

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
SEPTEMBER 12, 2017
PENROSE LIBRARY
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 (pg. 1)
 - B. Correspondence
 - C. Events & Press Clippings (pg. 8)
 - D. Presentations:
 - 1. Summer Adventure Report: Nancy Maday, Rebecca Philipsen, Joanna Rendon
 - 2. IFLA Reports: T. Blevins, J. Hastings, T. Paisley, T. Shainidze Krebs, S. Sharples, J. Spears
- V. REPORTS
 - A. Friends of the Pikes Peak Library District Report (C. Jackson) (pg. 10)
 - B. Pikes Peak Library District Foundation Report (D. Cromeens) (pg. 11)
 - C. Board Reports
 - 1. Governance Committee (K. Spicer)
 - 2. Internal Affairs Committee (K. Beach)
 - 3. Public Affairs Committee (K. Owings)
 - 4. Adopt-a-Department Reports
 - 5. Board President (C. Grossman)
 - D. Financial Report (M. Varnet) (pg. 12)
 - E. Public Services Report (J. McPherson, L. Proctor) (pg. 30)
 - F. Circulation Report (J. Spears) (pg. 32)
 - G. Chief Librarian's Report (J. Spears)
- VI. BUSINESS ITEMS
 - A. Consent Items: Decision 17-9-1 (pg. 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
 - C. New Business
 - 1. Decision 17-9-2: Tyler Contract (M. Varnet) (pg. 35)
- VII. ADJOURNMENT

A reception for individuals who have completed applications to serve on the PPLD Board of Trustees will immediately follow this meeting

MINUTES
PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
August 8, 2017
4 pm
Cheyenne Mountain Branch 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

Chief Librarian & CEO John Spears, Chief Communication Officer Sean Anglum, Chief Development Officer and Foundation Executive Officer Dolores Cromeens, Executive Assistant Sue Hammond, Chief HR & OD Officer Sally Jensen, Director of Library Services Janice McPherson, Chief Information Officer Richard Peters, Director of Branches Lynne Proctor, Chief Financial Officer Michael Varnet, Cheyenne Mountain Branch Staff Cele Krow, Morgan Pfaelzer and Katie Smith

PUBLIC HEARING FOR THE PIKES PEAK LIBRARY DISTRICT 2017 MID-YEAR BUDGET RESOLUTION

I. Call to Order

President Grossman called the Public Hearing for the 2017 PPLD Mid-Year Budget Resolution to order at 4:00 pm.

II. Public Comment

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

III. Adjournment

President Grossman adjourned the Public Hearing for the 2017 PPLD Mid-Year Budget Resolution at 4:01 pm.

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Grossman called the August 8, 2017 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

There was no public comment.

CORRESPONDENCE AND COMMUNICATIONS

Minutes

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

Motion: Molly Dippold moved that the minutes of the July 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

No correspondence was presented

Events & Press Clippings

A list of recent press clippings and upcoming events was included in the Board packet. Sean Anglum distributed a corrected upcoming events list.

Presentations

Chief Librarian Spears introduced Tiffany Paisley as the new Cheyenne Mountain Branch Manager. Ms. Paisley will start her new job on August 28. She currently works in the Penrose Children's Department.

Cheyenne Mountain Branch staff members Cele Krow, Morgan Pfaelzer and Katie Smith provided a presentation on activities at the Branch. The branch has recently

been updated – a smaller service desk is more efficient and new carpet throughout updates the interior. Cheyenne Mountain Branch offers an array of programs for all ages. The branch is very involved in the communities it serves and recently received the Neighborhood Spirit Award from the Ivywild Improvement Society.

REPORTS

Friends of the Pikes Peak Library District

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

Pikes Peak Library District Foundation

The PPLD Foundation Report was included in the Board packet. Chief Development Officer and Foundation Executive Officer Dolores Cromeens thanked the Board for their support of the Karma Hour fundraiser to benefit the Sand Creek Branch makerspace. The PPLD Foundation has raised \$650,000 thus far this year.

Board Reports

Governance Committee

Governance Chair Katherine Spicer reported that the committee met on July 26, 2017. The committee continued to discuss the Board vacancy process. A Board Competencies Survey was included in the Board packet. Trustee Spicer asked Board members to complete the survey. The survey will assist in identifying potential new board members that possess the skills that are needed on the Board.

The committee also continued to discuss the upcoming Board retreat scheduled for October 10. A plan for the retreat was included in the Board packet. Trustee Vanderschuere noted that the retreat will be an excellent opportunity for the 3 library boards to continue to build relationships and strengthen bonds.

Internal Affairs Committee

Internal Affairs Chair Ken Beach reported that the Internal Affairs Committee met on July 26, 2017. The committee reviewed the Programming Policy and the Food & Drink Policy.

Public Affairs Committee

Public Affairs Committee Chair Kathleen Owings reported that the committee did not meet in July.

Board President

Board President Cathy Grossman suggested that the Trustees have a team in the upcoming Wasted Wisdom trivia event. Keith Clayton, Molly Dippold, and Wayne Vanderschuere expressed interest in joining President Grossman on a team. Ms. Hammond will poll the Board for team name suggestions.

Adopt-A-Department

- Trustee Owings attended a recent Staff O Sky Sox picnic.
- Trustee Beach represented the Board at the Urban Peak Breakfast.
- President Grossman attended the Summer Adventure Party in Fountain. She met the Facilities staff and took a back of the house tour at East Library.

Financial Report

The financial report for the period ending June 30, 2017 was included in the Board packet. Chief Financial Officer Michael Varnet reported that revenues are doing well. He noted that increased revenues may cause the District to exceed its TABOR limit in 2016.

Library Services and Branch Services Report

The Library Services and Branch Services Reports were included in the Board packet. Director of Library Services Janice McPherson reported that the Collection Management department has eliminated a backlog and new materials are reaching patrons quickly.

Director of Branches Lynne Proctor reported that Janina Goodwin has been hired as the new Old Colorado City Branch Manager. Janina is a former PPLD employee who is currently employed by the Pueblo City-County Library District.

Chief Librarian's Report

Chief Librarian & CEO John Spears reported that Pikes Peak Library District has been nominated to receive the Philanthropy Award at the 2017 Business & Arts Luncheon in October.

Chief Librarian Spears provided a review/summary of the Group 4 Report that was completed by Group 4 for PPLD in 2010. The report focused on how PPLD could best position and design facilities and services to provide the optimal level of service to all residents of the District. In many regards the Group 4 Report remains very pertinent to the District as it stands today. The PPLD Leadership Team will review

the Group 4 Report and identify what has already been done, what continues to be relevant, what is no longer valid and what new opportunities have developed since the report was published. This will serve as the basis for continuing conversations with the Board of Trustees.

BUSINESS ITEMS

Consent Items

Decision 17-8-1: Consent Items

Consent Items Presented:

1. New Hires

Motion: Kathleen Owings moved to approve the Consent Items as presented.

Second: Molly Dippold seconded the motion.

Vote: The motion was approved unanimously.

Unfinished Business

Decision 17-8-2: 2017 Mid-Year Budget Resolution

The 2017 Mid-Year Budget Resolution was included in the Board packet. The 2017 Mid-Year Budget Resolution was posted and a public hearing took place on August 8, 2017. There were no questions or comments from the public.

