



PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
MARCH 18, 2020 4 PM
PENROSE LIBRARY – 20 N. CASCADE AVENUE

- I. CALL TO ORDER
- II. ITEMS TOO LATE FOR THE AGENDA
- III. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- IV. CORRESPONDENCE AND PRESENTATIONS
 - A. Correspondence:
 - 1. Letter from and Response to State Auditor (p. 1)
 - 2. Thank You from Gianna Cipponeri and Mary Sauerborn (p. 5)
 - B. Friends of Pikes Peak Library District Report: S. Adams (p. 6)
- V. BUSINESS ITEMS
 - A. Decision 20-3-1: Minutes of the February 26, 2020 Meeting (p.7)
 - B. Consent Items
 - Consent items shall be acted upon as a whole, unless a specific item is called for discussion.*
 - Any item called for discussion shall be acted upon separately as "New Business".*
 - C. Unfinished Business
 - D. New Business
 - 1. Decision 20-3-2: Macmillan eBooks (J. Pierce, J. Spears)
 - 2. Decision 20-3-3: Ruth Holley Learning Lab (G. Syling)

The Board will take a brief break for photos at 5 pm

- VI. REPORTS
 - A. Pikes Peak Library District Foundation Report (L. James) (p. 13)
 - B. Financial Report (M. Varnet) (p. 14)
 - C. Public Services Report (T. Shainidze Krebs) (p. 30)
 - D. Library Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Safety, Social Services & Security Report (p. 36)
 - E. Chief Librarian's Report (J. Spears)
 - F. Board Reports
 - 1. Governance Committee Report
 - 2. Internal Affairs Committee Report
 - 3. Public Affairs Committee Report
 - 2. Adopt-a-Trustee Reports
 - 5. Board President's Report
- VII. EXECUTIVE SESSION
 - Executive Session to discuss personnel matters related to the annual goals for the Chief Librarian & CEO as authorized by C.R.S. § 24-6-402(4)(f)
- VIII. NEW BUSINESS CONTINUED
 - 1. Decision 20-3-4: Chief Librarian & CEO's Goals for 2020
- IX. ADJOURNMENT

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

Providing resources and opportunities that impact individual lives and build community



February 20, 2020

Board of Directors
Pikes Peak Library District
5550 N Union Blvd
Colorado Springs CO 80918

RE: 3530.00

To Whom it May Concern:

The Colorado Local Government Audit Law (Section 29-1-601, et seq., C.R.S.) directs the State Auditor to examine the audits of all local governments in Colorado. In compliance with this law, we have reviewed the audited financial report of the Pikes Peak Library District for the year ended December 31, 2018. We noted the following items in the 2018 report that we believe deserve your attention:

It appears the District has not properly implemented Governmental Accounting Standards Board (GASB) Statement No. 82. Specifically, the statement requires governments with qualified single employer or cost sharing pension plans to report covered payroll instead of covered employee payroll in their Required Supplementary Information (RSI) schedules. We noted the District did not change all instances of the term "covered employee payroll" to "covered payroll" in the RSI schedules. Therefore, we were unable to determine if the District fully implemented all elements of the standard. Please ensure this change is made in future reports. [GASB Statement No. 82, ¶¶5-6,9,12]

Governmental Accounting Standards Board (GASB) Statement No. 72, ¶81 requires that governments disclose information related to each type of recurring or nonrecurring asset or liability measured at fair value in the statement of net position. Specifically, the District should disclose the fair value measurement of investments, their level within the fair value hierarchy, and a description of the valuation technique used for each type of asset or liability measured at fair value. We encourage the District to carefully review the standard and ensure all applicable disclosures are included in future reports. [GASB Statement No. 72 ¶ 80-81]



We Set the Standard for Good Government

Information provided to our office indicates the following Component Unit exists:

- Pikes Peak Library District Building Authority

To enable us to ensure all Component Units are audited, please mention all Component Units by name in future audit reports. Also, please provide our office with information regarding entities that were dissolved and a current listing of Component Units within 90 days from the date of this letter.

Please feel free to call us at 303-869-3000. For further resources, see our website at: www.colorado.gov/auditor.

Sincerely,

A handwritten signature in black ink that reads "Crystal L Dorsey". The signature is written in a cursive style with a large initial "C" and "D".

Crystal L Dorsey, CPA
Local Government Audit Manager

cc: BKD, LLP

February 26, 2020

Office of the State Auditor
Local Government Audit Division
Attn: Ms. Crystal Dorsey, CPA
1525 Sherman St.
7th Floor
Denver, CO 80203 – 1700

Dear Ms. Dorsey:

The purpose of this letter is to respond to the comments you included in your letter to the Pikes Peak Library District, dated February 20, 2020. The responses below are made in order of the comments provided in your letter.

Comment #1

It appears the District has not properly implemented Governmental Accounting Standards Board (GASB) Statement No. 82. Specifically, the statement requires governments with qualified single employer or cost-sharing pension plans to report covered payroll instead of covered employee payroll in their Required Supplementary Information (RSI) schedules. We noted the District did not change all instances of the term "covered employee payroll " to "covered payroll" in the RSI schedules. Therefore, we were unable to determine if the District fully implemented all elements of the standard. Please ensure this change is made in future reports. [GASB Statement No. 82, <j[S- 6,9,12)

PPLD's Response:

On page 95, Note II, the first line refers to covered employee payroll amount. The word "employee" will be removed for this sentence for the 2019 audit. I did not see any other instances in which the term "covered employee" was referred to in this section of the CAFR.

Comment #2

Governmental Accounting Standards Board (GASB) Statement No. 72, <j[81 requires that governments disclose information related to each type of recurring or nonrecurring asset or liability measured at fair value in the statement of net position. Specifically, the District should disclose the fair value measurement of investments, their level within the fair value hierarchy, and a description of the valuation technique used for each type of asset or liability measured at fair value. We encourage the District to carefully review the standard and ensure all applicable disclosures are included in future reports. [GASB Statement No. 72 <j[80-81)

PPLD's Response:

Page 75 of the 2018 CAFR includes a section called "Investment in a State Investment Pool". This section talks about our investments, which is entirely our account with COLOTRUST. The second sentence of this paragraph states, "The fair value of the position of the pool is measured at net asset value and is designed to approximate the share value." Our auditors, BKD, LLP believe this is sufficient disclosure for our compliance with GASB 72. If that is not the case, could you please let me know? Regardless, we will closely review GASB 72 as we prepare the CAFR for our 2019 financial records.

Comment #3

Information provided to our office indicates the following Component Unit exists:

Pikes Peak Library District Building Authority

To enable us to ensure all Component Units are audited, please mention all Component Units by name in future audit reports. Also, please provide our office with information regarding entities that were dissolved and a current listing of Component Units within 90 days from the date of this letter.

PPLD's Response:

The Pikes Peak Library District Building Authority was used in conjunction with PPLD's 1996 Certificates of Participation. It has not had any financial activity since 1997 or thereabouts. It has been inactive for many years. We have not officially dissolved it, but again it has not had any financial activity for 20+ years. When it was active, it was blended in to our financial statements.

The Pikes Peak Library District is the only other component unit we have, and their financial records are discreetly presented (separate statements within PPLD's 2018 CAFR). PPLD does not have any other component units.

Conclusion:

Please feel free to call me directly at 719-884-9700 if I can be of further assistance.

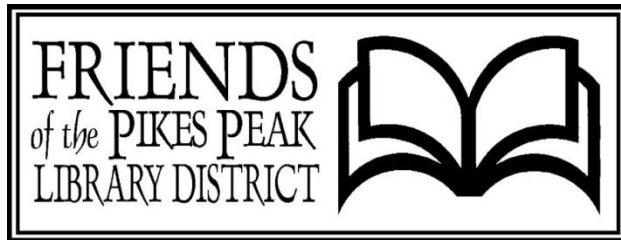
Sincerely,

Michael Varnet, CPA, CPFO
Chief Financial Officer
Pikes Peak Library District

Dear Pikes Peak Library District,

We are so grateful to all the staff who put together such a wonderful program for our recent Dept of State International Visitor Leadership Program (IVLP) group from Belarus! Thank you for being so generous with your time, energy and resources and sharing what makes your community special. We are lucky to have partners like you (and Jamie at the Colorado Springs World Affairs Council) to help bring these exchanges to life. We hope to work with you again on future projects and wish you all the best.

Sincerely,
Gianna Cipponeri, Program Associate
Mary Sauerborn, Program Officer, Meridian Intl Center



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

Friends of the Pikes Peak Library District Report
March 18, 2020

The Annual Literary Awards luncheon (Frank Waters & Golden Quill) has been temporarily scrubbed due to Coronavirus (COVID-19) fears related to large public gatherings. Originally scheduled for April 25, it is being tentatively postponed to summer, when viruses usually go away. We are now looking for a date that will work for everybody. Fortunately, we were able to pull the plug right before the publicity blitz was to start.

- Spring Book Sale (March 13-15) will go on at East Library with some tweaking:
 - Hand sanitizer, tissues and wipes will be available
 - Volunteers to be fed via sealed packets (vs. "family style")
 - Trying to replace large volunteer team from local bank (coronavirus fears)
- Physical improvements continuing for Friends bookstores at 21C, East and Penrose
- Sorting/donations area (East basement)
 - Donations suspended until after Spring Book Sale due to loss of two sorters (one with broken collarbone, other due to coronavirus fears)
- Volunteer recruitment
 - Nearly up to full staff
- General/other
 - Operations Coordinator Beth Crumrine met goal of 500+ books donated to Young Adult Services for their upcycling projects
- Board
 - One prospective board candidate approved at special meeting on March 6. Susan Gilbert is a retired HR professional and former library trustee and Friend from Sante Fe, NM. She'll be seated March 18.
 - Board member Ken Krassy is resigning and relocating to Florida
 - Two more prospective board members have applied, interviews pending
 - At March 18 meeting members will discuss proposal to increase meeting frequency from bi-monthly to monthly, due to continuing press of business and overly long regular meetings

**PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
February 26, 2020
4 p.m.
Penrose Library**

BOARD MEMBERS, PIKES PEAK LIBRARY DISTRICT STAFF & OTHERS PRESENT

President Debbie English, Vice President Mina Liebert, Secretary/Treasurer Wayne Vanderschuere, Trustee Dora Gonzales, Trustee Ned Stoll, Trustee Scott Taylor

Chief Safety, Social Services, & Security Officer Michael Brantner, Director of the West Region Michael Doherty, Assistant to the Chief Librarian Sue Hammond, Chief Development Officer & Foundation Executive Officer Lance James, Manitou Art Center Executive Director Natalie Johnson, Community Partnership Coordinator Elyse Jones, Chief HR & OD Officer Heather Laslie, Chief Information Officer Rich Peters, Chief Communications Officer Michelle Ray, Director of Adult Services Amy Rodda, Chief Facilities Management Officer Gary Syling, Chief Financial Officer Michael Varnet, El Paso County Commissioner Holly Williams (4:10 pm)

BOARD MEMBERS ABSENT

Trustee Cathy Grossman

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President English called the February 26, 2020 regular meeting of the Pikes Peak Library District Board of Trustees to order at 4:02 p.m.

ITEMS TOO LATE FOR THE AGENDA

There were no items to add to the agenda.

PUBLIC COMMENT

Manitou Art Center (MAC) Executive Director Natalie Johnson addressed the Board. Ms. Johnson said that she wished to provide an update related to the Manitou Art Center Board creating an exploratory report and continuing the conversation on the possibility of a partnership between PPLD and MAC with the PPLD Board of Trustees. She noted that the MAC Board expects to have a report for both Boards to discuss in June 2020.

CORRESPONDENCE AND PRESENTATIONS

Presentation: Pikes Peak Culture Pass

Community Partnership Coordinator Elyse Jones introduced the Pikes Peak Culture Pass. The Pikes Peak Culture Pass will be available to PPLD 400 series cardholders who are over twelve years of age and to PowerPass Student Access cardholders beginning Monday, March 2, 2020. Library patrons can login to an online reservation page and book a pass up to thirty days in advance. PPLD has partnered with the following local museums and institutions to provide free passes:

- Colorado Springs Fine Arts Center

- ProRodeo Hall of Fame
- Rock Ledge Ranch Historical Site
- Space Foundation Discovery Center
- The Money Museum
- U.S. Olympic and Paralympic Training Center
- Western Museum of Mining and Industry

BOARD PHOTOS

Board photos have been rescheduled for March 18, 2020.

