

**PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES**  
**JUNE 13, 2017**  
**KNIGHTS OF COLUMBUS BUILDING**  
**25 W. KIOWA STREET – PENROSE LIBRARY COMPLEX**  
**4 PM**



- I. CALL TO ORDER
- II. ITEMS TOO LATE FOR THE AGENDA
- III. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- IV. CORRESPONDENCE AND COMMUNICATIONS
  - A. Minutes (enclosed p. 1)
  - B. Correspondence
  - C. Events & Press Clippings (enclosed p. 8)
  - D. Presentation: Knights of Columbus Building: Experiment in Community Driven/Delivered Library Services: Kate Perdoni, Jasmine Dillavou, J.D. Sells, Han Sayles
- V. REPORTS
  - A. Friends of the Pikes Peak Library District Report (enclosed p. 10)
  - B. Pikes Peak Library District Foundation Report (enclosed p. 11)
  - C. Board Reports
    1. Governance Committee
    2. Internal Affairs Committee
    3. Public Affairs Committee
    4. Board President
    5. Adopt-a-Department Reports
  - D. Financial Report (enclosed p. 12)
  - E. Public Services Reports (enclosed p. 29)
  - F. Chief Librarian & CEO's Report (enclosed p. 31)
- VI. BUSINESS ITEMS
  - A. Consent Items: Decision 17-6-1 (enclosed p. 34)  
*Consent items shall be acted upon as a whole, unless a specific item is called for discussion. Any item called for discussion shall be acted upon separately as "New Business".*
    1. New Hires
  - B. Unfinished Business
    1. 2017-2020 Strategic Plan: Decision 17-6-2 (enclosed p. 35)
  - C. New Business
- VII. ADJOURNMENT

**MINUTES  
PIKES PEAK LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
May 9, 2017  
4 pm  
Penrose Library**

**MEMBERS PRESENT**

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

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

Executive Director John Spears, Community Engagement & Outreach Officer Sean Anglum, Special Collections Division Head Tim Blevins, Foundation & Development Officer Dolores Cromeens, Friends of the Pikes Peak Library District Board President Dora Gonzales, El Paso County Commissioner Longinos Gonzalez, Executive Assistant Sue Hammond, Human Resources Division Head Sally Jensen, El Paso County Commissioner Peggy Littleton, Associate Director for Library Services Janice McPherson, Special Collections Manager Tim Morris, Technology & Virtual Services Officer Richard Peters, Sand Creek Branch Manager Abby Simpson, Facilities Division Head Gary Syling

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**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**CALL TO ORDER**

President Grossman called the May 9, 2017 meeting of the Pikes Peak Library District Board of Trustees to order at 4:01 p.m.

**ITEMS TOO LATE FOR THE AGENDA**

There were no items to add to the agenda.

**PUBLIC COMMENT**

There was no public comment.

**CORRESPONDENCE AND COMMUNICATIONS**

**Minutes**

The minutes of the April 11, 2017 meeting of the Board of Trustees were presented for review.

**Motion:** Kathleen Owings moved that the minutes of the April 11, 2017 meeting of the Board of Trustees be approved as presented.

**Second:** The motion was seconded by Keith Clayton.

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

### **Correspondence**

There was no correspondence to report.

### **Events & Press Clippings**

A list of recent press clippings and upcoming events was included in the Board packet. Executive Director Spears noted that the children's summer reading program which will begin on June 1 will be called "Summer Adventure". The program will be more experiential this year.

### **Presentation**

Special Collections Division Head Tim Blevins provided a presentation that focused on the public's misconceptions about what Special Collections. Special Collections is not a museum and does not collect artifacts. It has open stacks and an eager and experienced staff who are excited to help the public. Special Collections offers rich collections that add value to the lives of the individuals in our community by increasing their understanding and appreciation of their ancestors and the Pikes Peak Region's past. Special Collections has at least one exhibit mounted somewhere in the District at any given time. Special Collections' digital collections contain over 13,000 items. Each week Special Collections provides the *Gazette* with a photo for the feature "A Look Back". To date the *Gazette* has published over 12,000 photos from Special Collections. Mr. Blevins introduced Tim Morris who is the new Special Collections Manager.

## **REPORTS**

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

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends of the Pikes Peak Library District Board President Dora Gonzales reported that the recent Frank Waters/Golden Quill Awards event was very successful. The Frank Waters award winner was Charles Rockey and the Golden Quill was awarded to C.J. Box.

## **Pikes Peak Library District Foundation**

The PPLD Foundation Report was included in the Board packet. Foundation & Development Officer Dolores Cromeens reported that PPLD has again received an AEFLA grant in support of the Adult Education program.

## **Board Reports**

### **Governance Committee**

Governance Committee member Wayne Vanderschuere reported that the committee met with Executive Director Spears to review his annual goals and to discuss a title change for the Executive Director. The committee also discussed the strategic plan.

### **Internal Affairs Committee**

Internal Affairs Committee chair Ken Beach noted that the committee met to review recommendations for funding the compensation adjustments. The Internal Affairs Committee also reviewed and approved of recommendations for increased funding for the Sand Creek makerspace. The committee received an update on the KOC building and the surge of community support for activities to begin at the site.

### **Public Affairs Committee**

Public Affairs Committee Chair Kathleen Owings reported that the committee had not met.

### **Board President**

President Grossman congratulated the Friends on the Frank Waters/Golden Quill Awards event. She noted that planning for the annual Board retreat will begin soon in the Governance Committee and asked Board members to submit any ideas to Ms. Hammond.

President Grossman reported that she met with staff at Old Colorado City Branch as part of the Board's "Adopt-a-Branch" program. She requested that an item to allow the Board members to report on Adopt-a-Branch activities be added to future Board agendas. The following reported on their Adopt-a-Branch activities:

Keith Clayton: Visited Special Collections, Collection Management and CEOO.

Kathleen Owings: Will speak at the upcoming pre-construction party at Sand Creek Branch.

Wayne Vanderschuere: Attended the “One Book For Colorado” event at the Monument Branch.

### **Financial Report**

The financial report for the period ending March 31, 2017 was included in the Board packet. Executive Director Spears noted that specific ownership revenues continue to come in high and interest rates are increasing. Revenues from fines and fees took a dip as a result of the very popular amnesty event. Numbers relating to the Gallagher amendment are favorable.

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

The combination Library Services/Branch Services Report was included in the Board packet. Associate Director for Library Services Janice McPherson provided a handout at the meeting that featured a note from a happy patron who recently completed a project using the laser cutter in the East Library makerspace. His project will be published in *Nuts and Volts Magazine*.

### **Executive Director’s Report**

Human Resources Division Head Sally Jensen reported on a Public Library Association internship initiative in which PPLD has been asked to participate. PLA will fund 2 summer internships for high school juniors and seniors wishing to learn more about librarianship as a possible career choice. Staff is working with local high schools to recruit for the internships. The interns and their mentors will receive a trip to the Library of Congress in Washington, D.C. at the onset of the program and a trip to ALA headquarters in Chicago to present on what they learned at the end of the program. The Board requested that the interns also present at a Board meeting at the end of the program.

Executive Director Spears reported that with the current uncertainty of the IMLS, the State Library has placed a temporary hold on funding.

Mr. Spears noted that PPLD has assumed fiscal responsibility for the Career Online High School project in the State of Colorado.

Circulation and visitor statistics for April 2017 were included in the packet. Mr. Spears pointed out that circulation of e-materials is beginning to plateau. This follows a national trend in e-book sales and a resurgence of interest in print materials. Mr. Spears stressed that libraries provide a multitude of services to the communities they serve and circulation does not describe all that we do. There is impetus to include more outcomes and impacts in statistical reporting. It was noted that the materials dispensers at East Library and Library 21c have been discontinued and the only remaining dispenser is at First & Main. This is a good time for PPLD to evaluate dispenser service.

Mr. Spears shared info from ALA's Center for the Future of Libraries website on societal trends and how they impact libraries (<http://www.ala.org/transforminglibraries/future/trends>).

## **BUSINESS ITEMS**

### **Consent Items**

#### **Decision 17-5-1: Consent Items**

Consent Items Presented:

1. New Hires

**Motion:** Molly Dippold moved to approve the Consent Items as presented.

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

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

### **New Business**

#### **Discussion: Change of Position Title for Executive Director**

Recommendations from the Singer Group included moving to more consistent position titles for PPLD administration. The Board Governance Committee discussed possible titles for the Executive Director position that could carry through consistently to other administrative positions. PPLD will now refer to the former Executive Director position as the "Chief Librarian and CEO". "Chief" will carry through to other administrative position titles with the exceptions of the two associate director positions which will become "directors".

#### **Decision 17-5-2: Policy Guidelines Policy**

A Policy Guidelines Policy based on the American Library Associations Library Bill of Rights and the American Library Association's Intellectual freedom committee's recommendations for policy formulation will serve as the guidelines for all PPLD policy formulation. This policy describes the parameters of PPLD's policies and grants PPLD administration authorization to adopt rules and procedures to administer Board approved policies.