At the July 11, 2017 Board of Trustees meeting Chief Finance Officer Michael Varnet outlined several proposed amendments included in the mid-year budget resolution:

- \$300,000 increase in expected revenues due to increased specific ownership tax collections
- \$15,000 to fund the tuition assistance program
- \$30,000 to fund additional security at Penrose Library
- \$11,000 for operational costs for the Education Resource Center
- \$50,000 for additional costs for the parking lot replacement project at Library 21c

Mr. Varnet noted that no changes have been made to the 2017 Mid-Year Budget Resolution since the Board reviewed it on July 11, 2017.

Motion: Keith Clayton moved to approve the 2017 Mid-Year Budget Resolution as presented.

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was approved unanimously.

Decision 17-8-3: Fiscal Year 2018 Budget Priorities

The Board discussed priorities for the 2018 budget at the July 11, 2017 meeting. That discussion resulted in agreement that the 2017 budget priorities of staff, capital improvements and library materials were still priorities for 2018.

Motion: Wayne Vanderschuere moved that the Board of Trustees adopt the following in this order as budget priorities for Fiscal Year 2018:

- Staffing
- Capital Expenses
- Library Materials

Second: Katherine Spicer seconded the motion.

Vote: The motion was approved unanimously.

Discussion: Business Case for Library Express Closure

In response to a low level of circulation coupled with ongoing equipment issues and high maintenance costs of the materials dispenser at the Library Express kiosk, staff conducted an analysis of the service. The overall cost associated with low demand indicates that it is in the best interest of the District to discontinue the service. Staff have discussed the situation with the property manager, and it has been determined that the bookdrop located at First & Main will remain at the location. An implementation plan to end the dispenser service is in motion and service will be discontinued no later than August 31, 2017.

New Business

Decision 17-8-4: Programming Policy

A new programming policy was written to provide district-wide consistency and guidance for staff and to serve as a tool for program evaluation and selection. Staff integrated goals of the 2017-2020 Strategic Plan into the policy. Topics covered in the policy include procedures, criteria for programs, and guidelines for both staff and presenters.

Motion: Molly Dippold moved to approve Board Policy as it relates to the Pikes Peak Library District Programming Policy as presented.

Second: Kathleen Owings seconded the motion.

Vote: The motion was approved unanimously.

Decision 17-8-5: Food & Drink Policy

The Food & Drink Policy is a new policy. As libraries emerge as a “third place” for many, PPLD recognizes the need to allow library patrons to eat and drink in library facilities. This policy establishes broad guidelines for food and drink in the library and allows for differences between PPLD facilities.

Motion: Kathleen Owings moved to approve Board Policy as it relates to the Pikes Peak Library District Food & Drink Policy as presented.

Second: Keith Clayton seconded the motion.

Vote: The motion was approved unanimously.

ADJOURNMENT

There being no further business to conduct, President Grossman adjourned the meeting at 5: 43 p.m.

Cele Krow left the meeting at 4:20 pm

Morgan Pfaelzer left the meeting at 4:20 pm

Kathleen Owings left the meeting at 5:05 pm

Upcoming Events & Press Clippings September 12, 2017

PPLD Human Library @ Venue at Library 21c, – Sat., Sept. 16, 1:00-4:30pm

Sand Creek Grand Opening / Recording Studio & MakerSpace, Sand Creek Library, events throughout the week of Sept. 18-23. Donor Reception, Fri., Sept. 22, 5:30 to 8:00 pm. Block Party in Parking Lot, Sat., Sept. 23, 10:00 am to 3:00 pm.

Pikes Peak Regional Airshow, 7330 Embraer-Heights (south of Colo. Spgs. Airport), Sat. & Sun., Sept. 23 & 24.

Pikes Peak Women Distinguished Women Series, Pam Shockley-Zalabak, Venue at Library 21c – Wed., Sept. 27, 5:30 pm

PPLD @ FOXY Mom's Expo, presenting author Nancy Saltzman (*Radical Survivor*) lectures & book signing, Antler's Hotel – Sat., Sept. 30, 10:am to 3:00 pm

7th Annual Latina Voices, Venue at Library 21c – Sat., Sept. 30, 10:00 am to 12 Noon.

2017 Business & Arts Luncheon (COPPER), Antlers Hotel – Sat., Oct. 6, 11:30 am to 1:00 pm.

Cheyenne Mtn. Zoo Animal Art Exhibit Reception, East Library Gallery, Fri., Oct. 6, 4:00 to 6:00 pm.

ArtPOP Installation....Brown Girl, American Dream at Knights of Columbus Hall (KCH) – Fri., Oct. 6, open 1:30 to 8 pm with artist talk at 6:00 pm.

2017 Senior Life Expo w/ the Gazette, Antlers Hotel – Sat., Oct. 7, 10:00 am to 4:00 pm

Harvest Festival at High Prairie, High Prairie Library – Sat., Oct. 7, 10:00 am.

PPLD Regular Meeting and Board of Trustees Retreat, Penrose Library -Tuesday, October 10, 4-7 pm

APPR Author Visit / Stacey Lee (*Under A Painted Sky*), Venue at Library 21c – Sat., Oct. 12, 7:00 pm

PPLD @ Colorado Springs Science Festival/Carnival Day @ UCCS campus – Sat., Oct. 14, 10:00 am to 4:00 pm

Press Clippings

Why didn't that library proposal go to ballot? (*Pikes Peak Bulletin*, Aug. 31, 2017)

Dragon Theatre Productions puts on two plays sure to sell out fast (*The Gazette*, August 2, 2017)

You've got to have friends... of the library (*Pikes Peak Bulletin*, August 3, 2017)

Bogus solar glasses flooding market; don't be blinded by the light (*The Gazette*, August 3, 2017)

With Ito, Japan's loss is Manitou's gain (*Pikes Peak Bulletin*, August 10, 2017)

Partial Eclipse Puts On A Show For Viewers In Colorado Springs (KRCC, August 21, 2017)

August Compliments (Compiled by Antonia Krupicka-Smith, Adult Services Manager, Library 21c)

PPLD Podcasts

All accessible through a variety of services at 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: We sit down with Trisha Winslow, a Christian homemaker and homeschooling parent. Tricia talks about her experience being a "human book" in PPLD's Human Library Project. (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: Charla Stilling Appearing as Molly Brown (emcee Chris Nicholl; 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:

E-commerce SALES TOTALS, Amazon and eBay combined

MTD \$2,774

YTD \$19,847

Branch Library Meeting September 21, at 1:00 pm at Rockrimmon Branch

Designing Timeline to address issues identified at retreat

**Important Dates: Latina Voices—September 30, 2017 at Venue 21c;
Fall Book Sale—October 27 – 29, 2017 at East Library**



The Sand Creek Maker Space Grand Opening Celebration is taking shape with daily special events targeted at children, teens, and adults. Approximately 700 invitations were mailed to our donors and another 200 will be mailed to Community leaders and volunteers. Each community member of the Sand Creek Grand Opening Planning Team was asked for their invitation list.

This event is only one of several taking place between September 18 and the finale on September 23 – the Sand Creek Neighborhood Block Party. The week’s activities focus on a particular demographic like children’s, teens, and seniors. The week-long series of events are being planned by a Team of PPLD Staff, local agency representatives and Momentum Advertising and Public Relations. The event will be funded through the generosity of Comcast, the Friends of PPLD, and the PPLD Foundation.