BUSINESS ITEMS

Board Minutes

Decision 20-2-1: Minutes of the January 22, 2020 Meeting

The minutes of the January 22, 2020 regular meeting of the Pikes Peak Library District Board of Trustees were included in the Board packet.

Motion: Scott Taylor moved to approve the minutes of the January 22, 2020 regular meeting of the Pikes Peak Library District Board of Trustees as presented.

Second: Ned Stoll seconded the motion.

Vote: The motion was approved unanimously.

Consent Items

There were no consent items on the agenda.

Unfinished Business

There was no unfinished business.

New Business

Decision 20-2-2: Policy Update – Filming, Recording, and Photography Policy

Pikes Peak Library District reviews policies on an ongoing basis. The *Filming, Recording, and Photography Policy* was reviewed recently and updates were made to Board Policy that added descriptions about limited and traditional public forums.

Motion: Mina Liebert moved that the Pikes Peak Library District Board of Trustees approve Board Policy in the updated *Filming, Recording, and Photography Policy* as presented.

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was unanimously approved.

Decision 20-2-3: Adoption of Board Volunteer Agreement

A Board Volunteer Agreement is being utilized by other library boards in Colorado. PPLD's *Board Volunteer Agreement* discusses the role of the Board, the conduct of the Board, and expectations of Board members.

Motion: Dora Gonzales moved that the Pikes Peak Library District Board of Trustees adopt the *Board Volunteer Agreement* as it is presented.

Second: Ned Stoll seconded the motion.

Vote: The motion was unanimously approved.

Decision 20-2-4: Actions Relevant to the Chief Librarian's Annual Performance Evaluation

The Board of Trustees completed an annual performance evaluation of Chief Librarian John Spears in Executive Session on January 22, 2020. Governance Committee Chair Scott Taylor reported that based upon that performance evaluation, the Board feels that Chief Librarian Spears's performance should be rewarded with a 3% salary increase retroactive to January 1, 2020.

Motion: Scott Taylor moved that the Pikes Peak Library District Board of Trustees approve a three percent (3%) salary increase for Chief Librarian John Spears and that that increase be retroactive to January 1, 2020.

Second: Ned Stoll seconded the motion.

Vote: The motion was unanimously approved.

Decision 20-2-5: Selection of Auditor for Audit of 2019 Financial Records

Five proposals were received in response to an RFP for the selection of an independent auditor for fiscal years 2019 – 2023. PPLD management believes that PPLD will be best served by selecting a firm that has a local presence, has significant governmental and nonprofit experience, and that can add value through training and assistance with new accounting standards. Based upon these criteria, management recommends BKD ,LLP as the firm that is best suited to address PPLD's needs.

Motion: Ned Stoll moved that the Pikes Peak Library District Board of Trustees select BKD, LLP as the auditor to conduct the audit of the District's 2019 financial records at a cost of \$31,500 for the audit of PPLD's financial records plus \$8,000 for the audit of the PPLD Foundation's financial records and that the Board of Trustees approve the option of up to four additional fiscal year audits by BKD, LLP subject to annual approval of the Board.

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was unanimously approved.

Decision 20-2-6: E-Rate Project – Selection of Vendor for East Cabling

PPLD issued an RFP for East Cabling. Although four vendors attended the mandatory pre-bid meeting, only one vendor, Springs Hosting, submitted a bid. Springs Hosting met all RFP technical requirements.

The Information Technology staff conducted a reasonable cost analysis and recommends that Springs Hosting be selected as the vendor for the E-Rate Cabling Project at East Library.

Motion: Scott Taylor moved that the Pikes Peak Library District Board of Trustees approve Springs Hosting as the vendor for the E-Rate Cabling Project at East Library with the cost to Pikes Peak Library District of \$12,573.24

Second: Ned Stoll seconded the motion.

Vote: The motion was unanimously approved.

Decision 20-2-7: E-Rate Project – Selection of Vendor for Penrose Cabling

PPLD issued an RFP for Penrose Cabling. Although four vendors attended the mandatory pre-bid meeting, only one vendor, Springs Hosting, submitted a bid. Springs Hosting met all RFP technical requirements. The Information Technology staff conducted a reasonable cost analysis and recommends that Springs Hosting be selected as the vendor for the E-Rate Cabling Project at Penrose Library.

Motion: Scott Taylor moved that the Pikes Peak Library District Board of Trustees approve Springs Hosting as the vendor for the E-Rate Cabling Project at Penrose Library with the cost to Pikes Peak Library District of \$12,186.68.

Second: Ned Stoll seconded the motion.

Vote: The motion was unanimously approved

At this time, President English took a moment to welcome El Paso County Board of Commissioners Liaison to the Board, Commissioner Holly Williams, who was attending her first meeting of the PPLD Board.

REPORTS

Friends of the Pikes Peak Library District Report

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

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation report was included in the Board packet. Chief Development Officer & Foundation Executive Officer Lance James was pleased to announce that the Foundation has received an invitation from the Google/ALA Entrepreneur Program Grant to advance to round two of the grant application process. Mr. James noted that advancing to round two gives the Foundation about a 30% chance of receiving an award. He offered kudos to PPLD staff members Terry Zarsky and Amy Rodda for assisting Aubrey Fenewald with the grant application.

Mr. James shared the story of a PPLD patron who had built and grown his business at the Entrepreneurial Center at 21c and was extremely grateful for the opportunities that Pikes Peak Library District provided.

Financial Report

The Financial Report for the period ending January 31, 2020 was included in the Board packet. Chief Financial Officer Michael Varnet reported that the District has spent about 5% of its budget. He noted that interest income is about 33% lower than the same period in 2019, with a 6.4% drop in General Fund Revenues for the reporting period. Mr. Varnet explained that Capital Project Funds are presented differently in this month's report, showing carryover balances.

Public Services Report

The Public Services Report was included in the Board packet. Director of Adult Services Amy Rodda reported that PPLD received very positive feedback from the Belarus librarians who visited PPLD in January.

Public Services staff have been assessing the many changes made to programming procedures in 2019. Changes to Young Adult programming procedures saved staff over 2,300 hours in program planning in calendar year 2019.

Knights of Columbus Hall will host grand re-opening events the week of March 9, 2020.

Library Reports

The Communications Report, Facilities Report, Human Resources Report, Information Technology Report, and Safety, Social Services, & Security Report were included in the Board packet.

A Board member asked if keyboards, tables, and other surfaces in PPLD facilities are being sanitized on a daily basis. Chief Facilities Management Officer Gary Syling said that the cleaning contractor cleans surfaces daily and Director of the West Region Michael Doherty responded that staff wipe down keyboards daily.

Mina Liebert commented that she appreciates the Communications Report each month in the Board packet and she is pleased with the partnerships that PPLD is creating within the community.

Chief Librarian's Report

Mr. Spears was out of the country, so there was no report from the Chief Librarian.

Board Reports

Governance Committee

Governance Committee Chair Scott Taylor reported that the Committee met on February 11, 2020. The Governance Committee discussed the following:

- Chief Librarian Spears's 2020 goals
- The Board Volunteer Agreement
- Board orientation
- The plan for reviewing Board Bylaws

Board orientation is open to all members of the Board. It will take place at Library 21c on March 13, 2020 from 9 am to 4 pm.

Internal Affairs Committee/Public Affairs Committee

The Internal Affairs and Public Affairs Committees met jointly on February 11, 2020. The joint meeting featured a discussion about Macmillan ebooks with a very good presentation by Director of Collection Management Jenny Pierce and a discussion/update of the opportunities and challenges at the Manitou Springs Library.

Adopt-a-Trustee Report

- Wayne Vanderschuere attended the Friends Annual Meeting in January. He attended School District 11's Futures Conference. The conference was the first in a series of community engagements to help inform D11's Facilities Master Plan.
- Mina Liebert attended part of School District 11's Futures Conference. She offered kudos to Director of the Southeast Region Abby Simpson and Sand Creek Library Manager Jake Rundle for their involvement in the Southeast community.
- Ned Stoll attended the February East Library staff meeting and met with East Library Manager Janina Goodwin. He also met with Director of Adult Services Amy Rodda.
- Scott Taylor met with KCH Manager Dustin Booth.

Board President's Report

Board President Debbie English thanked the entire PPLD staff for everything they do. She said that she is constantly astounded that so many different and wonderful things are always happening under the PPLD umbrella and that the Library is reaching out into the community with a positive impact.

ADJOURNMENT

There being no further business to conduct, President English adjourned the February 26, 2020 meeting of the Pikes Peak Library District Board of Trustees at 5:00 p.m.



Foundation Report – March 18, 2020

Submitted Google/ALA Entrepreneur Program Grant application

Submitted and awarded \$1,630 from the Colorado Department of Local Affairs for Census Support funding of census collateral

Received \$1,121 from 94 households for 2019 Q4 from King Soopers Community Rewards Program

Received \$1,105 from peer to peer Facebook fundraising campaign for Cheyenne Mountain Library

Ent Youth Endowment Series (YES) grant application submitted

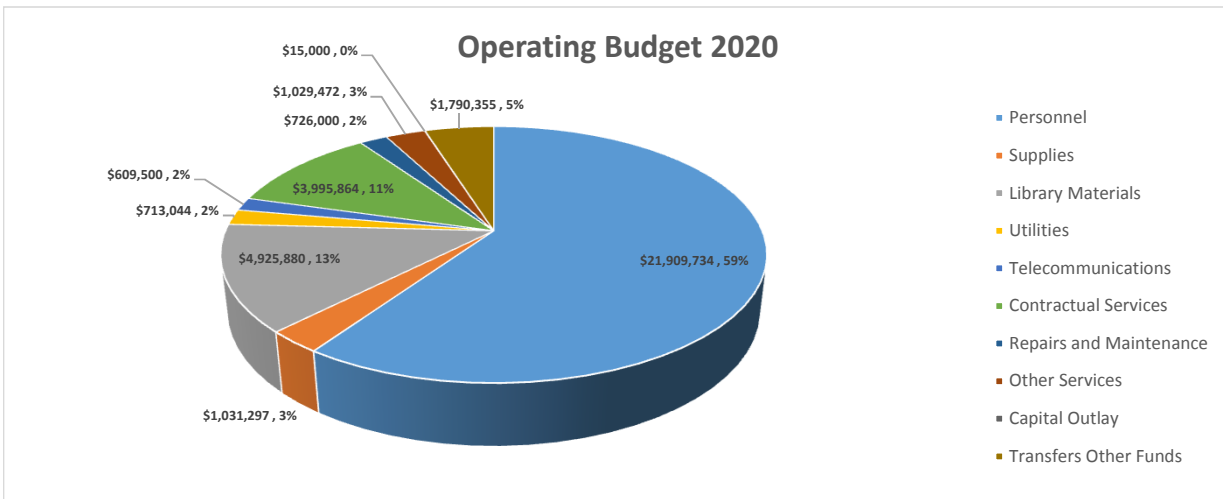
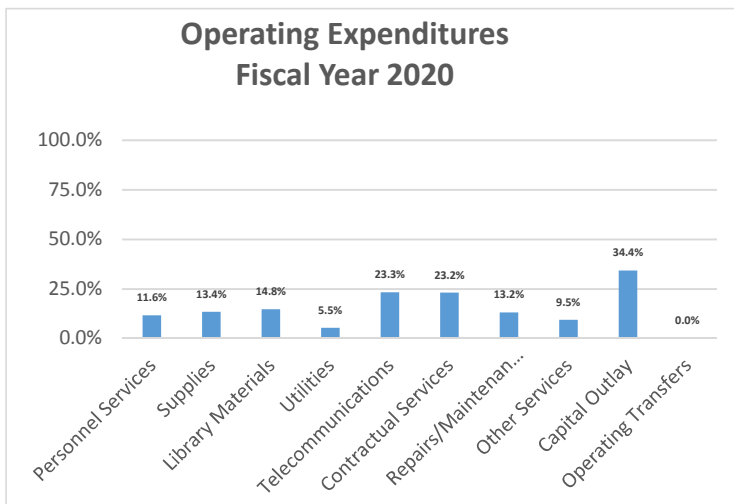
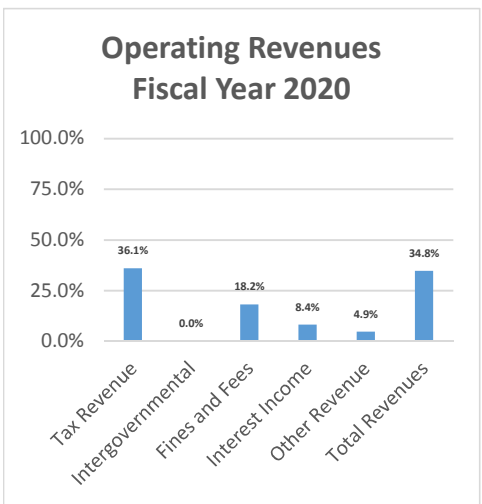
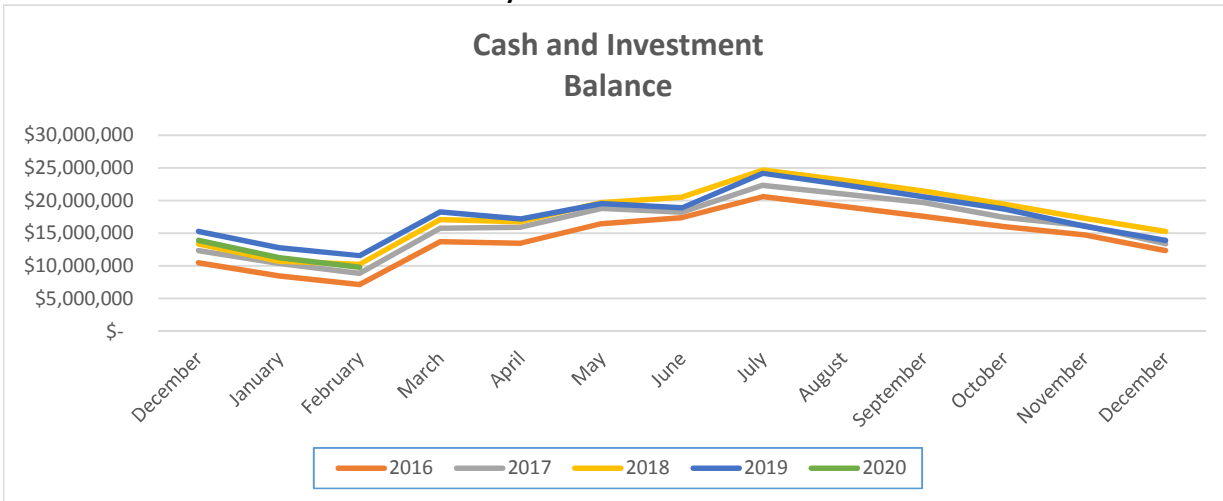
Held two-day PPLD Foundation Staff Strategic Planning retreat