**Motion:** Ken Beach moved that the Board of Trustees approve Board Policy as it relates to the Policy Guidelines Policy.

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

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

### **Decision 17-5-3: Funding for Compensation Adjustments**

Recommendations from the Singer Group's compensation and job analysis study included a new organizational structure of 21 salary grades. To implement these recommendations PPLD will bring staff with a current rate of pay less than the minimum of their new salary grade up to the minimum of new salary levels. Salary adjustments will also be made for compression. The cost to fully implement these recommendations is \$802,423.

PPLD administration has created a sustainable plan to fund the compensation adjustments that includes:

- Additional month of no premiums for the health plan (\$150,000)
- Use of fund balance to fund capital projects (\$346,478)
- Reduction to library materials budget (\$100,000)
- Reduction to substitute budget (\$100,000)
- Savings from vacant positions (\$105,945)

**Motion:** Keith Clayton moved that the Board of Trustees approve funding compensation adjustments for PPLD staff in the amount of \$802,423 through the recommendations presented.

**Second:** Molly Dippold seconded the motion.

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

### **Unfinished Business**

#### **Decision 17-5-4: Funding for Sand Creek Makerspace**

At their February 2017 meeting the Board of Trustees approved the team of G.E. Johnson and Humphries Poli for a design/build approach to the makerspace at Sand Creek Branch. The original budget for the project was \$240,000; the proposed GMP is \$500,725 resulting in a difference of \$260,725 of additional funds needed for the project. PPLD administration proposes utilizing the McKinley Trust reserve fund to fund the difference. The McKinley Trust reserve has been used in the past with funds being replenished at the close of the fiscal year.

**Motion:** Wayne Vanderschuere moved that the Board of Trustees approve the GMP of \$500,725 for the design and construction of the Sand Creek makerspace project; and that the Board of Trustees authorize use of the McKinley Trust to fund up to \$260,725 of the difference between the GMP cost and the amount originally included in the 2017 adopted budget.

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

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

### **Discussion: 2010-2020 Strategic Plan**

The Board of Trustees discussed blending the 2010-2020 draft of the strategic plan with the 2015 work plan to create a 2017-2020 strategic plan. The Leadership Team will bring a refined plan forward for discussion and decision at the June 13 Board meeting. The mission, vision, values statements from the 2010-2020 draft have served the District well and have been adopted annually as part of the budget. Those statements will remain unchanged.

### **ADJOURNMENT**

There being no further business to conduct, President Grossman adjourned the meeting at 6:08 p.m.

*K. Spicer joined the meeting at 4:20 pm*

*P. Littleton left the meeting at 4:50 pm*

*L. Gonzalez left the meeting at 4:55 pm*



## Upcoming Events & Press Clippings June 13, 2017

### Upcoming Events

**Board Governance Committee**, Penrose Library, June 14, 1 pm

**Board Public Affairs Committee**, Penrose Library, June 14, 3 pm

**Board Internal Affairs Committee**, Penrose Library, June 19, 4 pm

**Friends of the Pikes Peak Library District Board of Directors Meeting**, Penrose Library, June 21, 5:15 pm

**PPLD & Children's Hospital Colorado / *Climb for Courage*** @ Falcon Stadium, Sat., June 24, 8:00 am – 1:00 pm

**Pikes Peak Woman & PPLD presents News Fact & Fiction: Being a Responsible News Consumer** (local journalists' panel discussion) @ Tim Gill Center for Public Media, 315 E. Costilla, June 26, 5:30 – 7:30 pm

**PPLD @*Denver Comic Con*** - Colorado Convention Center (Denver)– PPLD appearance: June 30 / pm shift and July 1 / am shift. (Event runs Jun.30, July 2)

**Regular Meeting of the Board of Trustees**, July 11, Penrose Library, 4 pm

**US Citizenship and Immigration Services Naturalization Ceremony**, Venue @ Library 21c, July 13, 10 am

**PPLD *Summer Adventure Parties*** – (various dates & locations.)

July 14, 10 a.m. to noon - North Party @ Palmer Lake Village Green

July 21, 10 a.m. to noon – South Party in Fountain @ John Metcalf Park

July 28, 10 a.m. to noon – Central Party @ George Fellows Park

### Clippings

**May Compliments** (Compiled by Amy Rodda, Adult Services Manager; May 31, 2017)

**All Pikes Peak Reads selections announced** (*The Gazette*; May 26, 2017)

**All Pikes Peak Reads announces theme and titles for this community-wide reading initiative** (*Colorado Springs Independent*; May 17, 2017)

**Friends of the Library visit the West with C.J. Box's Joe Pickett** (*The Gazette*; May 11, 2017)

Congressional Art Competition draws region's most talented artists (*Woodmen Edition*; May 20, 2017)

## Recent PPLD TV Productions

*Daughters and Father's: Family Secrets Behind Colorado's Indian Massacres* (Produced by Jamey Hastings)

## PPLD Podcasts

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

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

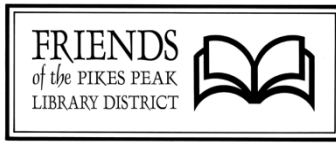
- Most recent episode Linda Smith is an artist and art educator who started a non-profit while living in Kigali, Rwanda, called the "TEOH Project", which provides cameras and art classes to children in Rwanda, Ghana and Bronx, NY. (hosts Antonia Krupicka-Smith and Jeremiah Walter; produced by Dave Franklyn)

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

- Most recent episode "Hell & High Water: Natural Disasters at Glen Eyrie," by Susan A. Fletcher and "Pikes Peak Regional Historic Floods: Recovering & Learning from Natural Catastrophes," by John E. Putnam (emcee Michael L. Olsen; produced by Tim Blevins)

Join your friendly PPLD Librarians Christine, Heidi, and Melissa for our **PPLD in the Stacks** podcast! Learn about Library resources to help you find your next great read and find out what fun events are coming up at the Library.

- Most recent episode: Genre spotlight is on Beach Reads (hosts Christine Dyar, Heidi Buljung, and Melissa Mitchell; produced by Dave Franklyn)



***Mission: To support, preserve, and promote our public library system.***

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

**Online Book Sales Year to Date: (Jan – April)**

Income:	\$6041.81
Expenses:	\$ 480.60
Net Income:	\$5561,21

***To Kill a Mockingbird; with authentic signature; sold for \$375***

Ebay Sale: “2014 World Book Encyclopedia Set (library discard) sold for \$225

Planning Quarterly Branch Library Meeting now in June

Book Page changing its format; Friends discussing how to be identified as support source.

Planning of Latina Voices 2017 Program on September 30 at Venue 21c  
Deborah Gallegos & Yolanda Ortega (Su Teatro performers/musicians)  
Felicia Chavez Colorado College Professor and nonfiction writer



The Sand Creek Maker Space Pre-Construction Party generated lots of excitement and interest, as did the Adult Education Celebration Ceremony. Personal stories of determination, hard work and triumph are already informing advancement efforts on their behalf. For example, we received a \$5,000 grant from the Limited Government Forum (LGF) that supports economic and educational purposes that are within the general scope of the RISE program, and that advance LGF's mission of Working toward Liberty, Justice and Prosperity for All. The funds will be used for PPLD's Career Online High school scholarships for adult learners from the 80910 and 80916 zip codes.

The Sand Creek Maker Space grand opening is currently scheduled on August 12, with a special evening donor appreciation event on August 11. This will serve as the District-wide celebration of our donors and opportunity to meet with prospective donors.