The Development Office updated the PPLD Foundation profile for this year’s Colorado Gives Day Campaign. The update was due August 31 and signals our intent to participate.

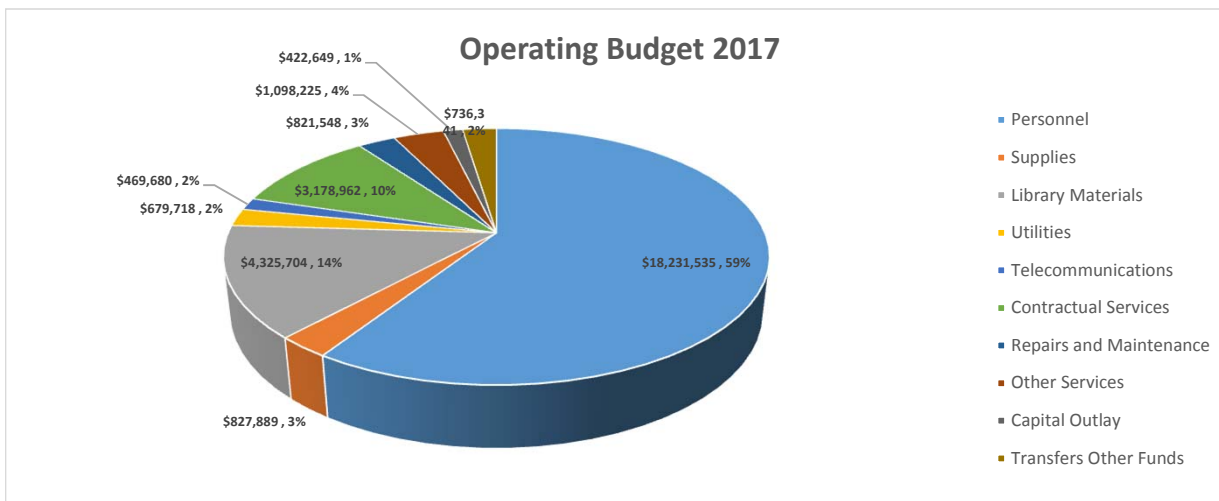
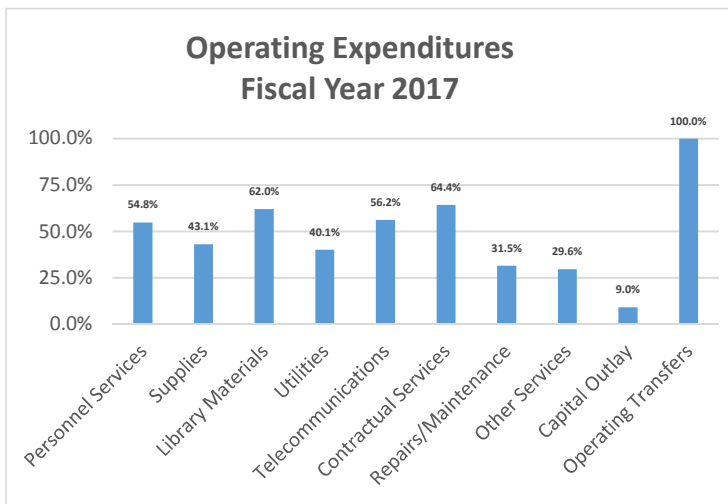
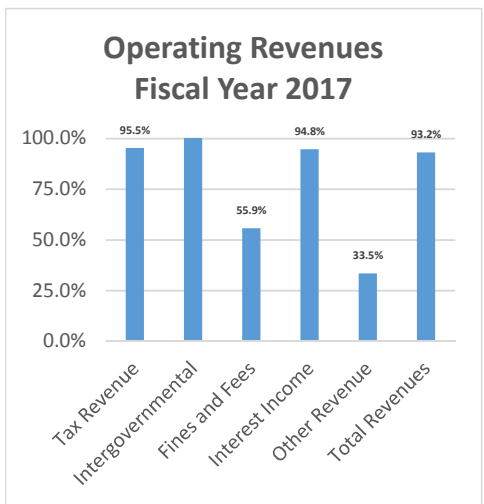
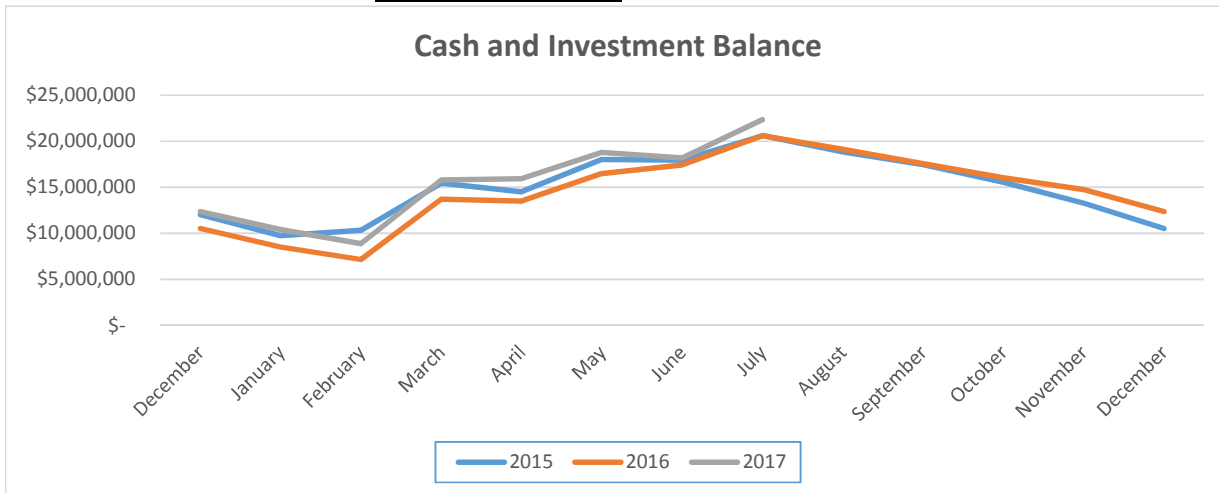
In addition, Geeks Who Drink 2017 is fast approaching and it looks like we will match last year’s attendance! Development Specialist, Isabel Soto Luna has planned and implemented the entire event, including securing sponsorships and prizes! Ent Credit Union is a cash sponsor with the following prize and applied gift in kind sponsors:

- 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)
- Biaggi’s – 5 \$20 gift card (we will need to buy 1 more gift card to make this a team prize)
- Olive Garden - \$50 in Olive Garden Cash
- Cacao Chemistry – 20 \$10 gift cards

The Event has been given a \$50 boost on Facebook, reaching just over 3,000 people. It has received 116 views, and 76 responses (people interested in or going to the event.) Email was sent to 1,959 people, opened by 479, with two registrations resulting. All seven discounted tables for staff have been sold. We have representation from Penrose, 21c, East, Ute Pass, and Rockrimmon. Tables have been set aside for PPLD Board of Trustees and PPLD Leadership Team. Jill Gaebler has confirmed that she and fello City Council members will be competing again.