Attended 2019 Give! campaign check presentation ceremony where the foundation received \$9,059 from 99 donors (42 new)

Met with Pikes Peak YMCA and Early Connections Childcare to discuss possibility of LENA Start program partnerships

Pikes Peak Library District Financial Dashboard

February 2020



Pikes Peak Library District

February 2020 Financial Report

Presented to Board of Trustees March 18, 2020

**Pikes Peak Library District
 General Fund Summary
 For the Two-Monrh Period Ended February 29, 2020**

General Fund	Year-To-Date				Notes
	2020	2019	Change	% Chg.	
Revenues					
Property taxes	\$ 11,606,677	\$ 11,013,504	\$ 593,173	5.4%	
Specific ownership taxes	585,517	545,464	40,053	7.3%	
Fines/fees	18,203	20,409	(2,205)	-10.8%	
Investment earnings	35,513	55,036	(19,523)	-35.5%	1
Other	16,943	15,489	1,454	9.4%	
Total Revenues	\$ 12,262,853	\$ 11,649,901	\$ 612,952	5.3%	

1 Investment earnings is one account we will watch closely given the current state of the economy, which includes the impact and reaction world-wide to the coronavirus.

Pikes Peak Library District
Statement of Revenues
General Fund
For the Two-Monrh Period Ended February 29, 2020

Percent of Year 16.7%

Account Description	2020 Budget	YTD Actual	Variance	% Used
Tax Revenue				
Property taxes				
Current	\$ 30,262,651	\$ 11,624,216	\$ 18,638,435	38.4%
Abatements/refunds	(120,000)	(19,068)	(100,932)	15.9%
Omitted properties	7,000	188	6,812	2.7%
Delinquent	18,000	1,197	16,803	6.7%
Penalties/interest	36,000	144	35,856	0.4%
Specific ownership taxes	3,600,000	585,517	3,014,483	16.3%
Local government in lieu of prop. taxes	10,000	-	10,000	0.0%
Total Tax Revenue	33,813,651	12,192,194	21,621,457	36.1%
Intergovernmental				
Federal - eRate Funding	106,974	-	106,974	0.0%
State Grant - library materials	250,000	-	250,000	0.0%
Federal funds - other categories	157,445	-	157,445	0.0%
Total Intergovernmental	514,419	-	356,974	0.0%
Fines and Fees	100,000	18,203	81,797	18.2%
Interest Income	425,000	35,513	389,487	8.4%
Other Revenue				
Donations/grants/gifts				
PPLD Foundation	201,100	-	201,100	0.0%
Other	18,000	5	17,995	0.0%
Copier charges/PMS charges	96,000	14,282	81,718	14.9%
Parking lot collections	22,000	2,282	19,718	10.4%
Merchandise sales	-	313	(313)	100.0%
Miscellaneous	4,500	61	4,439	1.4%
Asset sales proceeds	5,000	-	5,000	0.0%
Total Other Revenue	346,600	16,943	329,657	4.9%
Total General Fund Revenues	\$ 35,199,670	\$ 12,262,853	\$ 22,779,372	34.8%

**Pikes Peak Library District
General Fund Summary
For the Two-Monrh Period Ended February 29, 2020**

General Fund	Year-To-Date				Notes
	2020	2019	Change	% Chg.	
Expenditures					
Personnel	\$ 2,549,020	\$ 2,408,798	\$ 140,222	5.8%	
Supplies	140,116	44,104	96,012	217.7%	1
Library materials	730,733	508,595	222,139	43.7%	2
Utilities	39,035	28,734	10,301	35.8%	
Telecommunication costs	142,065	51,046	91,019	178.3%	3
Contractual services	920,978	598,327	322,651	53.9%	4
Repairs and maintenance	95,656	27,964	67,692	242.1%	5
Other services	96,231	83,045	13,186	15.9%	
Capital outlay	8,914	-	8,914	100.0%	
Operating transfers - other funds	-	-	-	0.0%	
Total Expenditures	\$ 4,722,748	\$ 3,750,613	\$ 972,135	25.9%	

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

- 1 Software purchases and licesnses are up \$71,800 in 2020 due to timing of payments.
- 2 Purchases of print materials is up \$64,785 in 2020. Database expenditures is up \$99,091 in 2020 due to timing of payments from year to year.
- 3 Data and voice telecommunication expenditures are up in 2020 by \$58,546 and \$26,673, respectively, due to timing of payments and thew addition of the Calhan Library facility.
- 4 There are several reasons why the 2020 total for contractual services is about \$322,000 higher than the 2019 balance:
 - a. Facility rental - the 2020 total includes 3 months of rental payments whereas the 2019 total includes 2 months (approximately \$80,000).
 - b. The 2020 annual payment for the maintenance of self-check and other equipment is included in this total where the same payment for 2019 maintenance and support was made later in the year (approximately \$131,000).
 - c. Other accounts in which the 2020 balance exceeded the 2019 balance by more than \$20,000 (all primarily due to timing differences between years) include janitorial, consulting, insurance and programming.
- 5 As with everything else discussed here, the difference between the two years results from payment timing issues. Annual maintenance payments were made earlier in 2020 compared to the timing of payments made during 2019 (HVAC, fire alarm, etc.)

Pikes Peak Library District
Statement of Expenditures
General Fund
For the Two-Monrh Period Ended February 29, 2020

Percent of Year 16.7%

Account Description	2020 Budget	YTD Actual	Available Budget	% Used
Personnel Services				
Regular employees	\$ 16,736,495	\$ 1,816,717	\$ 14,919,779	10.9%
Temporary employees	6,375	-	6,375	0.0%
Substitute employees	360,500	36,210	324,290	10.0%
Work-Study And internship	35,000	-	35,000	0.0%
Social security contributions	1,270,590	135,337	1,135,253	10.7%
Retirement contributions	1,025,635	133,390	892,245	13.0%
Health Plan contributions	2,200,000	367,286	1,832,714	16.7%
Unemployment insurance	50,000	-	50,000	0.0%
Workers compensation	73,500	39,573	33,927	53.8%
Vision Plan insurance	65,000	9,900	55,100	15.2%
Life A&D insurance	65,000	10,607	54,393	16.3%
Tuition assistance	40,000	-	40,000	0.0%
Total Personnel Services	21,928,095	2,549,020	19,379,076	11.6%
Supplies				
General	367,158	27,189	339,969	7.4%
Microform	950	-	950	0.0%
Software purchases/licenses	377,800	84,317	293,483	22.3%
Computer supplies	44,000	8,593	35,407	19.5%
Processing	100,000	2,401	97,599	2.4%
Office	72,700	7,600	65,100	10.5%
Other	82,690	10,016	72,674	12.1%
Total Supplies	1,045,298	140,116	905,183	13.4%
Library Materials				
Audio-visual materials	783,300	77,579	705,721	9.9%
Books	1,463,600	160,364	1,303,237	11.0%
e-materials	1,741,450	211,187	1,530,263	12.1%
Library materials - other	254,000	30,914	223,086	12.2%
Microforms	5,000	-	5,000	0.0%
Periodicals	110,250	91,401	18,849	82.9%
Serials	25,000	8,106	16,894	32.4%
Databases - online services	543,280	150,136	393,144	27.6%
Memorials	-	1,048	(1,048)	0.0%
Total Library Materials	4,925,880	730,733	4,195,147	14.8%
Utilities				
Gas	91,288	9,039	82,249	9.9%
Electric	493,855	26,437	467,418	5.4%
Water/sewer	121,450	2,905	118,545	2.4%

Pikes Peak Library District
Statement of Expenditures
General Fund
For the Two-Monrh Period Ended February 29, 2020

Percent of Year 16.7%

Account Description	2020 Budget	YTD Actual	Available Budget	% Used
Storm water fees	7,844	654	7,191	8.3%
Total Utilities	714,438	39,035	675,402	5.5%

Telecommunications

Data	420,000	101,303	318,697	24.1%
Voice	110,000	33,754	76,247	30.7%
Cellular	79,500	7,008	72,492	8.8%
Total Telecommunications	609,500	142,065	467,435	23.3%

Contractual Services

Janitorial services	335,500	54,767	280,733	16.3%
Carpet cleaning services	136,000	23,637	112,363	17.4%
Library facility rental	582,033	137,892	444,141	23.7%
Common area maintenance	160,194	39,444	120,750	24.6%
Storage rental	8,400	4,050	4,350	48.2%
Audit	46,000	-	46,000	0.0%
Legal	75,000	-	75,000	0.0%
Consultant	488,720	20,239	468,481	4.1%
Cataloging	45,000	-	45,000	0.0%
Trash removal	23,488	3,190	20,299	13.6%
Copier services	61,000	29,444	31,556	48.3%
Courier services	226,231	-	226,231	0.0%
Liability/property insurance	175,000	167,371	7,629	95.6%
Collection agency fees	30,000	-	30,000	0.0%
Printing	105,000	9,479	95,521	9.0%
Programming	423,025	50,106	372,919	11.8%
Treasurer fees	445,000	174,386	270,614	39.2%
Microfilming services	19,600	-	19,600	0.0%
Computer support agreements	110,504	64,974	45,530	58.8%
Computer equipment maintenance	383,014	131,119	251,895	34.2%
Software licenses	13,000	-	13,000	0.0%
Employee Assistance Program	20,600	1,264	19,336	6.1%
Parking	54,000	9,618	44,382	17.8%
Total Contractual Services	3,966,310	920,978	3,045,331	23.2%