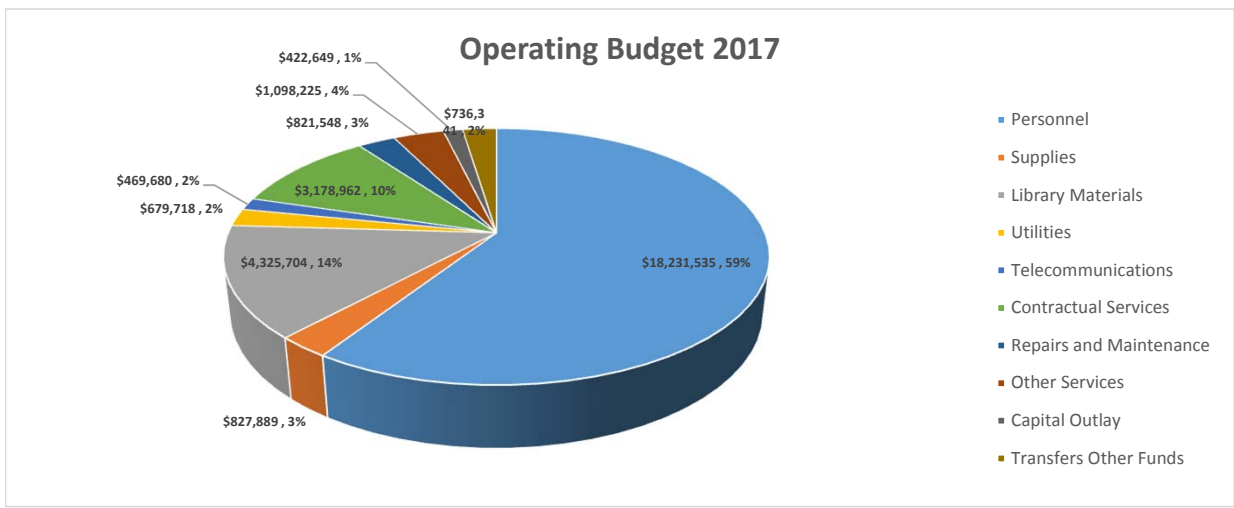
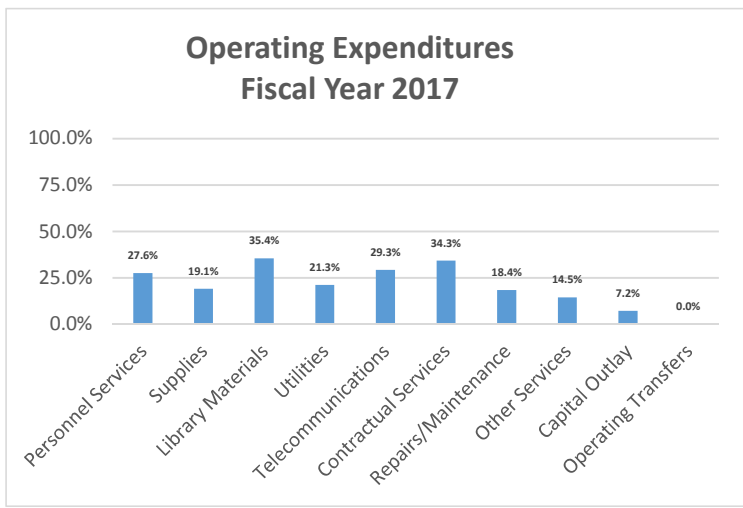
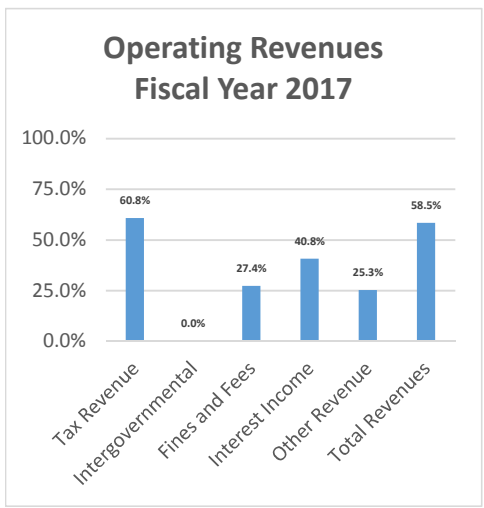
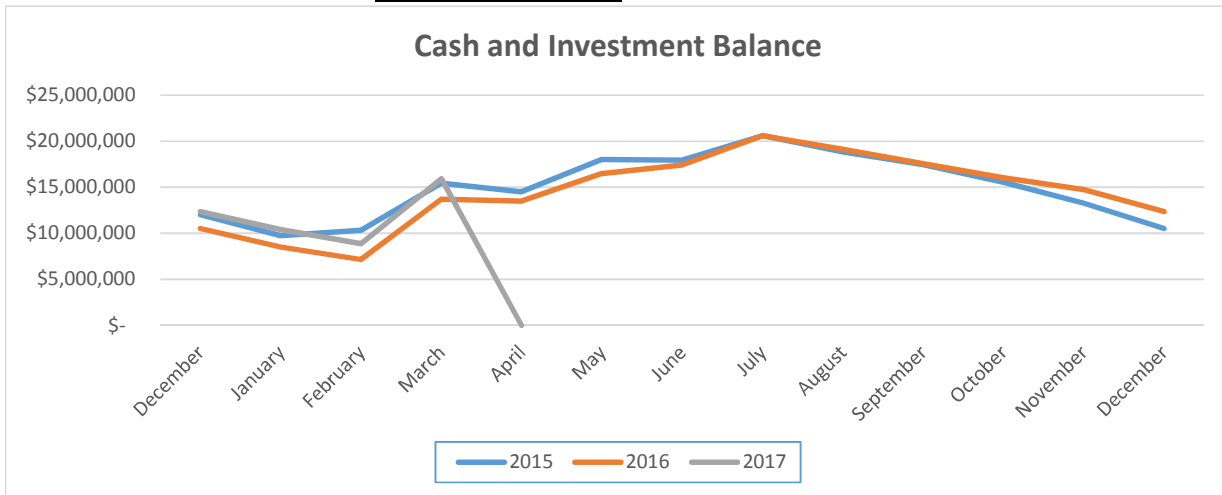
The Development Department is also busy with learning new work processes via new and improved fundraising donor software. These new operations will enhance marketing analytics so that we maximize resources and strategically target our efforts.

Geeks Who Drink is scheduled on September 8, 2017 in the Venue at Library 21c.

- We have had the following response:
  - Bristol Brewing – Beer for 230 (\$500 GIK) and prizes (6 - \$20 Gift Cards)
  - California Pizza Kitchen – Goody Bags for 230 and Prizes (6 - \$20 Gift Cards)
  - Noodles & Company – Prizes (6 free meal cards)
  - The Warehouse Restaurant – Prizes (6 - \$20 Gift Cards)
  - Boriello Brother's – Prizes (4- \$10 Gift Cards)
  - C&C Sand and Stone - \$250 (Prize Sponsor)
  - \$2000 Supporting Partner agreement from Ent Credit Union (Cash)
  
- We started the month with 1031 likes and ended with 1038. We had 1 new like, lost 5.
- There were 39 posts for the month, about 10 per week.
- The majority of the posts for the month were related shares from other library pages (internal and external) and library events.
  - Popular posts for the month were a one panel comic from the Shelf Awareness page (reached 513), the Teacher Appreciation graphic (reached 484), and the Memorial Day graphic (reached 471). Normally our posts reach an average of 100.

# Pikes Peak Library District Financial Dashboard

January 2017



# **Pikes Peak Library District**

## **April 2017 Financial Report**

Presented to Board of Trustees June 13, 2017

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

General Fund	Year-To-Date		Change	% Chg.	Notes
	2017	2016			
<b>Revenues</b>					
Property Taxes	\$ 16,329,885	\$ 15,837,414	\$ 492,471	3.1%	
Specific Ownership Taxes	1,077,128	913,631	163,497	17.9%	1
Fines and Fees	90,765	170,830	(80,065)	-46.9%	2
Interest Income	40,791	11,649	29,142	250.2%	3
Other Revenue	245,622	225,734	19,888	8.8%	
<b>Total Revenues</b>	<b>\$ 17,784,191</b>	<b>\$ 17,159,258</b>	<b>\$ 624,933</b>	<b>3.6%</b>	

1 Specific ownership tax collections are higher than expected for the first four months of the year. This in part is due to the continual growth on the local economy. We will monitor this trend over the next several months and will determine if a mid-year budget adjustment is warranted. Regardless of the amount, PPLD is not entitled to keep any revenue collected in excess of its legal limitations (TABOR), and this will also be monitored closely.

2 Fines and fees revenue will be lower in 2017 compared to 2016 primarily because PPLD no longer assesses fines on juvenile and teen materials (effective 1/1/2017). In addition, PPLD held a three-week amnesty period during the month of March. Outstanding fines and fees were waived during this period if overdue materials were returned. Total fines and fees forgiven was \$60,942.

3 Interest rates are expected to increase during 2017 for various reasons.

**Pikes Peak Library District**  
**Statement of Revenues**  
**General Fund**  
**Period 01/01/2017 - 04/30/2017**

**Percent of Year 33.0%**

<b>Account Description</b>	<b>Original Approp</b>	<b>Ytd Received</b>	<b>Available Budget</b>	<b>% Received</b>
<b>Tax Revenue</b>				
Property Taxes - Current	\$ 25,844,236	\$ 16,373,153	\$ 9,471,083	63.4%
Property Taxes-Abatement	(95,000)	(52,952)	(42,048)	55.7%
Property Taxes - Omitted	3,150	2,302	848	73.1%
Property Taxes - Delinquent	15,000	6,794	8,206	45.3%
Penalty/Interest-Del Property	30,000	588	29,412	2.0%
Specific Ownership Taxes	2,825,000	1,077,128	1,747,872	38.1%
Local Gov In Lieu Of Tax	9,250	-	9,250	0.0%
<b>Total Tax Revenue</b>	<b>28,631,636</b>	<b>17,407,013</b>	<b>11,224,623</b>	<b>60.8%</b>
<b>Intergovernmental</b>				
State Grant - Library Materials	145,000	-	145,000	0.0%
Federal - eRate Funding	225,000	-	225,000	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	326,420	88,407	238,013	27.1%
Collection Agency Fees	3,580	1,842	1,738	51.5%
Other Fees	1,500	516	984	34.4%
<b>Total Fines and Fees</b>	<b>331,500</b>	<b>90,765</b>	<b>240,735</b>	<b>27.4%</b>
<b>Interest Income</b>				
Interest Earnings	100,000	40,791	59,209	40.8%
<b>Other Revenue</b>				
Donations-PPLD Foundation	801,753	198,575	603,178	24.8%
Donations - Civic Organization	15,000	-	15,000	0.0%
Donations - Other Categories	20,000	332	19,668	1.7%
Copier Charges	30,450	12,526	17,924	41.1%
Patron Mgmt. System Printer	24,550	10,571	13,979	43.1%
Parking Lot Collections	34,000	4,698	29,302	13.8%
Merchandise Sales	5,500	1,008	4,492	18.3%
Meeting Room Rental	-	763	(763)	100.0%
Miscellaneous	13,000	12,275	725	94.4%
Sales Of Assets - Gen Capital	4,200	400	3,800	9.5%
Sales Of Assets-Lost Library Mat	20,800	4,474	16,326	21.5%
<b>Total Other Revenue</b>	<b>969,253</b>	<b>245,622</b>	<b>723,631</b>	<b>25.3%</b>
<b>Total General Fund Revenues</b>	<b>\$ 30,402,389</b>	<b>\$ 17,784,191</b>	<b>\$ 12,618,198</b>	<b>58.5%</b>