Pikes Peak Library District Financial Dashboard

July 2017



Pikes Peak Library District

July 2017 Financial Report

Presented to Board of Trustees on September 12, 2017

**Pikes Peak Library District
General Fund Summary
For the Seven-Month Period Ended July 31, 2017 and 2016**

General Fund	Year-To-Date		Change	% Chg.	Notes
	2017	2016			
Revenues					
Property Taxes	\$ 25,370,898	\$ 24,421,079	\$ 949,819	3.9%	
Specific Ownership Taxes	1,962,449	1,612,920	349,529	21.7%	1
Fines and Fees	185,151	296,390	(111,239)	-37.5%	2
Interest Income	94,788	43,490	51,298	118.0%	3
Other Revenue	709,157	329,930	379,227	114.9%	4
Total Revenues	\$ 28,322,443	\$ 26,703,809	\$ 1,618,634	6.1%	

- 1 Specific ownership tax collections are higher than expected for the first seven 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 but it appears that actual collections will exceed the budget by about \$300,000 - \$350,000. Regardless of the amount, PPLD is not entitled to keep any revenue collected in excess of its legal limitations (TABOR), and this will also be monitored closely.
- 2 Fines and fees revenue will be lower in 2017 compared to 2016 primarily because PPLD no longer assesses fines on juvenile and teen materials (effective 1/1/2017). In addition, PPLD held a three-week amnesty period during the month of March. Outstanding fines and fees were waived during this period if overdue materials were returned. Total fines and fees forgiven was \$60,942.
- 3 Interest rates are higher in 2017 for various reasons.
- 4 In 2017, PPLD has received \$230,723 in eRate revenue. For 2016, the eRate revenue was received towards the end of the year.

Pikes Peak Library District
Statement of Revenues
General Fund
Period 01/01/2017 - 07/31/2017

Percent of Year 59.0%

Account Description	Original Approp	Ytd Received	Available Budget	% Received
Tax Revenue				
Property Taxes - Current	\$ 25,844,236	\$ 25,421,674	\$ (422,562)	98%
Property Taxes-Abatement	(95,000)	(85,495)	9,505	90%
Property Taxes - Omitted	3,150	3,961	811	126%
Property Taxes - Delinquent	15,000	8,499	(6,501)	57%
Penalty/Interest-Del Property	30,000	11,847	(18,153)	39%
Specific Ownership Taxes	2,825,000	1,962,449	(862,551)	69%
Local Gov In Lieu Of Tax	9,250	10,412	1,162	113%
Total Tax Revenue	28,631,636	27,333,347	(1,298,289)	95%
Intergovernmental				
State Grant - Library Materials	145,000	144,574	(426)	100%
Federal - eRate Funding	225,000	230,723	5,723	103%
State - Other grant	-	8,700	8,700	100%
Total Intergovernmental	370,000	383,997	13,997	104%
Fines and Fees				
Fines And Fees	326,420	181,171	(145,249)	56%
Collection Agency Fees	3,580	3,238	(342)	90%
Other Fees	1,500	742	(758)	49%
Total Fines and Fees	331,500	185,151	(146,349)	56%
Interest Income				
Interest Earnings	100,000	94,788	(5,212)	95%
Other Revenue				
Donations-PPLD Foundation	801,753	224,377	(577,376)	28%
Donations - Civic Organization	15,000	-	(15,000)	0%
Donations - Other Categories	20,000	625	(19,375)	3%
Copier Charges	30,450	23,227	(7,223)	76%
Patron Mgmt. System Printer	24,550	26,835	2,285	109%
Parking Lot Collections	34,000	18,424	(15,576)	54%
Merchandise Sales	5,500	2,965	(2,535)	54%
Meeting Room Rental	-	763	763	100%
Miscellaneous	13,000	21,048	8,048	162%
Sales Of Assets - Gen Capital	4,200	512	(3,688)	12%
Sales Of Assets-Lost Library Mat	20,800	6,384	(14,416)	31%
Total Other Revenue	969,253	325,160	(644,093)	34%
Total General Fund Revenues	\$ 30,402,389	\$ 28,322,443	\$ (2,079,946)	93%

**Pikes Peak Library District
 General Fund Summary
 For the Seven-Month Period Ended July 31, 2017 and 2016**

General Fund	Year-To-Date				Notes
	2017	2016	Change	% Chg.	
Expenditures					
Personnel	\$ 9,991,522	\$ 9,334,287	\$ 657,235	7.0%	
Supplies	356,414	385,670	(29,256)	-7.6%	
Library Materials	2,682,390	2,557,308	125,082	4.9%	
Utilities	272,860	240,442	32,418	13.5%	1
Telecommunication costs	263,882	195,358	68,524	35.1%	2
Contractual Services	2,046,398	1,960,478	85,920	4.4%	
Repairs and Maintenance	258,664	260,341	(1,677)	-0.6%	
Other Services	325,062	336,866	(11,804)	-3.5%	
Capital Outlay	38,240	45,579	(7,339)	-16.1%	
Operating Transfers To Other Funds	736,341	1,259,088	(522,747)	-41.5%	3
Total Expenditures	\$ 16,971,773	\$ 16,575,417	\$ 396,356	2.4%	

- 1 Electric charges is up about 25% IN 2017 as compared to 2016, or about \$35,000. The increase is a result of both a rate increase after 7/31/2017 and an increase in use.
- 2 Certain costs that were previously classified under contractual services have been reclassified to telecommunications costs (i.e., Internet - \$21,600, etc.)
- 3 Operating transfers have been made in accordance with the approved budgets.

Pikes Peak Library District
Statement of Expenditures
General Fund
Period 01/01/2017 - 07/31/2017

Percent of Year 59%

Account Description	FY 2017 Budget	Ytd Expended	Available Budget	% Used
Personnel Services				
Regular Employees	\$ 13,878,794	\$ 7,551,018	\$ 6,327,776	54%
Temporary Employees	148,820	44,557	104,263	30%
Substitute Employees	511,243	289,241	222,002	57%
Work-Study And Internship	32,439	4,328	28,111	13%
Social Security Contributions	1,009,721	580,340	429,381	57%
Retirement Contributions	757,517	435,355	322,162	57%
Health Plan Contributions	1,617,000	908,372	708,628	56%
Unemployment Compensation	44,000	20,541	23,459	47%
Workers Compensation	97,000	74,033	22,967	76%
Vision Plan Ins Contributions	54,000	27,473	26,527	51%
Life A&D Ins Contributions	51,000	29,799	21,201	58%
Tuition Reimbursement	30,000	26,465	3,535	88%
Total Personnel Services	18,231,533	9,991,522	8,240,011	55%
Supplies				
General Supplies	200,884	79,294	121,590	39%
Microform Supplies	2,450	56	2,394	2%
Software Purchases	302,104	146,807	155,297	49%
Computer Supplies	46,000	8,093	37,907	18%
Processing Supplies	95,000	46,380	48,620	49%
Office Supplies	140,950	71,453	69,497	51%
Other Supplies	40,501	4,331	36,170	11%
Total Supplies	827,889	356,414	471,475	43%
Library Materials				
Audio-Visual Materials	886,800	407,050	479,750	46%
Books	1,529,750	705,005	824,745	46%
E-Materials	1,093,500	779,214	314,286	71%
Library Materials - Other	261,000	159,958	101,042	61%
Microforms	5,000	9,180	(4,180)	184%
Periodicals	120,443	109,369	11,074	91%
Serials	28,000	26,789	1,211	96%
Databases - On-Line Services	401,211	483,099	(81,888)	120%
Memorial Materials	-	2,726	(2,726)	100%
Total Library Materials	4,325,704	2,682,390	1,643,314	62%
Utilities				
Gas	99,713	36,340	63,373	36%
Electric	477,480	208,668	268,812	44%
Water And Sewer	102,525	27,852	74,673	27%
Total Utilities	679,718	272,860	406,858	40%

