cause for removal as provided in Article 2 Section 8.

## **ARTICLE V: Committees**

1. Standing committees are those that are needed on an ongoing basis. The PPLD's standing committees shall include a Governance Committee, Internal Affairs Committee, and Public Affairs Committee. The Board President will make committee appointments annually at the Board's January organizational meeting after selection of the Board's officers. Each committee shall have such responsibilities and perform such duties as shall be set forth from time to time in such committee's charter, as shall be adopted and approved by the Board from time to time. Without limiting the generality of the foregoing, each committee shall have the following responsibilities and perform the following duties:

a) The Governance Committee shall on an ~~biennial~~annual basis review the Bylaws, review the ethics policy and conflict of interest statement, nominate officers, facilitate the trustee recruitment and selection process, facilitate an annual review of the Chief Librarian~~Executive Director~~ including performance and compensation, review the Board schedule, and facilitate a Board self-evaluation process.

b) The Internal Affairs Committee shall review all internal and operational issues including those related to finance, human resources, and

facilities. They shall review the annual and long-range budget with the Chief Financial Officer and the ~~Chief Librarian~~~~Executive Director~~ prior to submitting to the full Board annually; and, on an annual basis, contract with an independent auditor and review the process, timeline for, and results of such auditor's independent audit. The Internal Affairs Committee shall monitor the long-range capital improvements plan, including planning and facilitating discussions for capital acquisitions and improvements.

c) The Public Affairs Committee shall monitor all external issues including fundraising, public relations, and marketing. Advocacy and ballot initiatives shall be reviewed by this Committee.

Additional standing committees may be established and authorized by the Board.

2. When special expertise is needed, a non-Trustee may be appointed to a Board committee in an advisory role. However, a non-Trustee may not serve as Chair of the Committee.

3. Special committees may be authorized and appointed by the President for limited purposes and shall serve only until completion of the assignment. Such committees shall have the responsibilities and duties as set forth in writing by the Board at the time the committee is authorized and appointed.

4. Appropriate advance notice of committee meetings shall be given in accordance with the requirements of the Colorado Open Meetings Law as then applicable to PPLD and such committee.

5. Minutes of all committee meetings ~~shall will~~ be kept electronically. ~~and copies shall be delivered to the members of the Board and the Executive Director~~ Committee Chairs will report on their committee meetings at the next regularly scheduled Board meeting. Unless otherwise expressly authorized by the Board, each standing committee shall conduct its meetings in accordance with the requirements of the Colorado Open Meetings Law, regardless of whether such requirements apply to the committee.

6. Committees shall be advisory bodies, making reports and recommendations to the Board. They shall not have the authority to take action for or on behalf of the Board, unless authorization to complete a specific action has been discussed and approved, in advance, by the Board in writing. If the Board authorizes a committee to take specific action, unless otherwise expressly directed by the Board, in taking such action the committee shall observe the quorum, notice and procedural requirements set forth in these bylaws and in Robert's Rules of Order (see Article VII). Further, the final action taken by the committee shall be reported to the Board at the Board's next meeting.

## ARTICLE VI: *Indemnification*

1. Indemnification. PPLD shall indemnify its Trustees, officers, and employees, together with their successors and assigns, against any and all claims, judgments, costs, attorney fees and other reasonable expenses to the extent permitted by the Colorado Constitution and other laws of Colorado and as set forth below.

2. Background and Purposes. PPLD recognizes the need to encourage elected officials, appointed officers and employees to effectively and efficiently perform their duties and to protect such individuals in the performance of their duties. To this end, the Board desires to provide such individuals assurances by way of indemnification against claims and causes of action which might arise in the performance of their duties for PPLD. Colorado law (C.R.S. 24-10-110) requires indemnification of such individuals in certain specific circumstances. In addition, PPLD desires to authorize indemnification against other claims not expressly addressed by this law, to the extent permitted by applicable law.

3. Indemnification Provided. PPLD shall indemnify any Party to a Proceeding against Liability incurred in or as a result of the Proceeding as follows:

a) to the extent such indemnification is required by applicable law, including without limitation C.R.S. 24-10-110; and

b) in the case of any other claim against a Party to a Proceeding to the fullest extent allowed by law, unless the Board takes affirmative action by two-thirds (2/3) of all Trustees then serving that indemnification is not appropriate under the circumstances.

4. Limitations on and Exceptions to Indemnification. Notwithstanding the foregoing, unless otherwise expressly required by applicable law, no indemnification shall apply to the extent that the Liability results from any of the following: (i) the Party's actions other than in the Party's Official Capacity, (ii) the Party's actions are willful and wanton or not in good faith, (iii) the Party did not reasonably believe that the Party's actions or inactions: (A) in the case of conduct in an Official Capacity with PPLD, were in PPLD's best interests; and (B) in all other cases, were at least not opposed to PPLD's best interests; and (C) in the case of any criminal Proceeding, were unlawful, (iv) in connection with a Proceeding by or in the right of PPLD in which the Party was adjudged liable to PPLD; (v) in connection with any other Proceeding, in which the Trustee was adjudged liable on the basis that he or she derived an improper personal benefit, or (vi) a Party's actions or inactions in circumstances in which indemnification is unlawful.