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

General Fund	Year-To-Date				Notes
	2017	2016	Change	% Chg.	
<b>Expenditures</b>					
Personnel	\$ 5,040,250	\$ 4,989,433	\$ 50,817	1.0%	
Supplies	157,753	249,864	(92,111)	-36.9%	1
Library Materials	1,532,904	1,585,397	(52,493)	-3.3%	
Utilities	144,497	120,255	24,242	20.2%	
Telecommunication costs	137,398	134,264	3,134	2.3%	
Contractual Services	1,089,445	1,241,109	(151,664)	-12.2%	2
Repairs and Maintenance	151,465	154,496	(3,031)	-2.0%	
Other Services	159,739	182,273	(22,534)	-12.4%	3
Capital Outlay	30,635	27,705	2,930	10.6%	
Operating Transfers To Other Funds	-	-	-	0.0%	
<b>Total Expenditures</b>	<b>\$ 8,444,086</b>	<b>\$ 8,684,795</b>	<b>\$ (240,709)</b>	<b>-2.8%</b>	

1 The line item for software purchases is less in 2017 compared to 2016 by approximately \$60,000. This difference was paid in May 2017.

2 The difference primarily results from the timing of payments for computer equipment system support.

3 In 2016, all costs related to the support of the PPLD Foundation was shown in one line item (Administrative Support). For 2017, such costs are broken out by specific category. The total through April 2016 was \$39,461.

Pikes Peak Library District  
Statement of Expenditures  
General Fund  
Period 01/01/2017 - 04/30/2017

Percent of Year 33.0%

Account Description	FY 2017 Budget	Ytd Expended	Available Budget	% Used
<b>Personnel Services</b>				
Regular Employees	\$ 13,878,794	\$ 3,768,362	\$ 10,110,432	27.2%
Temporary Employees	148,820	20,846	127,974	14.0%
Substitute Employees	511,243	161,879	349,364	31.7%
Work-Study And Internship	32,439	1,585	30,854	4.9%
Social Security Contributions	1,009,721	290,360	719,361	28.8%
Retirement Contributions	757,517	218,575	538,942	28.9%
Health Plan Contributions	1,617,000	450,136	1,166,864	27.8%
Unemployment Compensation	44,000	8,904	35,096	20.2%
Workers Compensation	97,000	84,448	12,552	87.1%
Vision Plan Ins Contributions	54,000	15,610	38,390	28.9%
Life A&D Ins Contributions	51,000	16,545	34,455	32.4%
Tuition Reimbursement	30,000	3,000	27,000	10.0%
<b>Total Personnel Services</b>	<b>18,231,533</b>	<b>5,040,250</b>	<b>13,191,283</b>	<b>27.6%</b>
<b>Supplies</b>				
General Supplies	200,884	41,783	159,101	20.8%
Microform Supplies	2,450	-	2,450	0.0%
Software Purchases	302,104	70,055	232,049	23.2%
Computer Supplies	46,000	4,380	41,620	9.5%
Processing Supplies	95,000	4,131	90,869	4.3%
Office Supplies	140,950	35,044	105,906	24.9%
Other Supplies	40,501	2,360	38,141	5.8%
<b>Total Supplies</b>	<b>827,889</b>	<b>157,753</b>	<b>670,136</b>	<b>19.1%</b>
<b>Library Materials</b>				
Audio-Visual Materials	886,800	228,687	658,113	25.8%
Books	1,529,750	368,658	1,161,092	24.1%
E-Materials	1,093,500	414,226	679,274	37.9%
Library Materials - Other	261,000	89,167	171,833	34.2%
Microforms	5,000	9,180	(4,180)	183.6%
Periodicals	120,443	96,460	23,983	80.1%
Serials	28,000	23,459	4,541	83.8%
Databases - On-Line Services	401,211	300,704	100,507	74.9%
Memorial Materials	-	2,363	(2,363)	100.0%
<b>Total Library Materials</b>	<b>4,325,704</b>	<b>1,532,904</b>	<b>2,792,800</b>	<b>35.4%</b>
<b>Utilities</b>				
Gas	99,713	25,608	74,105	25.7%
Electric	477,480	109,732	367,748	23.0%
Water And Sewer	102,525	9,157	93,368	8.9%
<b>Total Utilities</b>	<b>679,718</b>	<b>144,497</b>	<b>535,221</b>	<b>21.3%</b>
<b>Telecommunications</b>				
Data Telecommunications	328,880	107,180	221,700	32.6%

Pikes Peak Library District  
Statement of Expenditures  
General Fund  
Period 01/01/2017 - 04/30/2017

Percent of Year 33.0%

Account Description	FY 2017 Budget	Ytd Expended	Available Budget	% Used
Voice Telecommunications	57,600	14,756	42,844	25.6%
Cellular Telecommunication	73,200	15,462	57,738	21.1%
Telecommunications Expansion	10,000	-	10,000	0.0%
<b>Total Telecommunications</b>	<b>469,680</b>	<b>137,398</b>	<b>332,282</b>	<b>29.3%</b>
<b>Contractual Services</b>				
Janitorial Services	401,200	128,781	272,419	32.1%
Rental-Library Facilities	527,287	184,884	342,403	35.1%
Common Area Mntn Costs	139,745	47,385	92,360	33.9%
Rental-Storage Area	16,200	5,400	10,800	33.3%
Audit	41,450	-	41,450	0.0%
Legal	50,000	19,318	30,682	38.6%
Consultant	179,500	18,368	161,132	10.2%
Cataloging	50,600	5,016	45,584	9.9%
Trash Removal	22,799	5,876	16,923	25.8%
Copier Services	45,000	24,007	20,993	53.3%
Courier Services	200,800	-	200,800	0.0%
Ins-Not Employee Benefit	181,000	150,103	30,897	82.9%
Collection Agency Fees	41,000	9,979	31,021	24.3%
Printing	100,200	14,113	86,087	14.1%
Programming	273,169	43,884	229,285	16.1%
Treasurer Fees	386,656	245,743	140,913	63.6%
Microfilming Services	19,600	4,737	14,863	24.2%
Computer Support Agreement	140,500	52,255	88,245	37.2%
Maintenance-Computer Equipment	208,882	114,476	94,406	54.8%
Software Licenses	94,000	-	94,000	0.0%
Employee Assistance Program	17,000	4,942	12,058	29.1%
Parking	42,375	10,178	32,197	24.0%
<b>Total Contractual Services</b>	<b>3,178,963</b>	<b>1,089,445</b>	<b>2,089,518</b>	<b>34.3%</b>
<b>Repairs and Maintenance</b>				
Grounds Maintenance	71,400	11,020	60,380	15.4%
Vehicle Operating Supplies	54,750	15,542	39,208	28.4%
Maintenance-Equipment	501,198	90,191	411,007	18.0%
Repairs-Equipment	20,850	3,043	17,807	14.6%
Repairs-Furniture	32,500	3,114	29,386	9.6%
Repairs-Buildings	140,850	28,555	112,295	20.3%
<b>Total Repairs and Maintenance</b>	<b>821,548</b>	<b>151,465</b>	<b>670,083</b>	<b>18.4%</b>
<b>Other Services</b>				
Translation Services	2,500	93	2,407	3.7%
Advertising	2,750	337	2,413	12.3%
Bank And Trustee Fees	26,600	6,592	20,008	24.8%
Information Listing	15,000	13,810	1,190	92.1%
Mileage/Travel Reimbursement	70,959	11,718	59,241	16.5%