Pikes Peak Library District
Statement of Expenditures
General Fund
Period 01/01/2017 - 07/31/2017

Percent of Year 59%

Account Description	FY 2017 Budget	Ytd Expended	Available Budget	% Used
Telecommunications				
Data Telecommunications	328,880	202,592	126,288	62%
Voice Telecommunications	57,600	27,925	29,675	48%
Cellular Telecommunication	73,200	33,365	39,835	46%
Telecommunications Expansion	10,000	-	10,000	0%
Total Telecommunications	469,680	263,882	205,798	56%
Contractual Services				
Janitorial Services	401,200	213,546	187,654	53%
Rental-Library Facilities	527,287	345,936	181,351	66%
Common Area Mntn Costs	139,745	93,752	45,993	67%
Security contractual services	-	25,128	(25,128)	100%
Rental-Storage Area	16,200	10,800	5,400	67%
Audit	41,450	39,705	1,745	96%
Legal	50,000	30,904	19,096	62%
Consultant	179,500	124,350	55,150	69%
Cataloging	50,600	13,209	37,391	26%
Trash Removal	22,799	10,470	12,329	46%
Copier Services	45,000	25,165	19,835	56%
Courier Services	200,800	90,191	110,609	45%
Ins-Not Employee Benefit	181,000	156,351	24,649	86%
Collection Agency Fees	41,000	20,048	20,952	49%
Printing	100,200	42,374	57,826	42%
Programming	273,169	106,457	166,712	39%
Treasurer Fees	386,656	381,690	4,966	99%
Microfilming Services	19,600	10,112	9,488	52%
Computer Support Agreement	140,500	93,850	46,650	67%
Maintenance-Computer Equipment	208,882	183,672	25,210	88%
Software Licenses	94,000	-	94,000	0%
Employee Assistance Program	17,000	8,648	8,352	51%
Parking	42,375	20,040	22,335	47%
Total Contractual Services	3,178,963	2,046,398	1,132,565	64%
Repairs and Maintenance				
Grounds Maintenance	71,400	28,008	43,392	39%
Vehicle Operating Supplies	54,750	24,900	29,850	45%
Maintenance-Equipment	501,198	149,593	351,605	30%
Repairs-Equipment	20,850	5,094	15,756	24%
Repairs-Furniture	32,500	3,882	28,618	12%
Repairs-Buildings	140,850	47,187	93,663	34%
Total Repairs and Maintenance	821,548	258,664	562,884	31%

Pikes Peak Library District
Statement of Expenditures
General Fund
Period 01/01/2017 - 07/31/2017

Percent of Year 59%

Account Description	FY 2017 Budget	Ytd Expended	Available Budget	% Used
Other Services				
Translation Services	2,500	93	2,407	4%
Advertising	2,750	1,087	1,663	40%
Bank And Trustee Fees	26,600	14,210	12,390	53%
Information Listing	15,000	15,835	(835)	106%
Mileage/Travel Reimbursement	70,959	24,888	46,071	35%
Employee Recruitment	39,500	9,690	29,810	25%
Employee Testing	500	-	500	0%
Dues/Membership/Bus Functions	58,996	27,641	31,355	47%
Merchandising	5,000	11	4,989	0%
Employee Recognition/Excellence	20,525	4,609	15,916	22%
Board Of Trustees	5,000	819	4,181	16%
Community Outreach	70,000	30,069	39,931	43%
Training	228,516	79,127	149,389	35%
Signage	8,000	3,860	4,140	48%
Bindery	5,000	2,821	2,179	56%
Summer Reading Club	42,506	35,728	6,778	84%
Patron Reimbursement	1,000	-	1,000	0%
Postage	92,500	39,311	53,189	42%
Volunteer Program	5,900	1,846	4,054	31%
Safety & Wellness	18,500	4,256	14,244	23%
Other Grant Designated Fund Exp	352,884	16,044	336,840	5%
Administrative Support	10,500	264	10,236	3%
Rental-Equipment	1,000	-	1,000	0%
Other Expenses	14,589	12,853	1,736	88%
Total Other Services	1,098,225	325,062	773,163	30%
Capital Outlay				
Video Equip & Access	4,000	-	4,000	0%
Land Improvement	17,184	6,758	10,426	39%
Buildings	83,465	7,463	76,002	9%
Equipment	264,000	7,126	256,874	3%
Furniture	34,500	13,929	20,571	40%
Shelving	2,000	-	2,000	0%
Capital Outlay-Other Expenditures	17,500	2,964	14,536	17%
Total Capital Outlay	422,649	38,240	384,409	9%
Operating Transfers to Other Funds				
Fund Transfers Out	736,341	736,341	-	100%
Total Expenditures	\$ 30,792,250	\$ 16,971,773	\$ 13,820,477	55%

**Pikes Peak Library District
Special Revenue Funds
Period 01/01/2017 - 05/31/2017**

Fund Balance - January 1, 2017	\$ 276,398
Budgeted Revenues	-
Budgeted Expenditures	75
Fund Balance - July 31, 2017	<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 - 07/31/2017

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
Expenditures							
2017 Budget							
Roof Inspection And Repairs	\$ 3,500	\$ -	\$ 3,500	\$ -	\$ 1,840	\$ 1,660	52.6%
Blinds For ESL Office	2,200	-	2,200	2,173	-	27	98.8%
Blinds For Erc/Maker Space	4,500	-	4,500	3,541	-	959	78.7%
Window Leak-2nd Floor	7,500	-	7,500	-	-	7,500	0.0%
Additional Meeting Room Chairs	2,250	-	2,250	-	1,433	817	63.7%
Teen Center-Interior Paint	4,000	-	4,000	3,243	-	757	81.1%
Furnishings/Barrier Tween Area	4,000	-	4,000	4,000	-	-	100.0%
Mural	5,000	-	5,000	4,817	-	183	96.3%
Chair Replacement	3,500	-	3,500	2,542	-	958	72.6%
Sub-Total	36,450	-	36,450	20,316	3,273	12,861	64.7%
Carryover From 2016							
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	-	160	160	272	-	(112)	170.0%
IT Equipment	-	2,071	2,071	-	-	2,071	0.0%
Sub-Total	-	13,551	13,551	272	-	13,279	2.0%
Total Expenditures	36,450	13,551	50,001	20,588	3,273	26,140	47.7%
Sources of Funds							
Operating Transfer - General Fund	\$ -	\$ -	\$ -	-	\$ -	\$ -	0.0%
Excess Revenues over Expenditures				(20,588)			
Fund Balance - January 1, 2017				132,256			
Fund Balance - July 31, 2017				<u>\$ 111,668</u>			

Pikes Peak Library District
 Penrose Library Capital Projects Fund
 Period 01/01/2017 - 07/31/2017