Repairs and Maintenance

Grounds maintenance	84,000	4,255	79,745	5.1%
Vehicle operating costs	70,000	10,240	59,760	14.6%
Equipment maintenance	336,150	62,801	273,349	18.7%
Equipment repairs	55,850	8,148	47,702	14.6%
Furniture repairs	32,000	1,190	30,810	3.7%
Building repairs	148,000	9,021	138,979	6.1%

Pikes Peak Library District
Statement of Expenditures
General Fund
For the Two-Monrh Period Ended February 29, 2020

Percent of Year 16.7%

Account Description	2020 Budget	YTD Actual	Available Budget	% Used
Total Repairs and Maintenance	726,000	95,656	630,344	13.2%
Other Services				
Translation services	500	-	500	0.0%
Advertising	1,750	-	1,750	0.0%
Bank And trustee Fees	11,600	1,095	10,505	9.4%
School engagement	1,000	136	864	13.6%
Mileage/Travel reimbursement	83,700	4,966	78,734	5.9%
Employee recruitment	57,000	996	56,004	1.7%
Dues and memberships	63,339	8,859	54,480	14.0%
Merchandising	14,500	2,370	12,130	16.3%
Employee recognition	20,525	514	20,011	2.5%
Board of Trustees	7,000	-	7,000	0.0%
Community outreach	135,210	9,959	125,251	7.4%
Training	316,183	34,852	281,331	11.0%
Signage	27,000	7,845	19,155	29.1%
Bindery	5,000	-	5,000	0.0%
Book mending	1,500	-	1,500	0.0%
Safety	9,000	-	9,000	0.0%
Summer Adventure Club	34,500	17,651	16,849	51.2%
Patron reimbursement	500	-	500	0.0%
Postage	62,500	4,349	58,151	7.0%
Volunteer program	5,800	318	5,482	5.5%
Safety and wellness	11,000	850	10,150	7.7%
Other grant/donation expenditures	109,875	700	109,175	0.6%
Equipment rental	1,000	-	1,000	0.0%
Other	34,354	771	33,583	2.2%
Total Other Services	1,014,336	96,231	918,105	9.5%
Capital Outlay				
Other	25,932	8,914	15,000	34.4%
Total Capital Outlay	25,932	8,914	15,000	34.4%
Operating Transfers to Other Funds				
Fund transfers out	1,790,355	-	2,428,411	0.0%
Total Expenditures	\$ 36,746,144	\$ 4,722,748	\$ 32,659,434	12.9%

**Pikes Peak Library District
Special Revenue Funds
For the Two-Monrh Period Ended February 29, 2020**

Fund Balance - January 1, 2020	\$ 119,486
Expenditures	675
Fund Balance - February 29, 2020	<u><u>\$ 118,811</u></u>

Fund Balance - By Fund - February 29, 2020

Annual Fund	\$ 212
Cheyenne Mountain Library Fund	812
Fountain Branch Library Fund	3,768
High Prairie Library Fund	92,626
Sand Creek Library Fund	14,908
1905 Carnegie Library Facility Fund	4,374
Carnegie Garden Support Fund	998
Special Collections Support Fund	1,113
	<u><u>\$ 118,811</u></u>

**Pikes Peak Library District
East Library Capital Projects Fund
For the Two-Monrh Period Ended February 29, 2020**

Account Description	Multi-Year Budget	Expenditures			Available Budget
		2019	2020	Encumbrances	
Revenues and Other Sources of Funds					
Fund transfers in	\$ 8,545	\$ -	\$ -	\$ -	\$ 8,545
Total Revenues and Other Sources of Funds	8,545	-	-	-	8,545
Expenditures					
Chiller roof structure over pit	23,430	12,380	-	-	11,050
Roofing evaluation & design	30,000	-	-	-	30,000
External filtration system	1,907	1,907	-	-	-
Renovate security office	5,750	-	1,920	480	3,350
Replace aging fire panel	32,000	-	-	-	32,000
Convert sound booth room to storage	3,000	-	-	-	3,000
Replace emergency lighting generator	80,465	1,950	17,570	77,704	(16,759)
Reading bay area furniture	50,000	-	6,643	8,972	34,385
Shared workstation - 4-person	2,765	2,765	-	-	-
Additional study room chairs	-	3,547	-	-	(3,547)
IT equipment	2,071	-	-	-	2,071
Total Expenditures	\$ 231,388	\$ 22,549	26,133	\$ 87,156	\$ 95,550
Excess Revenues over Expenditures			(26,133)		
Fund Balance - January 1, 2020			195,302		
Fund Balance - February 29, 2020			<u>\$ 169,169</u>		

Pikes Peak Library District
 Penrose Library Capital Projects Fund
 For the Two-Monrh Period Ended February 29, 2020

Account Description	Multi-Year Budget	Expenditures		Encumbrances	Available Budget
		2019	2020		
Revenues and Other Sources of Funds					
Fund transfers in	96,700	-	-	-	(96,700)
Expenditures					
Asphalt crack fill	15,764	15,764	-	-	-
Roofing evaluation	30,000	-	-	-	30,000
Roof inspection and repair	5,130	-	-	-	5,130
Carnegie-add wall to separate public area from staff area	5,000	-	-	-	5,000
KCH-movable walls/partitions	3,000	-	-	-	3,000
KCH-interior paint	15,000	-	-	-	15,000
KCH-exterior trim paint	8,500	-	-	-	8,500
KCH-replace awning - front entrance	1,500	-	-	-	1,500
Convert Pine/Aspen Room lighting to dimmable	13,000	-	-	-	13,000
Install carpet In vault for meeting room	2,000	-	-	-	2,000
Replace catalog comp to pillars	1,500	-	-	-	1,500
Purchase mural on garage wall	5,250	-	5,250	-	-
Expand lighting controls in lower level	15,000	-	-	-	15,000
Add storefront wall to create office for Adult Education	15,000	-	-	1,900	13,100
Power For moving catalog computers	1,000	-	-	-	1,000
Replace existing parking meters	50,000	-	-	-	50,000
Penrose campus renovation project	568,006	558,554	-	8,525	927
Replace lobby rooftop unit	20,544	20,544	-	-	-
Replace existing fire panel	16,921	16,921	-	-	-
Larger trash receptacles	852	-	-	-	852
Chiller replacement	55,000	-	-	-	55,000
Adjustable height desks	-	852	-	-	(852)
KCH - chairs For mezzanine	2,550	-	-	-	2,550
KCH - work tables (4), mezzanine	6,200	-	-	-	6,200
Additional (9) meeting room tables	3,500	-	-	-	3,500
Replace all wooden chairs in public area	13,000	-	-	-	13,000
Replace computer lab tables (8)	10,000	-	-	-	10,000
Stages for two Columbine rooms	12,000	-	-	-	12,000
Contingency	42,875	2,513	-	-	40,362
Total Expenditures	\$ 938,092	\$ 615,148	5,250	\$ 10,425	\$ 307,269
Excess Revenues over Expenditures			(5,250)		
Fund Balance - January 1, 2020			484,920		
Fund Balance - February 29, 2020			<u>\$ 479,670</u>		

Pikes Peak Library District
 Library 21c Capital Projects Fund
 For the Two-Monrh Period Ended February 29, 2020

Account Description	Multi-Year Budget	Expenditures			Available Budget
		2019	2020	Encumbrances	
Revenues and Other Sources of Funds					
Fund Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures					
Courtyard improvements	19,916	19,916	-	-	-
Roof replacement	732,558	677,817	34,941	-	19,800
Replace skylight/repairs	104,560	104,560	-	-	-
Children's shelf movers	2,500	-	-	-	2,500
Signage	5,000	-	4,851	-	149
Add gas supply to kitchen	25,000	-	-	2,000	23,000
Install new service point first floor	20,000	-	-	-	20,000
Install one way window	5,500	-	-	-	5,500
Revamp Creative Service area	3,000	-	-	-	3,000
Acoustic improvements to editing office	8,000	-	-	-	8,000
Culinary Lab equipment	86,020	-	-	-	86,020
Office chairs-meeting room	7,200	7,200	-	-	-
Adjustable height tables - Collection Management	1,200	-	-	-	1,200
Replace chairs - business center	17,000	-	-	-	17,000
Add charging tablets/towers	6,000	-	-	-	6,000
Replace desk-Children's Services	6,000	-	-	-	6,000
Three sit/stand converters	1,000	-	-	-	1,000
Audio booth	2,000	-	-	-	2,000
Replace tables and chairs - training room	9,500	-	-	-	9,500
Contingency	48,431	67,668	2,264	-	(21,501)
Install additional lights	1,200	-	-	-	1,200
Munis record management system	30,000	-	-	-	30,000
Audio/visual equipment	4,686	3,974	-	-	713
Studio noise mitigation	21,979	1,417	-	-	20,562
Increase stage size	4,908	1,788	-	-	3,120
Venue LED lighting	3,572	3,095	-	-	477
Total Expenditures	\$ 1,176,730	\$ 887,434	42,056	\$ 2,000	\$ 245,240
Excess Revenues over Expenditures			(42,056)		
Fund Balance - January 1, 2020			520,929		
Fund Balance - February 29, 2020			<u>\$ 478,873</u>		

**Pikes Peak Library District
Capital Reserve Fund
For the Two-Monrh Period Ended February 29, 2020**

Account Description	Multi-Year Budget	Expenditures		Encumbrances	Available Budget
		2019	2020		
Revenues and Other Sources of Funds					
Fund transfers in	\$ 1,781,810	\$ -	\$ -	\$ -	\$ (1,781,810)
Donation - Foundation	75,000	-	-	-	(75,000)
Total Revenues and Other Sources of Funds	1,856,810	-	-	-	(1,856,810)

Expenditures

Facilities Capital

District-wide - asphalt maintenance	7,628	7,628	-	-	-
Landscape allowance	40,000	-	-	2,385	37,615
Ruth Holley - replace meeting room carpet	17,401	13,000	-	-	4,401
Ruth Holley - repaint interior	7,008	10,000	-	-	(2,992)
Update service points	5,000	4,421	-	-	579
Ruth Holley - add electricity In storage	2,000	2,078	-	-	(78)
Monument - replace bulbs	1,200	864	-	-	336
Old Colorado City - replace floor main level	75,000	-	-	-	75,000
Roof inspection	25,000	-	-	-	25,000
Cheyenne Mountain - replace entry tile with carpet	5,000	-	-	-	5,000
Old Colorado City - canopy over book drop	5,000	-	-	-	5,000
Old Colorado City - replace carpet	3,500	-	-	-	3,500
Rockrimmon - replace carpet in meeting room	6,000	-	-	-	6,000
Calhan project	341,134	266,035	-	-	75,099
Improvements other than buildings	50,000	-	-	-	50,000
District-wide - concrete replacement	23,560	5,630	7,471	-	10,459
District-wide - asphalt repairs	47,072	716	-	-	46,356
Staff lounge improvements - Penrose	9,972	234	-	-	9,738
Staff lounge improvements - East Library	9,972	1,018	-	-	8,954
Staff lounge improvements - L21c	9,972	2,195	-	-	7,777
Water management system	5,000	685	-	-	4,315
District-wide - tree trimming	15,000	-	-	-	15,000
Intrusion alarm system	3,500	2,850	-	-	650
Bookmobile - awning replacement	4,000	-	-	-	4,000
Bookmobile - (2) half wraps	13,000	-	-	-	13,000
Furniture	25,000	-	-	-	25,000
Furniture - prior year	39,357	37,389	-	1,968	-
Cheyenne Mountain - workroom cabinets storage	2,000	-	-	-	2,000
Fountain AV closet meeting room	3,000	-	-	-	3,000
Ruth Holley meeting room furniture	15,176	15,198	-	-	(22)
Ruth Holley study room furniture	2,927	2,962	-	-	(35)
Rockrimmon - redesign Children's area	2,500	-	-	-	2,500
Bookmobile - front desk replacement	2,000	-	-	-	2,000
Cheyenne Mountain circulation desk replacement	15,000	-	-	-	15,000
Fountain - furniture teen gaming area	5,000	-	-	-	5,000
Fountain - chair replacement meeting room	6,500	-	-	-	6,500
Ruth Holley - furniture meeting room	10,000	-	-	-	10,000
Monument - replace chairs adult area	2,400	-	-	-	2,400
Monument - blind replacement community room	4,700	-	-	-	4,700
Monument - tables and chairs replacement	8,000	-	-	-	8,000
Monument - PC tables and chair replacement	2,000	-	-	-	2,000
Old Colorado City - table and chairs replacement	5,650	-	-	-	5,650
Old Colorado City - charging tables and computer tables	12,000	-	-	-	12,000
Rockrimmon - meeting room tables	3,000	-	-	-	3,000
Shelving	15,187	14,428	-	759	-
Replace generator bookmobile	12,500	-	-	-	12,500
Contingency	240,341	61,055	-	-	179,286
Signage allowance	10,000	7,615	-	-	2,385
Total Facilities Capital	1,176,157	456,001	7,471	5,112	707,572