**Pikes Peak Library District**  
**Statement of Expenditures**  
**General Fund**  
**Period 01/01/2017 - 04/30/2017**

**Percent of Year 33.0%**

<b>Account Description</b>	<b>FY 2017 Budget</b>	<b>Ytd Expended</b>	<b>Available Budget</b>	<b>% Used</b>
Employee Recruitment	39,500	5,302	34,198	13.4%
Employee Testing	500	-	500	0.0%
Dues/Membership/Bus Functions	58,996	16,300	42,696	27.6%
Merchandising	5,000	11	4,989	0.2%
Employee Recognition/Excellence	20,525	964	19,561	4.7%
Board Of Trustees	5,000	819	4,181	16.4%
Community Outreach	70,000	15,586	54,414	22.3%
Training	228,516	31,645	196,871	13.8%
Signage	8,000	1,983	6,017	24.8%
Bindery	5,000	1,384	3,616	27.7%
Summer Reading Club	42,506	7,873	34,633	18.5%
Patron Reimbursement	1,000	-	1,000	0.0%
Postage	92,500	25,724	66,776	27.8%
Volunteer Program	5,900	1,778	4,122	30.1%
Safety & Wellness	18,500	3,204	15,296	17.3%
Other Grant Designated Fund Exp	352,884	7,482	345,402	2.1%
Administrative Support	10,500	264	10,236	2.5%
Rental-Equipment	1,000	-	1,000	0.0%
Other Expenses	14,589	6,870	7,719	47.1%
<b>Total Other Services</b>	<b>1,098,225</b>	<b>159,739</b>	<b>938,486</b>	<b>14.5%</b>
<b>Capital Outlay</b>				
Video Equip & Access	4,000	-	4,000	0.0%
Land Improvement	17,184	1,558	15,626	9.1%
Buildings	83,465	6,935	76,530	8.3%
Equipment	264,000	7,126	256,874	2.7%
Furniture	34,500	12,829	21,671	37.2%
Shelving	2,000	-	2,000	0.0%
Capital Outlay-Other Expenditures	17,500	2,187	15,313	12.5%
<b>Total Capital Outlay</b>	<b>422,649</b>	<b>30,635</b>	<b>392,014</b>	<b>7.2%</b>
<b>Operating Transfers to Other Funds</b>				
Fund Transfers Out	736,341	-	736,341	0.0%
<b>Total Expenditures</b>	<b>\$ 30,792,250</b>	<b>\$ 8,444,086</b>	<b>\$ 22,348,164</b>	<b>27.4%</b>

**Pikes Peak Library District  
Special Revenue Funds  
Period 01/01/2017 - 04/30/2017**

<b>Fund Balance - January 1, 2017</b>	\$ 276,398
<b>Budgeted Revenues</b>	-
<b>Budgeted Expenditures</b>	75
<b>Fund Balance - April 30, 2017</b>	<u><u>\$ 276,323</u></u>

**Fund Balance - By Fund**

Annual Fund	\$ 7,000
Cheyenne Mountain Library Fund	9,067
Fountain Branch Library Fund	18,650
High Prairie Library Fund	174,574
Sand Creek Library Fund	60,546
1905 Carnegie Library Facility Fund	4,374
Carnegie Garden Support Fund	999
Special Collections Support Fund	1,113
	<u><u>\$ 276,323</u></u>

Pikes Peak Library District  
 East Library Capital Projects Fund  
 Period 01/01/2017 - 04/30/2017

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
<b>Expenditures</b>							
<b>2017 Budget</b>							
Roof Inspection And Repairs	\$ 3,500	\$ -	\$ 3,500	\$ -	\$ -	\$ 3,500	0.0%
Blinds For ESL Office	2,200	-	2,200	-	2,127	73	96.7%
Blinds For Erc/Maker Space	4,500	-	4,500	-	3,466	1,034	77.0%
Window Leak-2nd Floor	7,500	-	7,500	-	-	7,500	0.0%
Additional Meeting Room Chairs	2,250	-	2,250	-	-	2,250	0.0%
Teen Center-Interior Paint	4,000	-	4,000	3,243	-	757	81.1%
Furnishings/Barrier Tween Area	4,000	-	4,000	-	3,074	926	76.9%
Mural	5,000	-	5,000	4,817	-	183	96.3%
Chair Replacement	3,500	-	3,500	2,542	-	958	72.6%
<b>Sub-Total</b>	<b>36,450</b>	<b>-</b>	<b>36,450</b>	<b>10,602</b>	<b>8,667</b>	<b>17,181</b>	<b>52.9%</b>
<b>Carryover From 2016</b>							
Paint Shelves	-	945	945	-	-	945	0.0%
Water Treatment System	-	3,000	3,000	-	-	3,000	0.0%
Roof Inspection and Repairs	-	2,375	2,375	-	-	2,375	0.0%
Ea Update Security Equipment	-	5,000	5,000	-	-	5,000	0.0%
Educational Resource Center	-	4,333	4,333	250	-	4,083	5.8%
IT Equipment	-	2,071	2,071	-	-	2,071	0.0%
<b>Sub-Total</b>	<b>-</b>	<b>17,724</b>	<b>17,724</b>	<b>250</b>	<b>-</b>	<b>17,474</b>	<b>1.4%</b>
<b>Total Expenditures</b>	<b>36,450</b>	<b>17,724</b>	<b>54,174</b>	<b>10,852</b>	<b>8,667</b>	<b>34,655</b>	<b>36.0%</b>
<b>Sources of Funds</b>							
Operating Transfer - General Fund	\$ -	\$ -	\$ -	-	\$ -	\$ -	0.0%
<b>Excess Revenues over Expenditures</b>				(10,852)			
<b>Fund Balance - January 1, 2017</b>				132,256			
<b>Fund Balance - February 28, 2017</b>				<u>\$ 121,404</u>			

Pikes Peak Library District  
 Penrose Library Capital Projects Fund  
 Period 01/01/2017 - 04/30/2017

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
<b>Expenditures</b>							
<b>2017 Budget</b>							
Additional Lighting	\$ 1,000	\$ -	\$ 1,000	\$ -	1,000	\$ -	100.0%
Roof Maintenance	3,500	-	3,500	-	-	3,500	0.0%
Window Blinds For EA	3,200	-	3,200	-	2,835	365	88.6%
Replace Existing Parking Meter	50,000	-	50,000	-	-	50,000	0.0%
Facade Repair	16,000	-	16,000	8,351	7,649	-	100.0%
Elevator Modernization - Cab	45,000	-	45,000	18,043	18,043	8,914	80.2%
Convert Pea Gravel Walk	2,000	-	2,000	-	2,000	-	100.0%
Wood Repairs & Scaffolding	40,000	-	40,000	-	36,570	3,430	91.4%
Shelving Signage	2,000	-	2,000	-	-	2,000	0.0%
Replace 4 Staff Chairs	1,500	-	1,500	-	-	1,500	0.0%
<b>Sub-Total</b>	<b>164,200</b>	<b>-</b>	<b>164,200</b>	<b>26,394</b>	<b>68,097</b>	<b>69,709</b>	<b>57.5%</b>
<b>Carryover From 2016</b>							
Building improvements	-	5,280	5280	-	-	5,280	0.0%
Roof Inspection And Repairs	-	2,280	2,280	-	-	2,280	0.0%
Replace Floors In Elevators	-	3,500	3,500	-	-	3,500	0.0%
Window Caulking	-	53,013	53,013	-	48,410	4,603	91.3%
Furniture And Equipment	-	464	464	-	-	464	0.0%
<b>Sub-Total</b>	<b>-</b>	<b>59,257</b>	<b>59,257</b>	<b>-</b>	<b>48,410</b>	<b>10,847</b>	<b>81.7%</b>
<b>Total Expenditures</b>	<b>164,200</b>	<b>59,257</b>	<b>223,457</b>	<b>26,394</b>	<b>116,507</b>	<b>80,556</b>	<b>64.0%</b>
<b>Sources of Funds</b>							
Operating Transfer - General Fund	\$ 59,690	\$ -	\$ 59,690	-	-	\$ 59,690	0.0%
<b>Excess Revenues over Expenditures</b>				(26,394)			
<b>Fund Balance - January 1, 2017</b>				173,206			
<b>Fund Balance - February 28, 2017</b>				<u>\$ 146,812</u>			

Pikes Peak Library District  
Library 21c Capital Projects Fund  
Period 01/01/2017 - 04/30/2017