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
Expenditures							
2017 Budget							
Additional Lighting	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	-	\$ -	100.0%
Roof Maintenance	3,500	-	3,500	-	2,280	1,220	65.1%
Window Blinds For EA	3,200	-	3,200	2,964	-	236	92.6%
Replace Existing Parking Meter	50,000	-	50,000	-	-	50,000	0.0%
Facade Repair	16,000	-	16,000	15,650	-	350	97.8%
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%
Sub-Total	164,200	-	164,200	74,227	22,323	67,650	58.8%
Carryover From 2016							
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	48,985	-	4,028	92.4%
Furniture And Equipment	-	464	464	-	-	464	0.0%
Sub-Total	-	64,537	64,537	48,985	-	15,552	75.9%
Total Expenditures	164,200	64,537	228,737	123,212	22,323	83,202	63.6%
Sources of Funds							
Operating Transfer - General Fund	\$ 59,690	\$ -	\$ 59,690	59,690	-	\$ -	100.0%
Excess Revenues over Expenditures				(63,522)			
Fund Balance - January 1, 2017				173,206			
Fund Balance - July 31, 2017				<u>\$ 109,684</u>			

Pikes Peak Library District
Library 21c Capital Projects Fund
Period 01/01/2017 - 07/31/2017

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
Expenditures							
2017 Budget							
Parking Repairs	\$ 570,000	\$ -	\$ 570,000	\$ 642,553	\$ 3,458	\$ (76,011)	113.3%
Sound Attenuation	5,000	-	5,000	362	1,204	3,434	31.3%
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	9,964	-	36	99.6%
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%
Sub-Total	681,000	-	681,000	660,379	4,662	15,959	97.7%
Carryover From 2016							
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%
Sub-Total	-	82,793	82,793	-	-	82,793	0.0%
Total Expenditures	681,000	82,793	763,793	660,379	4,662	98,752	87.1%
Sources of Funds							
Donations	\$ 30,000	\$ -	\$ 30,000	35,000	\$ -	\$ 5,000	116.7%
Excess Revenues over Expenditures				(625,379)			
Fund Balance - January 1, 2017				777,665			
Fund Balance - July 31, 2017				<u>\$ 152,286</u>			

Pikes Peak Library District
 Capital Reserve Fund
 Period 01/01/2017 - 07/31/2017

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
Expenditures							
2017 Budget							
Facilities							
Ho-Access Control	5,700	-	5,700	-	3,700	2,000	64.9%
Mo-Access Control	12,000	-	12,000	-	8,300	3,700	69.2%
Ro-Access Control	2,000	-	2,000	-	2,000	-	100.0%
Sa-Access Control	1,100	-	1,100	-	7,100	(6,000)	645.5%
Upgrade Intrusion Alarm System	20,000	-	20,000	19,822	178	-	100.0%
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	1,483	-	117	92.7%
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%
Total Facilities	384,700	-	384,700	30,262	21,278	333,160	

Pikes Peak Library District
Capital Reserve Fund
Period 01/01/2017 - 07/31/2017

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
Information Technology							
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	3,771	-	20,229	15.7%
Primary Storage	25,000	-	25,000	-	-	25,000	0.0%
Offsite Backup System	20,000	-	20,000	-	-	20,000	0.0%
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	-	-	82,434	0.0%
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%
Total Information Technology	691,757	-	691,757	52,666	-	639,091	7.6%
Sub-Total	1,076,457	-	1,076,457	82,928	21,278	972,251	9.7%

Pikes Peak Library District
 Capital Reserve Fund
 Period 01/01/2017 - 07/31/2017

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
<u>Carryover From 2016</u>							
Facilities							
Building Maint-Minor Renov Prj	-	25,000	25,000	-	-	25,000	0.0%
Ch Carpet Replacement	-	30,000	30,000	25,018	-	4,982	83.4%
Ho - Rolling Wall Partition	-	2,200	2,200	-	-	2,200	0.0%
Ho-Access Control	-	5,100	5,100	556	4,544	-	100.0%
Ro-Access Control	-	7,100	7,100	-	7,100	-	100.0%
Ma - Building Maintenance/Mino	-	10,000	10,000	-	-	10,000	0.0%
Ma - Other Furn Or Equip Repl	-	1,000	1,000	-	-	1,000	0.0%
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	-	6,065	1,106	84.6%
Dw - Asphalt Repairs	-	15,373	15,373	400	9,000	5,973	61.1%
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	-	71,879	71,879	17,849	50,518	3,512	95.1%
Total Facilities	-	205,251	205,251	43,823	77,227	84,201	59.0%

Pikes Peak Library District
 Capital Reserve Fund
 Period 01/01/2017 - 07/31/2017

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
Information Technology							
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	39,317	-	4,959	88.8%
Webcams For Server Rooms	-	403	403	-	-	403	0.0%
Sirsi Test Server	-	2,532	2,532	2,550	-	(18)	100.7%
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	-	-	100.0%
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%
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%

Pikes Peak Library District
 Capital Reserve Fund
 Period 01/01/2017 - 07/31/2017

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
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%
Contingency I/T	-	8,427	8,427	-	-	8,427	0.0%
Total Information Technology	-	426,564	426,564	143,257	-	283,307	33.6%
Creative Services							
Studio flooring	12,000	4,067	16,067	14,788	-	1,279	92.0%
Studio improvements	-	3,500	3,500	896	-	2,604	25.6%
Total Creative Services	12,000	7,567	19,567	15,684	-	3,883	80.2%
Total Carryover	12,000	639,382	651,382	202,764	77,227	371,391	43.0%
Total Expenditures	\$ 1,088,457	\$ 639,382	\$ 1,727,839	\$ 285,692	\$ 98,505	\$ 1,343,642	22.2%
Sources of Funds							
Operating transfer - General Fund	\$ 676,651	\$ -	\$ 676,651	676,651	\$ -	\$ -	100.0%
Excess Revenues over Expenditures				390,959			
Fund Balance - January 1, 2017				1,051,188			
Fund Balance - July 31, 2017				<u>\$ 1,442,147</u>			

**Pikes Peak Library District
Receipts and Disbursements by Cash Account
For the month ended July 31, 2017**

	ColoTrust Investments	Wells Fargo / US Bank Checking	Total Cash
Cash July 1, 2017	\$ 17,924,274	\$ 285,072	\$ 18,209,346
Receipts July 2017			
Property Taxes	6,230,647		6,230,647
Daily Cash Receipts		30,807	30,807
Credit Card Receipts		14,261	14,261
E-rate reimb		179,055	179,055
Interest	20,706		20,706
Disbursements July 2017			
Payment of Bills week of 7/3/17		(169,124)	(169,124)
Payment of Bills week of 7/10/17		(275,883)	(275,883)
Payment of Bills week of 7/17/17		(334,856)	(334,856)
Payment of Bills week of 7/24/17		(175,299)	(175,299)
Payment of Bills week of 7/31/17		(7,107)	(7,107)
Payroll 7/14/17		(580,013)	(580,013)
Payroll 7/28/17		(583,683)	(583,683)
EOM Payroll bills		(211,606)	(211,606)
Bank and credit card fees		(2,069)	(2,069)
Transfer between funds	(2,675,000)	2,675,000	-
Cash July 31, 2017	<u>\$ 21,500,627</u>	<u>\$ 844,556</u>	<u>\$ 22,345,183</u>

Library Services Report

September 12, 2017

Christine Dyar and Bryan Matthews (East AS) shared PPLD program information with KCME listeners during the radio station's Culture Zone. Listen here: <https://www.kcme.org/kcme-culture-zone/> Scroll down to find their names and hear the piece!