Communications Capital

Pikes Peak Library District
 Capital Reserve Fund
 For the Two-Monrh Period Ended February 29, 2020

Account Description	Multi-Year Budget	Expenditures			Available Budget
		2019	2020	Encumbrances	
Monument - signage	3,000	-	-	-	3,000
Palmer Lake - signage	2,000	-	-	-	2,000
Rockrimmon - signage	2,500	-	-	-	2,500
Ute Pass- signage	2,000	-	-	-	2,000
Total Communications Capital	9,500	-	-	-	9,500
Information Technology Capital					
Servers-East Library data updates	2,000	-	-	-	2,000
Data center redesign	75,000	-	-	5,169	69,831
PC purchases	371,525	-	20,067	115,226	236,232
Technology refresh (staff)	19,000	18,221	-	-	779
Technology refresh (patrons)	131,000	130,845	-	-	155
PCs-video editing	11,114	-	-	-	11,114
Replace computers	39,484	28,497	1,713	240	9,034
Technology refresh (patrons)	68,795	3,279	-	-	65,516
IT Security operations center computers	10,000	-	-	-	10,000
Laptops- Young Adult Services	6,000	5,897	-	-	103
Laptops-Children's iPad	6,000	5,980	-	-	20
Self check - Penrose additional data ports	2,500	-	-	2,500	-
Scanners-Collect Management	2,080	-	-	-	2,080
Barcode scanners	15,102	-	-	-	15,102
RFID wands	15,000	-	-	-	15,000
Copier replacement	301,000	14,464	-	-	286,536
Network switches/UPS	346,000	82,739	-	-	263,261
Surveillance System redesign	30,000	6,922	-	-	23,078
Telephone switches	94,834	61,503	-	-	33,331
Firewall replacement	45,000	14,455	-	-	30,545
Switches/UPS replacement	40,000	11,606	-	914	27,480
ILS peripherals	265,000	-	-	-	265,000
IT equipment	54,886	46,368	-	-	8,518
Archival management system	13,400	-	-	-	13,400
AMH bins (2)	20,000	-	-	-	20,000
Genealogy equipment	29,000	15,380	-	-	13,620
East Library teen computers	4,000	-	-	2,910	1,090
Datacenter project	111,399	-	-	-	111,399
Security system	845,000	-	-	-	845,000
Surveillance system	125,000	-	-	-	125,000
AV Equipment - districtwide	50,000	-	-	-	50,000
District wide audio Visual equipment standardization	75,000	-	-	-	75,000
IT management reserve	47,500	-	-	-	47,500
Contingency	6,335	2,320	-	-	4,015
Total Information Capital	3,277,954	448,476	21,780	126,959	2,680,739

Pikes Peak Library District
 Capital Reserve Fund
 For the Two-Monrh Period Ended February 29, 2020

Account Description	Multi-Year Budget	Expenditures			Available Budget
		2019	2020	Encumbrances	
Video Studio Capital					
Wireless mic kit	1,300	748	578	-	(26)
Audio recorder	300	-	-	272	28
Audio recorder kit	1,200	-	-	1,064	136
Video equipment and accessories	1,620	-	-	-	1,620
Video projectors replacement and additions	5,000	-	-	-	5,000
Cameras - Studio21c	37,500	-	800	32,868	3,832
DSLR cameras - checkout	5,700	-	-	-	5,700
Teleprompter	1,550	-	868	-	682
Video cam kit - checkout	3,000	2,100	135	-	765
GoPro kits	1,500	-	-	1,490	10
Tripod system	320	-	-	-	320
Photo roller system	1,000	-	-	1,000	0
Checkout equipment - L21c	3,900	2,100	309	827	664
Chargeable batteries	1,620	-	-	-	1,620
Isolation booth 21C studio	20,000	20,000	-	-	-
Total Video Studio Capital	85,510	24,948	2,690	37,521	20,351
Creative Services Capital					
Equipment initiatives	27,900	-	-	-	27,900
Cricut machines	1,200	412	-	30	758
Sand Creek-vinyl record cutter	9,000	-	-	-	9,000
Sand Creek-larger kiln	3,000	-	-	-	3,000
East-larger laser cutter	18,000	17,440	-	-	560
New maker kits	1,000	-	-	-	1,000
Equipment replacement	3,500	792	-	-	2,708
Contingency	51,386	-	-	-	51,386
Total Creative Services Capital	114,986	18,644	-	30	96,312
Total Expenditures	\$ 4,664,107	\$ 948,069	31,941	\$ 169,622	\$ 3,514,474
Excess Revenues over Expenditures			(31,941)		
Fund Balance - January 1, 2020			1,811,229		
Fund Balance - February 29, 2020			<u>\$ 1,779,288</u>		

**Pikes Peak Library District
 Receipts and Disbursements by Cash Account
 For the Month of February 2020**

	COLOTRUST Investments	US Bank Checking	Total Cash
Cash and Investments Balance February 1, 2020	\$ 11,407,619	\$ (112,300)	\$ 11,295,319
Receipts February 2020			
Property Taxes	1,334,155	-	1,334,155
Daily Cash Receipts	-	14,477	14,477
Credit Card Receipts	-	8,247	8,247
Interest	15,331	-	15,331
Disbursements February 2020			
Payment of Bills week of 02/07/2020	-	(112,243)	(112,243)
Payment of Bills week of 02/14//2020	-	(494,648)	(494,648)
Payment of Bills week of 02/21/2020	-	(305,371)	(305,371)
Payment of Bills week of 02/28/2020	-	(335,407)	(335,407)
Payroll 02/07/2020	-	(679,170)	(679,170)
Payroll 02/21/2020	-	(698,933)	(698,933)
End of Month Payroll Payments	-	(228,092)	(228,092)
Transfer between funds	(2,850,000)	2,850,000	-
Cash and Investments Balance January 31, 2020	<u>\$ 9,907,105</u>	<u>\$ (93,440)</u>	<u>\$ 9,813,665</u>

Public Services Report March 18, 2020

Community

Katie Edson from Adult Services was very active with a number of outreach activities including: Colorado Nonprofit Association's (CNA) Board Roles and Responsibilities training; CNA's Volunteer Engagement Roundtable; CNA's Communication & Marketing Roundtable; and the Association of Fundraising Professionals Lunch & Learn. At each event, she presented information about the resources available to Nonprofits through the Robert Hilbert Nonprofit Resource Center. She also took the opportunity to network with staff from local non-profits.

Liz Phillips, Calhan Library, was able to get in touch via email with the preschool director at the Calhan School. Dates are being finalized so Liz can bring a "mobile storytime" to their location about once a month.

Sand Creek Library hosted a Leap Day Party where participants contributed to a community time capsule. Patrons were given a form to answer the question: What will the world be like in four years? Answers included, "Hopefully beautiful with love and compassion for others;" and, "Hopefully our world will be a kinder and loving place to live. That we do better taking care of our people and our planet."

On Sat., Feb. 8, Fountain Library held a call for photos along with Brett Lobello and Erinn Barnes (Regional History and Genealogy) and a representative from Fountain Fort Carson School District 8, Mike Maiurro, in hopes of finding some historical photos of schools and other events related to FFC8 for a photo project that they are working on. We had a nice turnout and a few folks with a plethora of photos from Fountain's yesteryear.

Old Colorado City Library had over 50 swappers at the Craft Exchange. This has always been a very successful program and partnership with Who Gives a Scrap. We are glad Adult Services picked it up and went with it.

Innovation/Creativity

Lacey Miller, Tammy Sayles, and Mark Dodge from Adult Education met with Care and Share Food Bank, Manitou School District, and UCCS Culinary program about potential use of their commercial kitchens for the Food Industry Training program.

East Library Children's hosted a Kinderspark program on 2/8. In spite of snow the day before, 201 people attended the event aimed at children ages 0-5 and their families. The Children's Early Literacy Committee revamped the Kinderspark program this year. Beginning in October 2019, a group of six librarians led by Melody Alvarez from Children's Services, created new activities for each of the five Every Child Ready to Read (ECRR2) practices: Read, Write, Sing, Talk, and Play. In addition, they created activities to highlight other readiness skills children need to have before they begin Kindergarten, such as cutting, shoe-tying, early math skills, gross motor skills, etc. They also rewrote the booklet given to each family who attends Kinderspark. They finished everything in time for the first of three programs. All three programs were a success. They received positive feedback from families who attended, and several families attended more than one Kinderspark program.

Service

Reorganization of the Cheyenne Mountain children's area is on fire! Patrons and staff helped pick a new paint color. Senior Associate Katie Smith and library manager, Tiffany Paisley, met with Regional History and Genealogy

director, Brett Lobello, to discuss Katie's idea for incorporating wall-size photographs of the neighborhood from Special Collections into the design. Assistant Linda Sobieraj wrote, "The reorganization of the children's area seems to be a big hit with patrons. With the play area being so much larger, it is more inviting. I have noticed that moms, dads, and their children are staying longer after [...] children's activities. They're playing with the Lego table and kitchen, coloring on the tables, visiting with one another, and just having fun."

Resources

In February, Regional History and Genealogy Archivist Heather Jordan added material to three current collections. The donations included photographs, articles, certificates, correspondence, yearbooks, and scrapbooks. Community member donations represent the bulk of the Regional History and Genealogy collections. In 2019, the library received 29 archival collections and hundreds of pieces of genealogical material through donations.

Ninety-one patrons enjoyed Library 21c's first ever Library Explorers Music & Movement program. Music & Movement is traditionally for the library's younger patrons; recently staff have begun hosting the program for PPLD's adult Library Explorers groups. Attendees enjoyed dancing and singing along to the music with their families and friends. It was a joyous, inclusive occasion that will be offered again.

Collection Management reports that in 2019, patrons loved *Where the Crawdads Sing*/Delia Owens and *Becoming*/Michelle Obama, which were the adult fiction and nonfiction titles with the highest circulation. APPR title *Nowhere Boy*/Katherine Marsh was the teen fiction title with the highest circulation. Classic children's titles *Hatchet*/Gary Paulsen and *Harry Potter and the Sorcerer's Stone*/J.K. Rowling topped the children's list.

Internal-Staff

Becca Cruz from Creative Services presented two sessions at the Public Library Association Conference in Nashville, TN. One session, co-presented with Teona Shainidze Krebs, was called, When You Give a Library a Kitchen: Culinary Workforce Development, and had around 170 people in attendance. The second session, co-presented with a colleague from Broomfield (CO) Public Library, was Strategic Approaches and Sustainability for Library Creative Spaces, with around 110 people in attendance. Both presentations were well-received by people from all over the country.

Cameron Riesenberger from Young Adult Services presented a webinar for CSL (Colorado State Library) In Session in February. Along with Christine Kreger and Beth Crist, Cameron presented on teen mental health information and resources. The webinar drew a national audience of around 50 people. The webinar had an active discussion, and participants provided very good feedback. Cameron, Christine, and Beth will be presenting this program at three Colorado Library Consortium workshops in March and April. An archive recording of the webinar is available.

Monument's long term volunteer Josh, who has special needs, will be moving to Idaho as his family is retiring there. Josh has been volunteering with us since 2003 and always looked forward to coming in and locking DVDs and shelving them with the help of his para caretaker.

Linda Fuqua Jones and Jean Carrier have been very clever with the schedule as Palmer Lake's Senior Library Assistant position has been posted and will close on March 11.

Accountability

Rockrimmon Library is partnering with Chic-Fil-A to do some win-win partnership programming. Chic-Fil-A hosts a monthly Family Night, which the Children's Senior Associate will be attending to read stories and discuss Summer Reading. In turn, Chic-Fil-A will provide "the Cow" for a storytime in March and sponsor the annual Ice Cream Social in July.