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
<b>Expenditures</b>							
<b>2017 Budget</b>							
Parking Repairs	\$ 570,000	\$ -	\$ 570,000	\$ -	\$ 533,000	\$ 37,000	93.5%
Sound Attenuation	5,000	-	5,000	-	1,851	3,149	37.0%
Improve Teen Gaming Room	30,000	-	30,000	7,500	-	22,500	25.0%
Install Electrical Outlets	5,000	-	5,000	-	-	5,000	0.0%
ADA Fixtures	10,000	-	10,000	-	-	10,000	0.0%
Signage	5,000	-	5,000	-	-	5,000	0.0%
Patron Registration	3,000	-	3,000	-	-	3,000	0.0%
Taz 3D Printer	10,000	-	10,000	-	-	10,000	0.0%
Portable Projectors	13,000	-	13,000	-	-	13,000	0.0%
Munis Record Management System	30,000	-	30,000	-	-	30,000	0.0%
<b>Sub-Total</b>	<b>681,000</b>	<b>-</b>	<b>681,000</b>	<b>7,500</b>	<b>534,851</b>	<b>138,649</b>	<b>79.6%</b>
<b>Carryover From 2016</b>							
Parking Repairs	-	30,000	30,000	-	-	30,000	0.0%
Install Ceiling Fans In Children's	-	1,750	1,750	-	-	1,750	0.0%
Sound Dampening Of AMH Space	-	3,000	3,000	-	-	3,000	0.0%
Contingency	-	37,868	37,868	-	-	37,868	0.0%
Staging	-	4,675	4,675	-	-	4,675	0.0%
Audio/Lighting	-	4,000	4,000	-	-	4,000	0.0%
Audio Room - Mikes Hanging	-	1,500	1,500	-	-	1,500	0.0%
<b>Sub-Total</b>	<b>-</b>	<b>82,793</b>	<b>82,793</b>	<b>-</b>	<b>-</b>	<b>82,793</b>	<b>0.0%</b>
<b>Total Expenditures</b>	<b>681,000</b>	<b>82,793</b>	<b>763,793</b>	<b>7,500</b>	<b>534,851</b>	<b>221,442</b>	<b>71.0%</b>
<b>Sources of Funds</b>							
Donations	\$ 30,000	\$ -	\$ 30,000	35,000	\$ -	\$ 5,000	116.7%
<b>Excess Revenues over Expenditures</b>				27,500			
<b>Fund Balance - January 1, 2017</b>				777,665			
<b>Fund Balance - February 28, 2017</b>				<u>\$ 805,165</u>			



Pikes Peak Library District  
 Capital Reserve Fund  
 Period 01/01/2017 - 04/30/2017

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
<b>Expenditures</b>							
<b>2017 Budget</b>							
Ho-Access Control	5,700	-	5,700	-	-	5,700	0.0%
Mo-Access Control	12,000	-	12,000	-	-	12,000	0.0%
Ro-Access Control	2,000	-	2,000	-	-	2,000	0.0%
Sa-Access Control	1,100	-	1,100	-	-	1,100	0.0%
Upgrade Intrusion Alarm System	20,000	-	20,000	-	-	20,000	0.0%
Mo-Carpet Replacement	30,000	-	30,000	-	-	30,000	0.0%
Dw- Concrete Replacement	12,000	-	12,000	-	-	12,000	0.0%
Dw - Asphalt Repairs	15,000	-	15,000	-	-	15,000	0.0%
Mo-Painting	10,000	-	10,000	-	-	10,000	0.0%
Staff Lounges Improvements	30,000	-	30,000	-	-	30,000	0.0%
Adult Ed Improvements	30,000	-	30,000	-	-	30,000	0.0%
Water Management System	25,000	-	25,000	-	-	25,000	0.0%
Furniture Replacement	25,000	-	25,000	-	-	25,000	0.0%
Standing Workstation-Garage	1,000	-	1,000	-	-	1,000	0.0%
Ho-Study Table & Chairs	9,000	-	9,000	-	8,957	43	99.5%
Mo-Storage Cabinets	1,500	-	1,500	-	-	1,500	0.0%
Mo-Reupholster Mr Chairs	1,600	-	1,600	-	-	1,600	0.0%
Pa-Storage Shed	2,800	-	2,800	-	-	2,800	0.0%
Pa-Reupholster Patron Chairs	1,000	-	1,000	-	-	1,000	0.0%
Vehicles	50,000	-	50,000	-	-	50,000	0.0%
Bo - Senior Van	75,000	-	75,000	-	-	75,000	0.0%
Contingency	25,000	-	25,000	-	-	25,000	0.0%
Servers-Replacements	40,000	-	40,000	-	-	40,000	0.0%
Maintenance Hard&Soft	52,323	-	52,323	-	-	52,323	0.0%
Maintenance Data domains	24,000	-	24,000	-	-	24,000	0.0%
Primary Storage	25,000	-	25,000	-	-	25,000	0.0%
Offsite Backup System	20,000	-	20,000	-	-	20,000	0.0%

Pikes Peak Library District  
 Capital Reserve Fund  
 Period 01/01/2017 - 04/30/2017

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
Replace Computers	80,000	-	80,000	-	-	80,000	0.0%
Upgrades To Avid Liquid 7.0	1,000	-	1,000	-	-	1,000	0.0%
Laptops, Tablets, Netbooks	25,000	-	25,000	-	-	25,000	0.0%
Self-Check Stations	82,434	-	82,434	-	6,500	75,934	7.9%
Other Peripheral-Video Project	12,000	-	12,000	336	-	11,664	2.8%
Telecom Switches	60,000	-	60,000	48,895	-	11,105	81.5%
Firewall Replacement	45,000	-	45,000	-	-	45,000	0.0%
Update Security Equip - Pe	5,000	-	5,000	-	-	5,000	0.0%
Ut-Ceiling Projector	1,000	-	1,000	-	-	1,000	0.0%
Dibos And Camera Upgrades	50,000	-	50,000	-	-	50,000	0.0%
Children's Equipment	52,000	-	52,000	-	-	52,000	0.0%
Computer Commons Equipment	26,000	-	26,000	-	-	26,000	0.0%
Special Collections Equip	29,000	-	29,000	-	-	29,000	0.0%
Cloud Computing Transition	15,000	-	15,000	-	-	15,000	0.0%
Mo Library It Infrastructure	50,000	-	50,000	-	-	50,000	0.0%
Ea Library Tween Computers	4,000	-	4,000	-	-	4,000	0.0%
Ch Patron Laptops	5,000	-	5,000	-	-	5,000	0.0%
<b>Sub-Total</b>	<b>1,088,457</b>	<b>-</b>	<b>1,088,457</b>	<b>49,231</b>	<b>15,457</b>	<b>1,023,769</b>	<b>5.9%</b>

**Carryover From 2016**

Building Maint-Minor Renov Prj	-	25,000	25,000	-	-	25,000	0.0%
Ch Carpet Replacement	-	30,000	30,000	23,520	-	6,480	78.4%
Ho - Rolling Wall Partition	-	2,200	2,200	-	-	2,200	0.0%
Ho - upgrade lock	-	5,100	5,100	-	-	5,100	0.0%
Ma - Building Maintenance/Mino	-	10,000	10,000	-	-	10,000	0.0%
Ma - Other Furn Or Equip Repl	-	1,000	1,000	-	-	1,000	0.0%
Mo-Drive Up Book Drop Improv	-	6,583	6,583	-	-	6,583	0.0%
Mo-Restroom Improvements	-	1,330	1,330	-	-	1,330	0.0%
Dw- Concrete Replacement	-	7,171	7,171	-	-	7,171	0.0%
Dw - Asphalt Repairs	-	15,373	15,373	400	-	14,973	2.6%

**Pikes Peak Library District**  
**Capital Reserve Fund**  
**Period 01/01/2017 - 04/30/2017**

<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>	<b>% Used</b>
Dw-Card Reading Access Accesso	-	5,300	5,300	-	-	5,300	0.0%
Vehicles	-	10,300	10,300	-	-	10,300	0.0%
New Wrap For Bookmobile 702	-	5,000	5,000	-	-	5,000	0.0%
Replace Generator For Bo	-	1,915	1,915	-	-	1,915	0.0%
Contingency	-	82,479	82,479	5,280	13,501	63,698	22.8%
Other Expenses	-	1,125	1,125	-	-	1,125	0.0%
Servers	-	629	629	-	-	629	0.0%
Servers-Replacements	-	15,000	15,000	-	-	15,000	0.0%
Windows Server Cal'S	-	26,582	26,582	-	-	26,582	0.0%
Maintenance Hard&Soft	-	44,276	44,276	32,801	-	11,475	74.1%
Webcams For Server Rooms	-	403	403	-	-	403	0.0%
Sirsi Test Server	-	2,532	2,532	-	-	2,532	0.0%
Cloud Hosting Support	-	11,485	11,485	-	-	11,485	0.0%
Maintenance Data domains	-	7,028	7,028	-	-	7,028	0.0%
Laptops, Tablets, Netbooks	-	32,454	32,454	32,454	-	-	100.0%
Adult Literacy Depart Laptops	-	4,371	4,371	4,371	-	-	100.0%
Laptop Staff Lab - Pe	-	615	615	615	-	-	100.0%
Laptop Lab Cc	-	13,000	13,000	-	-	13,000	0.0%
Laptops - Ch	-	5,000	5,000	-	-	5,000	0.0%
Laptops-Ho	-	6,000	6,000	-	-	6,000	0.0%
Self-check stations	-	62,695	62,695	62,695	-	-	100.0%
Barcode Scanners	-	15,102	15,102	-	-	15,102	0.0%
Tipping Point Replacements	-	5,270	5,270	-	-	5,270	0.0%
Mobile Device Management	-	5,200	5,200	-	-	5,200	0.0%
Archival Manag System	-	12,000	12,000	-	-	12,000	0.0%
Replace Data Domain	-	1,255	1,255	-	-	1,255	0.0%
Equip Init - Security	-	8,121	8,121	-	-	8,121	0.0%
Cash Drawer Project	-	5,000	5,000	-	-	5,000	0.0%
Network All Copiers	-	4,958	4,958	-	-	4,958	0.0%
Children's-IPad For Programming	-	1,769	1,769	-	-	1,769	0.0%
Data Drops At Ho	-	1,000	1,000	-	-	1,000	0.0%