21c AS moved yoga to Ford Frick Park.

At 21c, families loved the Summer Morning Fun performances. Loco-Motion (the science of circus arts) was the highest attended program with 265! Families also enjoyed meeting a pig who loves books, and more!



The Rocky Mountain Makerspace Summit was held in July with two of the three days at Library 21c. Bernie Lynch, Project Manager for *Made Right Here*, spoke about economic development and workforce training. Dorothy Jones-Davis, Executive Director of *Nation of Makers*, discussed the importance of the maker movement.



Staff marched in PPLD's book cart "float" at the Colorado Springs Pride Festival parade on 7/9. Heidi Buljung organized PPLD's participation.



The Summer Adventure Party at East was host to 2,100 kids and parents! There were a zillion activities for kids to do and lots of water too.

Interlibrary Loan moved from Penrose to Library 21c and is now part of Collection Management.

The Teen Writing Contest had 46 entries and 34 people at the award ceremony. Author Evangeline Denmark spoke about failure and perseverance.

Terry Zarsky, Business Librarian, spoke at a USAFA Transition Assistance Program (TAP) meeting with 31 people in attendance.

Special Collections staff members, Erinn Barnes and Tim Morris, attended a training conducted by the Western States & Territories Preservation Assistance Service (WESTPAS). As a result of this and previous trainings, Special Collections has updated the disaster plan.

Circulation staff is preparing for the implementation of the new hold slip which will use the first four letters of the patron's last name and the last four digits of the patron's library card number. This will improve patron privacy. August 14th is the launch date.

Branch Report September 12, 2017

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

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



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

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

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



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

OL: The branch is getting some much needed facility updates with reupholstered furniture and refurbished chairs. Chronic lighting issues are being addressed. Staff

participated in the Branch Manager interview process and are looking forward to having Janina Goodwin.

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



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

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

2017 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	283039	266674	312124	279236	296190	324773	310887	302840	0	0	0	0	2375763
DVD	159192	145671	169020	153965	158498	157942	160779	156538	0	0	0	0	1261605
CD Music	17304	15656	17412	15405	15058	15270	15743	17220	0	0	0	0	129068
CD Book	17810	16935	19747	17681	19656	20753	20433	20095	0	0	0	0	153110
Playaway	4995	4458	5564	4723	5545	7026	6553	6085	0	0	0	0	44949
Kit	1735	1788	2235	2005	2102	2131	1797	1927	0	0	0	0	15720
Game	3606	3774	4895	4201	4173	4727	4755	4319	0	0	0	0	34450
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Physical Items	487681	454956	530997	477216	501222	532622	520947	509024	0	0	0	0	4014665
ILL	1708	2144	2221	2494	2105	2100	2091	2346	0	0	0	0	17209
CyberShelf-OverDrive	121211	108639	123704	117877	123555	123952	129300	125764	0	0	0	0	974002
Zinio	5505	4090	4149	4202	3558	3369	3394	3774	0	0	0	0	32041
eReader	64	38	25	39	59	53	31	34	0	0	0	0	343
OneClick Audio	527	499	619	527	521	536	541	557	0	0	0	0	4327
Hot Spots	53	67	70	69	70	72	62	64	0	0	0	0	527
TOTAL STATE Circ	616749	570433	661785	602424	631090	662704	656366	641563	0	0	0	0	5043114
Freegal Music	11387	10388	10997	10336	10938	9890	11143	9899	0	0	0	0	84978
Freeding	73	58	88	76	87	83	79	82	0	0	0	0	626
DVD Player	127	137	158	151	174	126	122	104	0	0	0	0	1099
Hoopla	1456	1404	1517	1440	1467	1403	1535	1475	0	0	0	0	11697
ComicsPlus	243	169	215	274	113	155	469	290	0	0	0	0	1928
TOTAL STATE Circ	11560	10985	12915	11113	10872	11542	11724	10905	0	0	0	0	91616
Laptop Use	1579	1581	1866	1709	1777	1393	1467	1728	0	0	0	0	13100
Active Users	260189	259722	260272	259790	259453	260002	259962	260236	0	0	0	0	

Monthly Circ by Format			
	2017	2016	Change
Print	302840	314788	-4%
DVD	156538	169432	-8%
CD Music	17220	19683	-13%
CD Book	20095	20811	-3%
Playaway	6085	5704	7%
Kit	1927	2277	-15%
Game	4319	4833	-11%
TOTAL Physical Items	509024	537528	-5.30%
ILL	2346	2248	4%
CyberShelf-OverDrive	125764	109017	15%
Zinio	3774	3545	6%
eReader	34	19	79%
OneClick Audio	557	577	-3%
Hot Spots	64	60	7%
Total e-materials	130193	113218	15%
TOTAL STATE Circ	641563	652994	-2%
Freegal Music	9899	11648	-15%
Freeding	82	92	-11%
DVD Player	104	80	30%
Hoopla	1475	1398	6%
ComicsPlus	290	444	-35%
CLC	10905	12330	-12%
Laptop Use	1728	1395	24%
Active Users	260236	261646	-1%

MTD Total	2017	2016	Change
January	616749	654844	-6%
February	570433	606705	-6%
March	661785	674923	-2%
April	602424	651740	-8%
May	631090	651398	-3%
June	662704	729327	-9%
July	656366	675386	-3%
August	641563	652994	-2%
September		605501	-100%
October		612921	-100%
November		598991	-100%
December		573544	-100%

YTD Total	2017	2016	Change
January	616749	654844	-6%
February	1187182	1261549	-6%
March	1848967	1936472	-5%
April	2451391	2588212	-5%
May	3082481	3239610	-5%
June	3745185	3968937	-6%
July	4401551	4644323	-5%
August	5043114	5297317	-5%
September		5902818	-100%
October		6515739	-100%
November		7114730	-100%
December		7688274	-100%

Circulation by Item Type - August 2017

2017 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	65426	56029	65899	60703	60582	62168	62012	59067	0	0	0	0	491886
Mobile Libraries Total	13662	13144	13896	13300	13323	12170	12148	12960	0	0	0	0	104603
Cheyenne	26625	31084	36349	31514	33759	34986	33962	33910	0	0	0	0	262189
Fountain	14826	13830	17458	15818	16053	18364	17800	17338	0	0	0	0	131487
High Prairie	24970	23044	27635	23106	24943	25433	24214	24943	0	0	0	0	198288
Holley	30802	27612	31993	29414	31479	32586	32182	31871	0	0	0	0	247939
Manitou	4328	3945	5079	4356	4598	3755	4127	3784	0	0	0	0	33972
Monument	32089	29776	34975	31421	34001	35938	34888	34608	0	0	0	0	267696
Old Colorado City	18979	17241	20090	17611	18810	17945	17596	18597	0	0	0	0	146869
Palmer Lake	3665	3770	4231	3582	3858	3881	3751	3652	0	0	0	0	30390
Rockrimmon	30019	28473	32396	28694	32047	33539	32698	33692	0	0	0	0	251558
Sand Creek	30571	29847	33347	31028	31096	33871	33252	31006	0	0	0	0	254018
Ute Pass	2727	2510	3095	2507	2606	2665	2461	2529	0	0	0	0	21100
Senior Van	1993	1650	1901	1672	1704	1882	1849	1808	0	0	0	0	14459
Bookmobiles	11669	11494	11995	11628	11619	10288	10299	11152	0	0	0	0	90144
East	115150	101730	115308	106561	111657	119108	116171	112358	0	0	0	0	898043
Library 21c	73374	72496	88727	77305	82107	95881	93152	88335	0	0	0	0	671377
Dispensers	332	321	388	193	212	228	422	267	0	0	0	0	2363
Parenting	136	104	131	103	91	104	111	107	0	0	0	0	887
Total Physical Materials	487681	454956	530997	477216	501222	532622	520947	509024	0	0	0	0	4014665