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Penrose	27,043	23,908											50,951
Mobile Libraries	7,962	7,523											15,485
Calhan	1,282	1,374											2,656
Cheyenne	22,045	20,136											42,181
Fountain	10,276	9,032											19,308
High Prairie	16,419	14,944											31,363
Ruth Holley	17,255	15,761											33,016
Manitou Springs	2,403	2,147											4,550
Monument	21,604	19,810											41,414
Old Colorado City	11,218	10,480											21,698
Palmer Lake	2,357	2,437											4,794
Rockrimmon	21,133	18,997											40,130
Sand Creek	16,345	14,732											31,077
Ute Pass	1,575	1,294											2,869
Senior Van	1,259	1,253											2,512
East	78,498	69,508											148,006
Library 21c	51,876	47,318											99,194
Total	310,550	280,654	0	0	0	0	0	0	0	0	0	0	591,204

YTD CIRC Comparison	2020	2019	% Change
Penrose	50951	59414	-14.2%
Mobile Libraries	15485	16130	-4.0%
Calhan	2656	0	
Cheyenne	42181	47520	-11.2%
Fountain	19308	20026	-3.6%
High Prairie	31363	35000	-10.4%
Ruth Holley	33016	39405	-16.2%
Manitou Springs	4550	5886	-22.7%
Monument	41414	43854	-5.6%
Old Colorado City	21698	24750	-12.3%
Palmer Lake	4794	4394	9.1%
Rockrimmon	40130	42533	-5.6%
Sand Creek	31077	39995	-22.3%
Ute Pass	2869	3292	-12.8%
Senior Van	2512	3134	-19.8%
East	148006	156979	-5.7%
Library 21c	99194	107100	-7.4%
Total Physical Materials	591204	649412	-9.0%

Current Month CIRCULATION Comparison by Facility	2020	2019	% Change
Penrose	23908	27860	-14.2%
Mobile Libraries	7523	8515	-11.7%
Calhan	1374		
Cheyenne	20136	22725	-11.4%
Fountain	9032	9334	-3.2%
High Prairie	14944	16493	-9.4%
Ruth Holley	15761	18659	-15.5%
Manitou Springs	2147	2914	-26.3%
Monument	19810	21025	-5.8%
Old Colorado City	10480	11563	-9.4%
Palmer Lake	2437	2184	11.6%
Rockrimmon	18997	19817	-4.1%
Sand Creek	14732	19089	-22.8%
Ute Pass	1294	1584	-18.3%
Senior Van	1253	1670	-25.0%
East	69508	73242	-5.1%
Library 21c	47318	50524	-6.3%
Total Physical Materials	280654	307198	-8.6%

Current Month e-materials & Summary	2020	2019	% Change
Overdrive	175925	148668	18.3%
RB Digital Mags	6095	5611	8.6%
eReaders	2	7	-71.4%
1-Click Audio	406	387	4.9%
Hot Spots	31	56	-44.6%
Total e-materials	182459	154729	17.9%
ILL	2090	1983	5.4%
Cameras/Equip	69	84	-17.9%
Physical Materials	280654	307198	-8.6%
Total Monthly Circ	465272	463994	0.3%

Circulation without Renewals
February 2020

Current Month Comparison VISITORS	2020	2019	% Change
Penrose	43163	61538	-29.9%
Mobile Libraries	3115	3088	0.9%
Calhan	638		
Cheyenne	13540	14202	-4.7%
Fountain	7675	7537	1.8%
High Prairie	6734	7685	-12.4%
Ruth Holley	11254	13682	-17.7%
Manitou	3054	3471	-12.0%
Monument	12738	14953	-14.8%
Old Colorado City	9767	10041	-2.7%
Palmer Lake	1167	1338	-12.8%
Rockrimmon	12813	14273	-10.2%
Sand Creek	16463	19208	-14.3%
Ute Pass	1183	1492	-20.7%
East	37411	42573	-12.1%
21c	40242	41249	-2.4%
KCH	210	0	
TOTAL Visitors	221167	256330	-13.7%
Special Collections	1501	1857	-19.2%

2020 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	46017	41928	0	0	0	0	0	0	0	0	0	0	87945
Mobile Libraries Total	12345	11546	0	0	0	0	0	0	0	0	0	0	23891
Calhan	1968	2134	0	0	0	0	0	0	0	0	0	0	4102
Cheyenne	34646	31373	0	0	0	0	0	0	0	0	0	0	66019
Fountain	16500	15334	0	0	0	0	0	0	0	0	0	0	31834
High Prairie	26621	24552	0	0	0	0	0	0	0	0	0	0	51173
Holley	27844	26229	0	0	0	0	0	0	0	0	0	0	54073
Manitou	3821	3615	0	0	0	0	0	0	0	0	0	0	7436
Monument	33995	32315	0	0	0	0	0	0	0	0	0	0	66310
Old Colorado City	18133	16710	0	0	0	0	0	0	0	0	0	0	34843
Palmer Lake	4035	3858	0	0	0	0	0	0	0	0	0	0	7893
Rockrimmon	33473	30728	0	0	0	0	0	0	0	0	0	0	64201
Sand Creek	28479	25538	0	0	0	0	0	0	0	0	0	0	54017
Ute Pass	2331	1978	0	0	0	0	0	0	0	0	0	0	4309
Senior Van	1638	1525	0	0	0	0	0	0	0	0	0	0	3163
Bookmobiles	10707	10021	0	0	0	0	0	0	0	0	0	0	20728
East	130730	120808	0	0	0	0	0	0	0	0	0	0	251538
Library 21c	85159	80437	0	0	0	0	0	0	0	0	0	0	165596
Parenting	101	150	0	0	0	0	0	0	0	0	0	0	251
Total Physical Materials	506198	469233	0	0	0	0	0	0	0	0	0	0	975431

YTD CIRC Comparison	2020	2019	% Change
Penrose	87945	93669	-6.1%
Mobile Libraries Total	23891	24439	-2.2%
Calhan	4102		
Cheyenne	66019	63882	3.3%
Fountain	31834	28566	11.4%
High Prairie	51173	50006	2.3%
Holley	54073	56136	-3.7%
Manitou	7436	7922	-6.1%
Monument	66310	62595	5.9%
Old Colorado City	34843	33808	3.1%
Palmer Lake	7893	6428	22.8%
Rockrimmon	64201	61174	4.9%
Sand Creek	54017	54901	-1.6%
Ute Pass	4309	4329	-0.5%
Senior Van	3163	3537	-10.6%
Bookmobiles	20728	20902	-0.8%
East	251538	228006	10.3%
Library 21c	165596	150249	10.2%
Parenting	251	302	-16.9%
Total Physical Materials	975431	926412	5.29%

Current Month Comparison CIRCULATION	2020	2019	% Change
Penrose	41928	46142	-9.1%
Mobile Libraries Total	11546	13161	-12.3%
Calhan	2134		
Cheyenne	31373	33278	-5.7%
Fountain	15334	14601	5.0%
High Prairie	24552	25660	-4.3%
Holley	26229	28984	-9.5%
Manitou	3615	4166	-13.2%
Monument	32315	32367	-0.2%
Old Colorado City	16710	17317	-3.5%
Palmer Lake	3858	3458	11.6%
Rockrimmon	30728	30602	0.4%
Sand Creek	25538	28975	-11.9%
Ute Pass	1978	2248	-12.0%
Senior Van	1525	1970	-22.6%
Bookmobiles	10021	11191	-10.5%
East	120808	115913	4.2%
Library 21c	80437	77951	3.2%
Parenting	150	122	23.0%
Total Physical Materials	469233	474945	-1.20%

**Circulation Report
By Facility
February 2020**

Current Month Comparison VISITORS	2020	2019	% Change
Penrose	43163	61538	-29.9%
Mobile Libraries Total	3115	3088	0.9%
Calhan	638		
Cheyenne	13540	14202	-4.7%
Fountain	7675	7537	1.8%
High Prairie	6734	7685	-12.4%
Holley	11254	13682	-17.7%
Manitou	3054	3471	-12.0%
Monument	12738	14953	-14.8%
Old Colorado City	9767	10041	-2.7%
Palmer Lake	1167	1338	-12.8%
Rockrimmon	12813	14273	-10.2%
Sand Creek	16463	19208	-14.3%
Ute Pass	1183	1492	-20.7%
Knights of Columbus Hall	210		
East	37411	42573	-12.1%
Library 21c	40242	41249	-2.4%
TOTAL	221167	256330	-13.7%
Special Collections	1501	1857	-19.2%

2020 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	315363	293519	0	0	0	0	0	0	0	0	0	0	608882
DVD	149235	137622	0	0	0	0	0	0	0	0	0	0	286857
CD Music	14132	13230	0	0	0	0	0	0	0	0	0	0	27362
CD Book	14743	13148	0	0	0	0	0	0	0	0	0	0	27891
Playaway	6793	6081	0	0	0	0	0	0	0	0	0	0	12874
Kit	1667	1577	0	0	0	0	0	0	0	0	0	0	3244
Game	4265	4056	0	0	0	0	0	0	0	0	0	0	8321
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Physical Items	506198	469233	0	0	0	0	0	0	0	0	0	0	975431
ILL	1960	2090	0	0	0	0	0	0	0	0	0	0	4050
CyberShelf-OverDrive	189700	175925	0	0	0	0	0	0	0	0	0	0	365625
RB Digital Magazines	4862	6095	0	0	0	0	0	0	0	0	0	0	10957
eReader	3	2	0	0	0	0	0	0	0	0	0	0	5
OneClick Audio	427	406	0	0	0	0	0	0	0	0	0	0	833
Hot Spots	40	31	0	0	0	0	0	0	0	0	0	0	71
Cameras & Equipment	98	69	0	0	0	0	0	0	0	0	0	0	167
													0
TOTAL STATE Circ	703288	653851	0	0	0	0	0	0	0	0	0	0	1357139
One Play													0
Freegal Music	6130	5868	0	0	0	0	0	0	0	0	0	0	11998
Freeding	109	83	0	0	0	0	0	0	0	0	0	0	192
DVD Player	124	105	0	0	0	0	0	0	0	0	0	0	229
Hoopla	1959	1949	0	0	0	0	0	0	0	0	0	0	3908
Comics	384	442	0	0	0	0	0	0	0	0	0	0	826
Kanopy	1664	1549	0	0	0	0	0	0	0	0	0	0	3213
													0
CLC	11453	10747	0	0	0	0	0	0	0	0	0	0	22200
Laptop Use	1024	892	0	0	0	0	0	0	0	0	0	0	1916
Active Users	278568	278423	0	0	0	0	0	0	0	0	0	0	

Monthly Circ by Format			
	2020	2019	Change
Print	293519	285529	3%
DVD	137622	147462	-7%
CD Music	13230	15085	-12%
CD Book	13148	15071	-13%
Playaway	6081	6686	-9%
Kit	1577	1571	0%
Game	4056	3541	15%
	0	0	
TOTAL Physical Items	469233	474945	-1.20%
ILL	2090	1983	5%
CyberShelf-OverDrive	175925	148668	18%
RB Digital Magazines	6095	5611	9%
eReader	2	7	-71%
OneClick Audio	406	387	5%
Hot Spots	31	56	-45%
Cameras & Equipment	69	84	-18%
Total e-materials	182459	154729	18%
Freegal Music	5868	6521	-10%
Freeding	83	109	-24%
DVD Player	105	137	-23%
Hoopla	1949	1767	10%
Comics	442	368	20%
Kanopy	1549	828	87%
CLC	10747	10628	1%
Laptop Use	892	1336	-33%
Active Users	278423	254818	9%

MTD Total	2020	2019	Change
January	703288	627141	12%
February	653851	631741	3%
March		734892	-100%
April		691244	-100%
May		706917	-100%
June		741336	-100%
July		766544	-100%
August		712757	-100%
September		676367	-100%
October		687147	-100%
November		655982	-100%
December		642605	-100%

YTD Total	2020	2019	Change
January	703288	627141	12%
February	1357139	1258882	8%
March		1993774	-100%
April		2685018	-100%
May		3391935	-100%
June		4133271	-100%
July		4899815	-100%
August		5612572	-100%
September		6288939	-100%
October		6976086	-100%
November		7632068	-100%
December		8274673	-100%

Circulation Report
By Item Type
February 2020



Communications Department: Report for March 2020

NEWS COVERAGE

- Total features:
 - **Last month:** 98
 - **Year-to-date:** 160
- Highlighted coverage for the month (from the [full interactive report](#)):
 - The **launch of our Pikes Peak Culture Pass** was covered by nearly every major news outlet in El Paso County. The [Colorado Springs Gazette](#) broke the story, followed by coverage from [KKTV](#), [KOAA](#), [FOX21 News](#), and the [Colorado Springs Independent](#).
 - The monthly Library Limelight column shared some exciting news: **more than 20,000 patrons have returned to use PPLD** since their accounts were cleared of fines over a year ago. It ran in the [Woodmen Edition](#), [Cheyenne Edition](#), and [Tri-Lakes Tribune](#).
 - The **expansion of Safe Place** to all Library locations and local YMCAs was covered by the [Colorado Springs Gazette](#).
 - PPLD's **Special Collections** were featured several times, most notably by reporters researching Nikola Tesla for the [Colorado Springs Gazette](#) and a Valentine's Day cold case for [FOX21 News](#).