Pikes Peak Library District  
 Capital Reserve Fund  
 Period 01/01/2017 - 04/30/2017

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
Wan Upgrades, Trenching	-	11,963	11,963	-	-	11,963	0.0%
Phone System	-	29,768	29,768	-	-	29,768	0.0%
Bibframe Linked Data Project	-	12,500	12,500	-	-	12,500	0.0%
Launchpad Kids App/Games/Educa	-	40,000	40,000	-	-	40,000	0.0%
Laptop For Special Collection	-	2,000	2,000	-	-	2,000	0.0%
Small Nas For Special Collection	-	1,250	1,250	-	-	1,250	0.0%
Ma-Downstairs Pac, Cabling	-	2,000	2,000	-	-	2,000	0.0%
Replace Jamex Boxes	-	15,786	15,786	-	-	15,786	0.0%
New Computers, Apps For Children	-	10,000	10,000	-	-	10,000	0.0%
Studio flooring	-	16,067	16,067	8,135	6,200	1,732	89.2%
Contingency I/T	-	17,358	17,358	-	-	17,358	0.0%
<b>Sub-Total</b>	-	660,313	660,313	170,271	19,701	470,341	28.8%
<b>Total Expenditures</b>	1,088,457	660,313	1,748,770	219,502	35,158	1,494,110	14.6%

Sources of Funds

Operating transfer - General Fund	\$ 676,651	\$ -	\$ 676,651	-	\$ -	\$ 676,651	0.0%
<b>Excess Revenues over Expenditures</b>				(219,502)			
<b>Fund Balance - January 1, 2017</b>				1,051,188			
<b>Fund Balance - February 28, 2017</b>				<u>\$ 831,686</u>			

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

	<b>ColoTrust Investments</b>	<b>Wells Fargo Checking</b>	<b>Total Cash</b>
Cash Apr. 1, 2017	\$ 15,930,723	\$ (136,569)	\$ 15,794,154
Receipts Apr. 2017			
Property Taxes	2,106,973		2,106,973
Daily Cash Receipts		37,845	37,845
Credit Card Receipts		11,216	11,216
Return items and adjustments		(6)	(6)
Interest	13,473		13,473
Disbursements Apr. 2017			
Payment of Bills week of 4/3/17		(97,397)	(97,397)
Payment of Bills week of 4/10/17		(177,264)	(177,264)
Payment of Bills week of 4/17/17		(343,513)	(343,513)
Payment of Bills week of 4/24/17		(262,611)	(262,611)
Payroll 4/7/17		(553,125)	(553,125)
Payroll 4/21/17		(559,461)	(559,461)
EOM Payroll bills		(32,348)	(32,348)
Bank and credit card fees		(1,910)	(1,910)
Transfer between funds	(2,000,000)	2,000,000	-
Cash Apr. 30, 2017	<u>\$ 16,051,168</u>	<u>\$ (115,145)</u>	<u>\$ 15,936,024</u>

## Library Services Report June 13, 2017



Work on the Grow Your Novelist Usage Grant continued. Heidi Buljung, Christine Dyar, and Melissa Mitchell recorded the fourth podcast – “PPLD in the Stacks” focusing on readers’ advisory (<https://ppld.org/podcasts>). In addition, the second Book Lover’s Mixer was host to Hal Bidlak as Alexander Hamilton. Staff served the signature mocktails – Novelist Bellini and a Caribbean Punch (Hamilton was born in the Caribbean!) 69 attended.



Deb Hamilton, Law Librarian, presented at the Southwest Association of Law Libraries conference in Albuquerque, NM. She was part of a panel with two Texas County Law Librarians in a session entitled, “Where’s My Free Lawyer: Legal Reference to the Pro Se Patron”.

Melanie Wehrle, Senior Outreach Librarian, attended the quarterly SRC (Senior Resources Council) Membership meeting, the monthly Senior Resource Council Board of Directors meeting and the 7th Annual Chef Showcase fundraiser for Rocky Mountain Health Care Service as a SRC Board Member.

Becca Philipsen hosted the Teen Art Contest Award Ceremony on April 2. Around 65 teen artists and their friends and families attended to celebrate the talents of the teen artists

112 children and parents participated in the 21c Homeschool program. The favorite project by far was crystalizing watercolor painting, but they also enjoyed making water bottle wind spirals, CD sun catchers, bird feeders, and necklaces. The Homeschool Science @ East focused on preparation for the upcoming Egg Drop Contest in May. A crowd of 85 children and parents learned about physics basics, stepped on soda cans to test structural force, and created prototype designs for devices to protect their eggs out of straws, tape, and balloons.

One Book 4 Colorado kicked off with a Mouse Party and a special visit from Linnea Riley, the author of *Mouse Mess*. Staff gave lots of books to four-year-olds!



LibGuides are working! LibGuides are a content management and information sharing system designed specifically for libraries making access to information easier for patrons. The Law and Legal Resources LibGuide, developed by Deb Hamilton, has been viewed 11,965 times in 2017! Joelle Wren is coordinating the development of LibGuides for our recommended websites.

## Branch Services Report June 13, 2017

**Adult Ed:** Staff met with representatives of Crossing Church, a local Spanish speaking congregation that is opening a community center to assist the local immigrant population. Adult Education and Crossing Church will partner to provide Speak English, a Path to Citizenship class and other services at their location at Boulder and Platte.



**CH:** Staff have been especially creative with programming. Everything from making pasta to our first repair café!

**HI:** It is that time of year to ramp up the Seed Library and programming associated with it. After some staff transition we re-established our connection with the Community Outreach Coalition in Calhan as well as preparing to launch a “passive outreach” program in local business.

**HO:** Domingo attended the Murray Corridor security group meeting with CSPD dealing with critical community issues. Janet manned a PPLD booth at the “Cinco de Mayo” city celebration sponsored promoted at the Latino Luncheon committee.

**MA/UT:** National Library Week found Margaret and Director John at Manitou Springs City Council to hear the mayor read and sign our Library Proclamation. Later, we celebrated our hard-working volunteers who give of their time every week to make our jobs go more smoothly. Margaret hosted the Chamber of Commerce’s Business Networking Group at the library who meet once each month to become more connected with those in our business community.

**MLS:** Springtime is one of the most fun times on the Mobiles as we provide programs to schools around the district. Space was the broad theme for the staff to choose books, riddles, songs and props to share with the children. The coolest part of the program were the moon rocks, borrowed from the Geology Department at Colorado College.

**MO/PA:** April culminated in our volunteer appreciation breakfast to celebrate our wonderful volunteers, without whom we certainly couldn’t provide the programming, outreach, and myriad activities that our patrons love about the library.



**OL:** Trish met with the OCCF Board in preparation for the Taste of OCC, a smashing success with the best ticket sales ever. OL hosted the PPLD outreach table with fun activities for the 208 visitors who stopped by our table. Over 150 attended the Mad Hatter children’s book sale.

**RO:** We hosted a tea party for our beloved volunteers in lieu of our monthly meeting. It was wonderful for the volunteers and staff to spend some time together. So often staff members may never get a chance to meet a volunteer who don’t work at the same time as them.

**SA/FO:** Every year during the month of April, Fountain hosts the D8 K-12 Student Art Show. Library Staff and City of Fountain’s Mayor select their favorite pieces and give out awards. SA hosted Dia de los Ninos. Families made crafts together and we set up an obstacle room that had tunnels, hula hoops, and racing dominos. Every child who attended left with a brand new free book.

**Chief Librarian & CEO's Report  
June 13, 2017**

Circulation data for May 2017 is enclosed. Data is provided by item type and by the facility from which it was checked out. Visitor counts for each PPLD facility are also presented. May 2017 data is compared to data for May 2016.