YTD CIRC Comparison	2017	2016	% Change
Penrose	491886	538023	-8.6%
Mobile Libraries Total	104603	111702	-6.4%
		0	
Cheyenne	262189	303846	-13.7%
Fountain	131487	138812	-5.3%
High Prairie	198288	210955	-6.0%
Holley	247939	273694	-9.4%
Manitou	33972	31907	6.5%
Monument	267696	288305	-7.1%
Old Colorado City	146869	170473	-13.8%
Palmer Lake	30390	29254	3.9%
Rockrimmon	251558	265362	-5.2%
Sand Creek	254018	290791	-12.6%
Ute Pass	21100	22022	-4.2%
Senior Van	14459	15428	-6.3%
Bookmobiles	90144	96274	-6.4%
East	898043	1062671	-15.5%
Library 21c	671377	614141	9.3%
Dispensers	2363	18608	-87.3%
Parenting	887	869	2.1%
Total Physical Materials	4014665	4371435	-8.2%

Current Month Comparison CIRCULATION	2017	2016	% Change
Penrose	59067	64482	-8.4%
Mobile Libraries Total	12960	13456	-3.7%
Cheyenne	33910	38035	-10.8%
Fountain	17338	17318	0.1%
High Prairie	24943	26215	-4.9%
Holley	31871	33690	-5.4%
Manitou	3784	4054	-6.7%
Monument	34608	35052	-1.3%
Old Colorado City	18597	20854	-10.8%
Palmer Lake	3652	3577	2.1%
Rockrimmon	33692	32972	2.2%
Sand Creek	31006	36920	-16.0%
Ute Pass	2529	2436	3.8%
Senior Van	1808	2027	-10.8%
Bookmobiles	11152	11429	-2.4%
East	112358	130290	-13.8%
Library 21c	88335	75152	17.5%
Dispensers	267	2910	-90.8%
Parenting	107	115	-7.0%
Total Physical Materials	509024	537528	-5.30%

Circulation by Facility - August 2017

Current Month Comparison VISITORS	2017	2016	% Change
Penrose	47756	48591	-1.7%
Mobile Libraries Total	3533	3305	6.9%
Cheyenne	19968	20907	-4.5%
Fountain	11191	11648	-3.9%
High Prairie	10572	10370	1.9%
Holley	19800	19868	-0.3%
Manitou	5169	4544	13.8%
Monument	17742	20606	-13.9%
Old Colorado City	13066	14919	-12.4%
Palmer Lake	1850	2358	-21.5%
Rockrimmon	19470	17687	10.1%
Sand Creek	30563	26194	16.7%
Ute Pass	1544	1615	-4.4%
Knights of Columbus Hall	318		
East	55027	58325	-5.7%
Library 21c	48053	48148	-0.2%
TOTAL	305622	309085	-1.1%
Special Collections	3319	2930	13.3%

Consent Agenda: New Hires

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

Marsha Madsen: 21c, Shelver (15 hrs)
Kathryn Donisi: Penrose, Library Associate (Sub)
Amberlyn Russell: 21c, Teen Librarian (40 hrs)
Cheryl Kautz: Penrose, Shelver (20 hrs)
Jessica House: Penrose, Shelver (20 hrs)
Charlene Madden: PE, EA, 21c, Shelver (Sub)

Tyler Technologies Support Agreement (2018 – 2020)

History

In 2009, PPLD completed an RFP for the purchase and installation of a fully integrated Finance/Payroll/Human Resources computer system (MUNIS). Tyler Technologies, one of the largest companies that sells, installs and supports/maintains systems to governmental entities, was the selected vendor.

MUNIS is a very robust system, and it includes a full Employee Self Service module that is used for employee timekeeping purposes, among other things.

As part of the RFP project, PPLD elected to host MUNIS in-house. What this meant was PPLD's IT department purchased and installed (and maintained) 5 servers in order for the MUNIS to function appropriately. In addition, IT staff is required to be fully knowledgeable with how the system is maintained and how to best deploy the aforementioned servers.

Maintenance and Support – Current

In late 2014, the Board of Trustees approved an off-site hosted solution, meaning the system is no longer hosted by PPLD, but rather it is hosted by Tyler Technologies.

The following were some of the more significant advantages of switching over to an off-site hosted solution:

1. Hosting MUNIS at PPLD required 5 servers in order to be operational. The off-site solution eliminated the need to replace the servers, which normally would be done once every three years. A server costs about \$5,000.00, so this results in a savings of approximately \$25,000 every three years, at a minimum.
2. The requirements of the Health Insurance Portability and Accountancy Act (HIPAA) are stringent and cumbersome. Even for entities like PPLD, there are numerous requirements placed on our IT systems, and as a result, there are numerous places in which PPLD becomes vulnerable to being in non-compliance with HIPAA. By using Tyler's off-site solution, given all of their measures taken to ensure security and safeguarding of data, we believe it would be easier to ensure our compliance with HIPAA through a hosted solution than if we maintained the servers ourselves. Tyler is tasked in maintaining HIPAA compliance, meaning there are fewer measures that we would have to employ to ensure compliance with HIPAA.
3. The off-site solution at Tyler Technologies means we are utilizing their expertise and resources, which are significant, to maintain our deployment in case of emergencies or systems issues.

4. The off-site hosted solution helps to the software version in use is current as would the patch levels. This is important to note because their software versions change annually and it had been difficult for staff to remain current with the updates. PPLD basically had been at risk of not being in full compliance of current regulations in all areas of HR and finance when we are not using the current version of software. Also, newer versions of software generally provide for more efficiency, and when we are not on the current version, we lose out on the opportunity of employing such efficiencies.
5. Tyler's network redundancy (nationally) would help to insure stability-if we go down (a server goes down, etc.), we would be down for a while. With their network, we have not had this issue.
6. PPLD's IT department had only two people working on all PPLD servers, which is noteworthy given the magnitude of computer applications PPLD currently utilizes. The off-site hosted solution effectively freed them up for their other tasks.

Costs

PPLD would continue to pay an annual fee to Tyler Technologies. PPLD has paid \$64,695 in 2015, and \$60,695 in 2016 and 2017. Tyler proposes an extension to this agreement at a cost of \$62,979 annually for 2018 – 2020. The non-appropriation clause included in the original contract would remain in effect for this extension.

Recommendation

The recommendation is the Board of Trustees authorize management to enter into the three-year contract extension (with the proper non-appropriation clause) for the hosted solution currently being utilized through Tyler Technologies for the period 2018 – 2020 at a total cost of \$188,937 (\$62,979 annually).