DIGITAL MARKETING

- PPLD.org website statistics:
 - **Monthly totals:** 126,274 users, with 104,604 being new; 235,087 sessions; and 429,841 pageviews
 - **Year-to-date totals:** 259,033 users, with 218,600 being new; 480,917 sessions; and 880,730 pageviews
 - **Most popular web page for last month**, besides the home page: ppld.org/jobs
- District-wide social media statistics:
 - **Facebook:** 8,584 total followers and 34,586 daily engagement, with over 52,000 post engagements and 252,000 reach, last month
 - **Twitter:** 5,156 total followers
 - **Instagram:** 1,700 total followers
 - **LinkedIn:** 1,002 total followers
- Social media highlights:
 - **Facebook:** Our promotional video for the [Pikes Peak Culture Pass](#) reached more than 9,500 people with over 1,000 engagements and 345 shares. Our [Valentine's Day competition](#) posts reached almost 7000 people and garnered over 1200 engagements.
 - **Twitter:** The new Culture Pass dominated on this platform, too. This [FOX21 News reshare](#) received for 2253 impressions, and this [Gazette story](#) had the top mention. Our [Valentine's competition](#) was our top media tweet with 871 impressions.

- **Instagram:** [Winter Adult Reading](#) has been a big hit!
- **Media Partners:** KKTV's Facebook post about the new Culture Pass reached about 87,500 people with around 9,400 post engagements and nearly 700 shares. As part of our promotional campaign, PPLD will host a website takeover at KKTV.com, and they plan to do Facebook Lives at some of our partner institutions.

PARTNERSHIPS, EVENTS & MORE

- **Totals for 2020:**
 - **Community partnerships:** 2 new last month, bringing the year-to-date total to 26
 - **Outreach activities:** 5 last month, bringing the year-to-date total to 9 (excludes school visits)
 - **Known outreach impressions:** 329 last month, bringing the year-to-date total to 679
- **Do more, see more, and live more with the new [Pikes Peak Culture Pass](#)!** PPLD launched the new program on March 2 to provide library cardholders with no-cost access to cultural and educational experiences in the Pikes Peak region. On the first day, there were 85 reservations. Through March 5, there's been a total of 166 reservations made.



- The **grand (re)opening of [Knights of Columbus Hall](#)**, took place from March 9-15 with many scheduled events to celebrate and show off the community space that can help foster creativity, innovation, and collaboration. People can reserve space to host performances, art markets, meetings, presentations, classes, workshops, special events, and more.
- **Check out PPLD's [new online catalog](#)!** On March 8, we launched the updated and remodeled catalog, designed with patrons in mind. Our team incorporated new features and re-arranged things to provide a cleaner, easier-to-use interface, which gives the catalog a modern, up-to-date look.
- **The Spring issue of [District Discovery](#) is out!** The newest edition of our quarterly magazine highlights the new Culture Pass, Studio916, and Knights of Columbus Hall, in addition to featuring an inspirational young woman who utilized Library resources to create a documentary.
- PPLD will host a **series of [community conversations](#)** throughout the year! There's a panel discussion and community dialogue about **urban renewal in the Stratton Meadows and Ivywild neighborhoods** on Wed., March 18, from 6-7:30 p.m. at Meadows Park Community Center. There will be a discussion about the **Fountain Creek Watershed** on Thu., April 16, from 6 - 8 p.m. at Fountain Library. (Click the link above to see other scheduled topics.)
- **Check out the [Spring Break activities](#) for kids and teens!** Various opportunities are scheduled across the District from Thurs., March 12, through Sat., March 28.
- **[Vitalant's blood drives](#)** continue to take place in partnership with PPLD. The next one is scheduled for Sat., March 28, from 11 a.m. – 3 p.m. at Monument Library.

- **It's awards ceremony season!** The ceremony for our 13th annual [Teen Art Contest](#), with the theme of 20/20 vision, takes place on Sun., March 29, at 2 p.m. in Library 21c's venue. The one for PPLD's [Jean Ciavonne Poetry Contest](#), with the theme of "Poetry Stew: Poems About Food," happens on Sat., April 11. Six 4th and 5th grade winners will each receive \$50 and a book of poetry during the award ceremony.
- **Calling young artists!** The annual [Homeschool Art Show](#) is accepting submissions through Mon., March 30; all will be on display at East Library during the month of April. A reception will take place on Mon., May 4, from 4:30 – 6:30 p.m. at East Library. Check out **Rockrimmon Library's [children's art exhibit](#)** through April. It culminates with a reception on Thurs., April 30, from 6:30 – 7:30 p.m.
- PPLD's [Winter Adult Reading Program: Imagine Your Story](#) wraps up on Tues., March 31. More than 2,000 participants are reading books and attending Library programs to win prizes.
- **[Census 2020](#) promotion is underway!** Several library facilities will host Census Day parties on Wed., April 1.
- Interested in pursuing a career within the culinary industry? PPLD offers a [Food Industry Training](#) over the course of four weeks at no cost. The next program takes places April 10 – May 8 from 12:30 – 4:30 p.m. every Monday through Friday at Care and Share Food Bank.
- The tax deadline is coming up! Through April 14, **AARP Foundation's Tax-Aide program offers free [tax preparation services](#)** with the help of IRS-certified volunteers at Library 21c in the Ent Conference Center on Tuesdays and Thursdays.
- Join us for the next **[Converge Lecture Series with Jesmyn Ward!](#)** The series aims to build bridges of connection in Colorado Springs, with lectures designed to inspire conversation about the questions that you are already asking. This event with the two-time National Book Award winner begins at 7 p.m. on Tues., April 28, at Harrison High School. PPLD is giving away tickets as part of the Winter Adult Reading Program.
- Meet and learn from our current **[Makers in Residences](#), Liz Kettle and Ruth Chandler of Textiles West!** They're hosting various classes through May 17, where you can create a fabric collage or help create a community art installation, all focusing on the beauty of the Pikes Peaks region.
- **Humane Society of the Pikes Peak Region is starting a Story Tails program**, inspired by PPLD's Paws to Read program. Reward cards with PPLD's logo will be available, and HSPPR staff will punch them when patrons attend a Paws to Read program at any PPLD facility.
- **Save the date!** PPLD will host [Mountain of Authors](#) on Sat., May 2, from noon – 5 p.m., and then the annual [Business Resource Fair](#) from 9 a.m. – 2 p.m. on Mon., May 18, both at Library 21c.



MEETING & STUDY ROOMS

- Room usage:
 - **Patron reservations:** 3,604 last month, bringing the year-to-date total to 7,355
 - **Staff-hosted public programs:** 1,013 last month, bringing the year-to-date total to 1,987
- Library Market and other related use (reservations and cancellations):
 - [PPLD.LibraryMarket.com](https://www.ppld.org/library-market): 49,581 users; 65,074 sessions; and 109,250 pageviews last month, bringing the year-to-date total to 96,219 users; 130,123 sessions, and 405,934 pageviews.
 - **Online requests:** 5,156 last month, bringing the year-to-date total to 10,988
 - **Phone and email inquiries:** 616 last month, bringing the year-to-date total 1,242

OTHER KEY UPDATES

- Staffing:
 - Brenna Hemphill, our Digital Marketing Specialist, will be on **parental leave** through mid-to late April. She's left us fully prepared, with a website and social media calendar of scheduled posts and ideas. Congratulations to Brenna and her family!
 - With a recent retirement, the Communications team decided to revamp an existing position to better meet departmental and District-wide needs for videography and photography services. The marketing team plans to fill the vacancy for **Videographer & Photographer** soon.
- Community needs assessment:
 - We're targeting for a public release of "**Understanding Our Community,**" **our report on research findings and next steps**, during the week of March 23. The community-focused report will be featured on our website, via social media, and in the summer issue of District Discovery. Key stakeholders in the community will receive a preview one week prior, and PPLD staff will schedule meetings and presentations with community partners and leaders in the coming weeks.

Facilities Department Report March 18, 2020

Projects

The East Library back-up generator has been delivered to the contractor. Fuel tank and generator assembly is underway. Targeted system installation is now set for April 2. Contractor waiting confirmation from crane company.

The RFP for the Learning Lab planned for Ruth Holley Library was released on February 25, 2020 with a due date of March 13, 2020. A mandatory pre-bid conference was held on location the morning of March 2, 2020. Four general contracting firms attended and we anticipate proposal submissions from all. If Board approval is required per policy, the project will be presented at the March 18, 2020 board meeting.

The East Security Office expansion project has been awarded to Elder Construction and project start date is being coordinated with Elder, PPLD IT and Security at this time. Anticipated completion of this project is anticipated at one-week from start.

No status change: Planning and design for replacement of the existing fire alarm panel at the East Library is ongoing. Replacement and updating of this system requires evaluation of existing system device locations (horns and strobes) in order to meet current NFPA national codes. This evaluation is detailed and time intensive.

We have received conceptual designs from Carla Anderson for the landscape improvement project at Calhan Library. A meeting is scheduled for Wednesday, March 11, on site to discuss the design internally.

In coordination with the Security Department, Facilities has started issuing new access/ID badges for all PPLD staff.

Other small projects currently in progress for the Facilities Department include:

- Meeting room carpet replacement at Rockrimmon Library – currently scheduling
- Office addition for Adult Education at Penrose Library is currently out to bid
- Mechanical and Fire Protection design/planning for the creation of the Culinary Lab in the existing café space at 21c.
- Electrical panel at Sand Creek Library to service additional maker space equipment, engineering is complete and installation being quoted at this time.
- Design for landscape improvements at Calhan Library. Conceptual drawing has been submitted. An internal meeting for review of plans is being coordinated at this time.
- Cheyenne Mountain entry flooring replacement is being scheduled at this time.

Facilities Staff

Interviews for a Facilities Specialist at Library 21c have been completed. An offer was presented and accepted by David Niles who will be starting on Monday, March 9, 2020.

Additionally, interviews for the position of the new Facilities Project Manager have been completed. References have also been completed and Human Resources is in the process of conducting background checks, etc.

Monthly Statistics

In the month of February, the Facilities department completed 87 routine visits to district library facilities. Routine visits are done weekly and allow Facilities Specialists and Supervisors to complete any pending work orders, inspect location for safety issues, address minor projects, restock building supplies and meet with managers regarding any concerns or requests.

Also in the month of February, Facilities staff completed 152 demand work orders (work orders submitted by PPLD staff) accounting for 209.99 hours of staff time and 154 preventive maintenance work orders (work orders scheduled for equipment, etc.) to account for 191.67 hours of staff time for a total of 306 work orders.

Along with work orders, Facilities on-call personnel responded to 7 after hours calls in February. Emergency calls address issues that cannot wait until the next business day.

Over the past month, Facilities completed 140 meeting room set ups at the three large libraries accounting for a total of 68.5 hours.