2017 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	65426	56029	65899	60703	60582	0	0	0	0	0	0	0	308639
Mobile Libraries Total	13662	13144	13896	13300	13323	0	0	0	0	0	0	0	67325
Cheyenne	26625	31084	36349	31514	33759	0	0	0	0	0	0	0	159331
Fountain	14826	13830	17458	15818	16053	0	0	0	0	0	0	0	77985
High Prairie	24970	23044	27635	23106	24943	0	0	0	0	0	0	0	123698
Holley	30802	27612	31993	29414	31479	0	0	0	0	0	0	0	151300
Manitou	4328	3945	5079	4356	4598	0	0	0	0	0	0	0	22306
Monument	32089	29776	34975	31421	34001	0	0	0	0	0	0	0	162262
Old Colorado City	18979	17241	20090	17611	18810	0	0	0	0	0	0	0	92731
Palmer Lake	3665	3770	4231	3582	3858	0	0	0	0	0	0	0	19106
Rockrimmon	30019	28473	32396	28694	32047	0	0	0	0	0	0	0	151629
Sand Creek	30571	29847	33347	31028	31096	0	0	0	0	0	0	0	155889
Ute Pass	2727	2510	3095	2507	2606	0	0	0	0	0	0	0	13445
Senior Van	1993	1650	1901	1672	1704	0	0	0	0	0	0	0	8920
Bookmobiles	11669	11494	11995	11628	11619	0	0	0	0	0	0	0	58405
East	115150	101730	115308	106561	111657	0	0	0	0	0	0	0	550406
Library 21c	73374	72496	88727	77305	82107	0	0	0	0	0	0	0	394009
Dispensers	332	321	388	193	212	0	0	0	0	0	0	0	1446
Parenting	136	104	131	103	91	0	0	0	0	0	0	0	565
<b>Total Physical Materials</b>	<b>487681</b>	<b>454956</b>	<b>530997</b>	<b>477216</b>	<b>501222</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2452072</b>

YTD CIRC Comparison	2017	2016	% Change
Penrose	308639	336734	-8.3%
Mobile Libraries Total	67325	71602	-6.0%
Cheyenne	159331	185615	-14.2%
Fountain	77985	82004	-4.9%
High Prairie	123698	130206	-5.0%
Holley	151300	170660	-11.3%
Manitou	22306	19835	12.5%
Monument	162262	175141	-7.4%
Old Colorado City	92731	109405	-15.2%
Palmer Lake	19106	18204	5.0%
Rockrimmon	151629	160906	-5.8%
Sand Creek	155889	177234	-12.0%
Ute Pass	13445	14212	-5.4%
Senior Van	8920	9591	-7.0%
Bookmobiles	58405	62011	-5.8%
East	550406	636840	-13.6%
Library 21c	394009	364421	8.1%
Dispensers	1446	9575	-84.9%
Parenting	565	544	3.9%
<b>Total Physical Materials</b>	<b>2452072</b>	<b>2663138</b>	<b>-7.9%</b>

Current Month Comparison CIRCULATION	2017	2016	% Change
Penrose	60582	64935	-6.7%
Mobile Libraries Total	13323	14023	-5.0%
Cheyenne	33759	37887	-10.9%
Fountain	16053	16894	-5.0%
High Prairie	24943	26384	-5.5%
Holley	31479	33121	-5.0%
Manitou	4598	3918	17.4%
Monument	34001	35858	-5.2%
Old Colorado City	18810	21173	-11.2%
Palmer Lake	3858	3559	8.4%
Rockrimmon	32047	32243	-0.6%
Sand Creek	31096	35316	-11.9%
Ute Pass	2606	2684	-2.9%
Senior Van	1704	1994	-14.5%
Bookmobiles	11619	12029	-3.4%
East	111657	129241	-13.6%
Library 21c	82107	73935	11.1%
Dispensers	212	2683	-92.1%
Parenting	91	110	-17.3%
<b>Total Physical Materials</b>	<b>501222</b>	<b>533964</b>	<b>-6.13%</b>

Report for May 2017

Current Month Comparison VISITORS	2017	2016	% Change
Penrose	45962	46919	-2.0%
Mobile Libraries Total	3336	3323	0.4%
Cheyenne	19234	19586	-1.8%
Fountain	9686	8771	10.4%
High Prairie	9602	9463	1.5%
Holley	18645	17259	8.0%
Manitou	4499	3819	17.8%
Monument	16862	17814	-5.3%
Old Colorado City	13161	13468	-2.3%
Palmer Lake	2056	1599	28.6%
Rockrimmon	18977	16708	13.7%
Sand Creek	22619	22152	2.1%
Ute Pass	1474	1505	-2.1%
East	49206	54963	-10.5%
Library 21c	40668	45456	-10.5%
<b>TOTAL</b>	<b>276007</b>	<b>282805</b>	<b>-2.4%</b>
Special Collections	3015	2814	7.1%

FO: reporting error in May 2016  
 MA: increased children's programming in 2017  
 PA: door counter not working May 2016  
 RO: door counter not working May 2016

# Circulation of Physical Materials by Facility & Visits by Facility May 2017

2017 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	65426	56029	65899	60703	60582	0	0	0	0	0	0	0	308639
Mobile Libraries Total	13662	13144	13896	13300	13323	0	0	0	0	0	0	0	67325
Cheyenne	26625	31084	36349	31514	33759	0	0	0	0	0	0	0	159331
Fountain	14826	13830	17458	15818	16053	0	0	0	0	0	0	0	77985
High Prairie	24970	23044	27635	23106	24943	0	0	0	0	0	0	0	123698
Holley	30802	27612	31993	29414	31479	0	0	0	0	0	0	0	151300
Manitou	4328	3945	5079	4356	4598	0	0	0	0	0	0	0	22306
Monument	32089	29776	34975	31421	34001	0	0	0	0	0	0	0	162262
Old Colorado City	18979	17241	20090	17611	18810	0	0	0	0	0	0	0	92731
Palmer Lake	3665	3770	4231	3582	3858	0	0	0	0	0	0	0	19106
Rockrimmon	30019	28473	32396	28694	32047	0	0	0	0	0	0	0	151629
Sand Creek	30571	29847	33347	31028	31096	0	0	0	0	0	0	0	155889
Ute Pass	2727	2510	3095	2507	2606	0	0	0	0	0	0	0	13445
Senior Van	1993	1650	1901	1672	1704	0	0	0	0	0	0	0	8920
Bookmobiles	11669	11494	11995	11628	11619	0	0	0	0	0	0	0	58405
East	115150	101730	115308	106561	111657	0	0	0	0	0	0	0	550406
Library 21c	73374	72496	88727	77305	82107	0	0	0	0	0	0	0	394009
Dispensers	332	321	388	193	212	0	0	0	0	0	0	0	1446
Parenting	136	104	131	103	91	0	0	0	0	0	0	0	565
<b>Total Physical Materials</b>	<b>487681</b>	<b>454956</b>	<b>530997</b>	<b>477216</b>	<b>501222</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2452072</b>

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Parenting	565	644	3.9%
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Penrose	60582	64935	-6.7%
Mobile Libraries Total	13323	14023	-5.0%
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Report for May 2017

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East	49206	54963	-10.5%
Library 21c	40668	45456	-10.5%
<b>TOTAL</b>	<b>276007</b>	<b>282805</b>	<b>-2.4%</b>
Special Collections	3015	2814	7.1%

## Circulation by Item Type May 2017

**Consent Agenda: New Hires**

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

Simone Wallace: East, Library Assistant (20 hrs)  
Susan Sheahan: Penrose, Summer Reading Temp (15-30 hrs)  
Nanette Anderson: Monument, Library Assistant (12.5 hrs)  
Marietta Montaine: East, Library Associate (20 hrs)  
Johanna Pacheco: Sand Creek, Library Assistant (20 hrs)  
Benjamin Learned: Penrose, Security Officer (20 hrs)  
Sarah Brooks: Library 21c, Finance Assistant 3 (30 hrs)

**Pikes Peak Library District  
Strategic Plan 2017-2020**

PPLD management has been working to develop a strategic plan that will carry The Library through 2020, and the Board has seen the results of each incremental step within that process. This final version is presented for discussion, and we recommend that this plan be adopted.

STRATEGIC FOCUS	EFFORTS	OUTCOMES
<b>COMMUNITY</b>	Facilitate and steward the alignment of human capital, relationships and knowledge networks.  Create enlightened dialogues and serve as a social connector.	PPLD is a people-focused public library that embraces new ways of working together to advance greater integration and cooperation in our community.
<b>SPACES</b>	Provide, maintain and improve a variety of flexible, sustainable and innovative spaces.  Explore and develop opportunities with other organizations for collaborative spaces, both internal and external, throughout the District.	PPLD is <u>the</u> community center.  The community has opportunities to thrive.
<b>INNOVATION/CREATIVITY</b>	Create opportunities for individuals to collaborate, innovate, inspire one another and generate content.  Focus on community interests and trends.  Utilize innovation and creativity to highlight the history and culture of the Pikes Peak Region.	Each individual will maximize her/his creative potential.  PPLD will support lifelong learning and foster a learning community.
<b>SERVICE</b>	Design and implement services to anticipate and meet the needs of increasingly diverse communities with unique needs and expectations.  Remove barriers and take bold risks to design and deliver exemplary services that set a national standard of excellence for libraries.	The customer experience at PPLD will emphasize convenience, speed, ease and satisfaction.  PPLD collections and services will be responsive to community needs and relevant to residents' lives.
<b>INTERNAL — STAFF</b>	Create and maintain an environment that allows employees to take maximum advantage of their abilities to grow personally and professionally in alignment with PPLD's mission.  Offer competitive compensation, benefits and work environment to attract and retain quality employees.  Develop and maintain an organizational structure that is responsive, agile and quality focused.	PPLD staff members are community-focused, confident and motivated.
<b>ACCOUNTABILITY</b>	Promote efficient and effective use of financial resources entrusted to PPLD.  Foster community understanding of PPLD with a focus on initiatives tied to strategic efforts.	PPLD will be prudent in the utilization of its financial resources.  PPLD will reestablish its brand as a trusted community resource, asset and partner.