5. Definitions. For purposes of this Article VI of these Bylaws, the following terms shall have the meanings set forth below:

a) “Official Capacity” when used with respect to a Party (as defined below) means acts taken by the Party within the scope and performance of his or her duties as a Trustee, officer, employee, volunteer or other agent of PPLD. “Official Capacity” does not include service for any other entity, including service for any member of the Appointing Authority.

b) “Party” means any person who was, is, or is threatened to be made, a named defendant or respondent in a Proceeding (as defined below) by reason of the fact that such person is or was a Trustee, PPLD officer, PPLD employee, PPLD volunteer or other PPLD agent.

c) “Proceeding” means any threatened, pending or completed action, suit or proceeding, or any appeal therein, whether civil, criminal, administrative, arbitrative or investigative (including an action initiated by PPLD) and whether formal or informal, involving or related to action taken by a Party in her or his Official Capacity.

d) “Liability” means the obligation incurred with respect to a Proceeding to pay a judgment, settlement, penalty, fine, including an excise tax assessed with respect to an employee benefit plan, or reasonable Expenses.

e) “Expenses” means and includes all reasonable expenses incurred by the Party in connection with a Proceeding, including without limitation court costs including expert fees, attorneys' fees, appellate costs and necessary bonds relative thereto.

6. Indemnification of Costs. Where indemnification applies, PPLD shall also pay or indemnify such Party against all Expenses, fines, punitive damages, judgments and amounts paid in settlement or satisfaction of judgments actually and reasonably incurred by him or her in connection with such action, suit or Proceeding.

7. Advancement of Expenses. Unless otherwise determined by the action of two-thirds (2/3) of all Trustees then serving, PPLD shall pay for or reimburse the reasonable Expenses incurred by a Party to a Proceeding in advance of final disposition of the Proceeding if: (i) the Party furnishes to PPLD a written affirmation of the Party's good faith belief that he or she has met the requirements for indemnification as set forth above, (ii) the Party furnishes to PPLD a written undertaking, executed personally or on the Party's behalf, to repay the advance if it is ultimately determined that he or she did not meet such requirements; and (iii) a determination is made that the facts then known to those making the determination would not preclude indemnification under this Article. The undertaking required by clause (ii) of this section shall be an unlimited general obligation of the Party but need not be secured and may be accepted without reference to financial ability to make repayment.

8. Notification and Defense of Claim. Promptly after receipt by a Party of notice of the commencement of any Proceeding, the Party shall, if an indemnification claim in respect thereof is to be made against PPLD, notify PPLD in writing of the commencement thereof; provided, however, that delay in so notifying PPLD shall not constitute a waiver or release by the Party of any rights to indemnification. With respect to any such Proceeding:– (i) PPLD shall be entitled to participate therein at its own expense; (ii) any counsel representing the Party to be indemnified in connection with the defense or settlement thereof shall be counsel selected by PPLD; and (iii) PPLD shall have the right, at its option, to assume and control the defense or settlement thereof. The designation of defense counsel by the Board shall not preclude such defense being conducted under a reservation or rights of indemnity by PPLD. If PPLD assumes the defense of the Proceeding, the Party shall have the right to employ its own counsel, but the fees and Expenses of such counsel incurred after notice from PPLD of its assumption of the defense of such Proceeding shall be at the expense of the Party. A monetary claim for which indemnification is requested may not be compromised or settled without the prior written consent of PPLD.

9. Subrogation. In the event of any payment under this Article, PPLD shall be subrogated to the extent of such payment to all of the rights of recovery of the indemnified Party, who shall execute all papers and do everything that may be necessary to assure such rights of subrogation to PPLD. PPLD shall not be liable under this Article to make any payment in connection with any Proceeding against or involving a Party to the extent the Party has otherwise actually received payment (under any insurance policy, agreement or otherwise) of the amounts otherwise indemnifiable hereunder. A Party shall repay to PPLD the amount of any payment PPLD makes to the Party under this Article in connection with any Proceeding against or involving the Party, to the extent the Party has otherwise actually received payment (under any insurance policy, agreement or otherwise) of such amount.

10. Applicability. The rights of indemnification shall apply to all acts of any Party committed during any term or terms of office or employment of such Party. The rights to indemnification and advancement of Expenses provided in this Article shall be applicable to acts or omissions that occurred prior to the adoption of this Article, shall continue as to any Party during the period such Party serves in any one or more of the capacities covered by this Article, shall continue thereafter so long as the Party may be subject to any possible Proceeding by reason of the fact that he or she served in any one or more of the capacities covered by this Article, and shall inure to the benefit of the successors of the Party.

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2. Any rule or policy of the Board, except those contained in these Bylaws, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, must receive an affirmative vote of not less than two-thirds (2/3) of the Trustees then serving (not just those present at a meeting).
3. The Board of Trustees has developed and reviews a conflict of interest policy regularly. Trustees as well as outside committee members must complete a questionnaire and sign a conflict of interest statement annually.

**Pikes Peak Library District**

**Bylaws Certificate**

The undersigned certifies that s/he is the Secretary/Treasurer of the Board of Trustees of Pikes Peak Library District, a Colorado statutory public corporation, and that, as such, the undersigned is authorized to execute this certificate on behalf of said corporation, and further certifies that attached hereto is a complete and correct copy of the bylaws of Pikes Peak Library District effective as of September 11~~June 28~~, 2018~~6~~.

Signature Date: \_\_\_\_\_, 2018~~6~~

By: \_\_\_\_\_

Print Name: Keith E. Clayton II~~John Wilson~~

Title: Secretary/Treasurer

# ALA American Library Association

## Library Bill of Rights

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

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

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

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

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

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

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

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.