**Human Resources Report
March 18, 2020**

Human Resources:

Major projects included the following:

- Organizational Development (Cody Logsdon)
 - The new Employee Handbook was released to staff members for acknowledgement
 - Spring cohort for the PPLD Leadership Program kicked off on February 12th
 - The second annual job description review kicked off
 - Facilitated planning session for Regional History and Genealogy team
 - New Training Supervisor selected – Sarah Marshall
- HRIS/Benefits/Compliance (Cristina Jaramillo)
 - CMS report completed
 - EPCRP audit completed
 - Continuing to Train on Benefits Manager position duties
 - Workers Compensation: 4 claims in February
- Wellness program (Laurie Jackson)
 - Routine Revolution Challenge is in progress from January 1- February 28 with 110 participants.
 - Records Retention Policy and guidelines updated
- Volunteer program (Karen Goates)
 - Researching current volunteer processes and types of volunteer programs
 - Continuing to determine accurate volunteer count for district

	January 2020	February 2020
Volunteer Applications Submitted	29	20
Volunteers Placed	20	12
Volunteers Not Placed	3	2
In Process – Carried Forward	6	6
Number of Volunteers	515	327*
Total Volunteer Hours	2713	2145*

* indicates hours still being reported to HR

- Recruitment (Soumya Gollapalli)

Recruitment / Selection Activity	February 2020
Jobs Posted	18
Newly Hired Employees	3
Promoted Employees	4
Transferred Employees	1
Separated Employees	5

- Training (Sarah Marshall)
Offer has been extended to Sarah Marshall for the Training Supervisor position.
- Other Projects
 - Completed the Paid Parental Leave Procedures
 - Updated the Bereavement Leave Procedures

**Information Technology Department Report
March 18, 2020**

FY20 Projects

#2 Priority – Surveillance system replacement RFP in development

#3 Priority – Multifunction Device (MFD) RFP in development with resolution of facsimile services for patrons - on schedule for RFP release in April

E-Rate RFPs

Switch and Uninterruptable Power Supply Replacement (UPS) and installation - previous RFP cancelled and reissued to seek “equivalent” equipment versus specific brand will seek Board approval for vendor selection in March.

Core Switch Replacement

Library 21c installation and cutover completed February 17, 2020

Phase 1 East Library data center completed March 6

The IT staff has yet to schedule Phase 2 to complete project.

District Structured Cable Plan

Penrose and East Library patron network connections and cabling were the first projects to bring the cable infrastructure up to industry standard for FY20

Remainder of FY20 will include:

- Cabling Old Colorado City Library in conjunction with the Facility floor replacement project
- Monument Library scheduled for work in preparation for surveillance system

FY21 plan will include:

- Cable staff network connections for East Library and Penrose Library campus (excluding Knights of Columbus Hall completed in FY19)
- The cabling at East Library and Penrose Library will include relocating switch closets
- The IT staff will pursue E-rate funding for FY21 cabling project

End User Services Team

- Two new hires joined team with immediate impact reducing time to close tickets
- Windows 10 transition still in progress with some staff
- The team is evaluating the audiovisual requirements across the District

Monthly Statistics

Metric	January	February
Computer Usage	39,726	36,732
Laptop Circulation	1,024	892
AWE Children's Early Literacy Computer Usage	4,026	3,361
Hotspot Circulation	40	31

Safety, Social Services & Security Report March 18, 2020

Safety

Updates:

- Safety taught 1 Stop the Bleed Class in the district
- Safety distributed Stop the bleed kits to every facility and every PPLD vehicle in the district
- Safety continues to work with the district vender to provide the updated first aid kits
- Safety began discussions to update the Corona virus Pandemic plan with LT and MT
- Safety worked with communication and El Paso County Public health to provide resources to staff
- Safety continues to attempt to obtain adequate masks and gloves to distribute to all identified PPLD staff locations

Social Services

Updates:

- Weekly Coordinated Entry Meetings
- Monthly CHAP meeting
- Biweekly Security appeal meetings
- Biweekly peer consultation with outreach workers
- Monthly Community CARE plan meeting
- Weekly drop-in hours (4 hours per week)
- Networking/collaboration meetings with: Drive Smart Colorado; Community Roundtable partners; interview with NPR; UCCS re: becoming an internship site; two PPCC social work students
- Weekly CONNECT program attendance by week:
 - 2/5: 7
 - 2/12: 9
 - 2/19: 5
 - 2/26: 9
- 46 separate patron meetings, serving 56 individuals; 19 of which were new clients
- Staff support to several individual staff members and presented at Mobile Library team meeting regarding Springs Rescue Mission new stop; and setting boundaries with patrons at all stops in general

Accomplishments:

- One new family identified for housing this month (4 individuals)
- Two individuals connected to resource for phones
- One individual connected to resource to re-establish himself as his own payee of his funds
- Provided 10 bus passes for people to access medical, Social Security, employment and housing opportunities

Security

Updates:

- The Month of February had an estimated 4,800 patron contacts from Security officers ranging from response to emergency calls, to Assistance with directions.

- Security Held 2 scheduled appeal days and saw 16 suspended patrons for restorative justice/appeal considerations.
- Security made a special appeal trip to fountain to speak with the family of a suspended patron and worked a return plan through the library staff as well as the underage patrons family.
- Security taught a PITS report writing class to district staff members who are Persons in charge.
- Security Lost our South East regional supervisor as he left PPLD to go back home to St Louis. This effects our CPR/AED program for the near future until a new staffer is hired and sent to instructor class.
- Security taught a Narcan utilization class to a district branch.
- Statistics (attached)
- Security assisted High plains library district in developing questions and hiring strategies for that district to bring on contract security for the first time in conjunction with Denver Public Library.
- Security completed pre work on new badge process and all work to begin the printing of the new badge program and education resources for staff switch over.

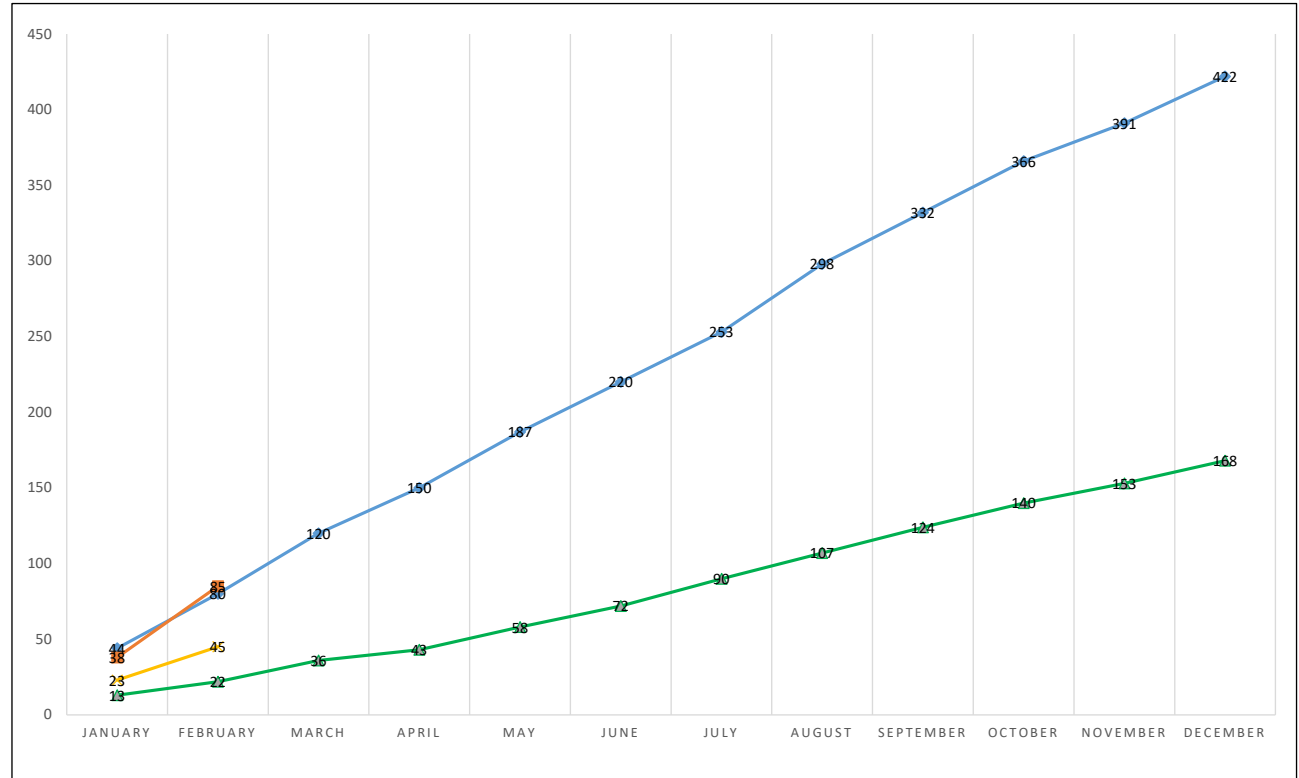
Report & Suspension Increasing Totals

2019 - Reports	
JANUARY	44
FEBRUARY	36
MARCH	40
APRIL	30
MAY	37
JUNE	33
JULY	33
AUGUST	45
SEPTEMBER	34
OCTOBER	34
NOVEMBER	25
DECEMBER	31

2020 - Reports	
JANUARY	38
FEBRUARY	47
MARCH	-
APRIL	-
MAY	-
JUNE	-
JULY	-
AUGUST	-
SEPTEMBER	-
OCTOBER	-
NOVEMBER	-
DECEMBER	-

2019 - Suspensions	
JANUARY	13
FEBRUARY	9
MARCH	14
APRIL	7
MAY	15
JUNE	14
JULY	18
AUGUST	17
SEPTEMBER	17
OCTOBER	16
NOVEMBER	13
DECEMBER	15

2020 - Suspensions	
JANUARY	23
FEBRUARY	22
MARCH	-
APRIL	-
MAY	-
JUNE	-
JULY	-
AUGUST	-
SEPTEMBER	-
OCTOBER	-
NOVEMBER	-
DECEMBER	-

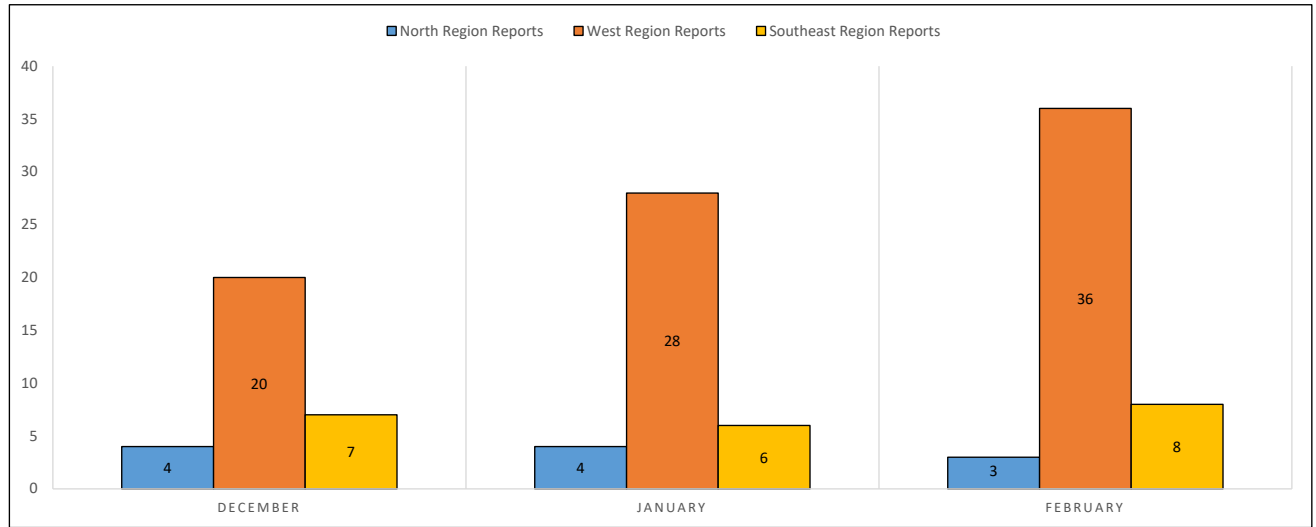


Reports by Region

North Region Reports	
DECEMBER	4
JANUARY	4
FEBRUARY	3

West Region Reports	
DECEMBER	20
JANUARY	28
FEBRUARY	36

Southeast Region Reports	
DECEMBER	7
JANUARY	6
FEBRUARY	8



Suspensions by Region

North Region	
DECEMBER	1
JANUARY	3
FEBRUARY	1

West Region	
DECEMBER	8
JANUARY	16
FEBRUARY	18

Southeast Region	
DECEMBER	6
JANUARY	4
FEBRUARY	3

