

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

- I. CALL TO ORDER
- II. PUBLIC COMMENT REGARDING THE 2017 MID-YEAR BUDGET RESOLUTION  
*(3 Minute Time Limit per Person)*
- III. ADJOURNMENT

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

- I. CALL TO ORDER
- II. ITEMS TOO LATE FOR THE AGENDA
- III. PUBLIC COMMENT *(3 Minute Time Limit per Person)*
- IV. CORRESPONDENCE AND COMMUNICATIONS
  - A. Minutes [p.1]
  - B. Correspondence
  - C. Events & Press Clippings [p. 8]
  - D. Presentation:
    - 1. Introduction of New Cheyenne Mountain Branch Manager: J. Spears
    - 2. Cheyenne Mountain Branch Update: Cele Krow, Morgan Pfaelzer, Katie Smith
- V. REPORTS
  - A. Friends of the Pikes Peak Library District Report (D. Gonzales) [p. 10]
  - B. Pikes Peak Library District Foundation Report (D. Cromeens) [p. 11]
  - C. Board Reports
    - 1. Governance Committee (K. Spicer) [p. 12]
    - 2. Internal Affairs Committee (K. Beach)
    - 3. Public Affairs Committee (K. Owings)
    - 4. Board President (C. Grossman)
    - 5. Adopt-a-Branch Reports
  - D. Financial Report (M. Varnet) [p. 14]
  - E. Public Services Report (J. McPherson, L. Proctor) [p. 32]
  - F. Chief Librarian's Report (J. Spears) [p. 34]
- VI. BUSINESS ITEMS
  - A. Consent Items: Decision 17-8-1  
*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 [p. 36]
  - B. Unfinished Business
    - 1. Decision 17-8-2: Mid-Year Budget Resolution (M. Varnet) [p. 37]
    - 2. Decision 17-8-3: Fiscal Year 2018 Budget Priorities (J. Spears) [p. 67]
    - 3. Discussion: Business Case for Library Express Closure (R. Peters) [p. 68]
  - C. New Business
    - 1. Decision 17-8-4: Programming Policy (J. McPherson) [p. 70]
    - 2. Decision 17-8-5: Food and Drink Policy (J. McPherson) [p. 75]
- VII. ADJOURNMENT

**MINUTES  
PIKES PEAK LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
July 11, 2017  
4 pm  
Penrose Library**

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

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, Friends of the Pikes Peak Library District Board President Dora Gonzales, Executive Assistant Sue Hammond, Chief HR & OD Officer Sally Jensen, Director, Library Services Janice McPherson, Chief Information Officer Richard Peters, Rebecca Philipsen Teen Services Librarian, Director, Branches Lynne Proctor, Adult Education Division Head Teona Shainidze Krebs, Sand Creek and Fountain Branch Manager Abby Simpson, Chief Facilities Management Officer Gary Syling, Chief Financial Officer Michael Varnet, Interns: Norma Silva Davila, Kambri Hill, Anastasia Montoya, Samuela Mouzaiur

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**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**CALL TO ORDER**

President Grossman called the July 11, 2017 meeting of the Pikes Peak Library District Board of Trustees to order at 4:00 p.m.

**ITEMS TOO LATE FOR THE AGENDA**

There were no items to add to the agenda.

**PUBLIC COMMENT**

There was no public comment.

## CORRESPONDENCE AND COMMUNICATIONS

### Minutes

The minutes of the June 13, 2017 meeting of the Board of Trustees were presented for review.

**Motion:** Keith Clayton moved that the minutes of the June 13, 2017 meeting of the Board of Trustees be approved as presented.

**Second:** The motion was seconded by Ken Beach.

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

### Correspondence

Three items of correspondence were included in the Board packet. Two letters from School District 11 recognized PPLD staff for program presentations:

- 159 Presentations to 13,701 students by: Christa Funke, Joanna Rendon, Renee Sanning, Stacy Smith, Kristin Brown, Ruth Venable, Betty McDonald, Carol Scheer, Corrie Van Bemden, Britt Bloom, Barbara Huff, Heather Jordan, Gayle Meredith, and Cameron Riesenberger

President Grossman commended staff for making a big difference in the community through their programming efforts.

### Events & Press Clippings

A list of recent press clippings and upcoming events was included in the Board packet. Chief Librarian & CEO Spears encouraged Board members to attend upcoming Summer Adventure parties across the District. PPLD is partnering with Colorado College to present author David Baron discussing his book, *American Eclipse: A Nation's Epic Race to Catch the Shadow of the Moon and Win the Glory of the World* at Library 21c on July 13.

### Presentation

PPLD is fortunate to be hosting 4 interns this summer. Norma Silva Davila, Kambri Hill and Anastasia Montoya are part of a Public Library Association Internship Initiative. Kambri is working at Penrose Library in the Teen Services Department, and Norma and Anastasia are working at Sand Creek Branch Library. All three PLA interns are currently enrolled in local high schools. Samuela Mouzaiur is an intern in the Adult Education Department who comes to PPLD from the University of Chicago. The interns provided the Board with information on themselves and projects that they plan to complete as part of their internships.

## REPORTS

### Friends of the Pikes Peak Library District

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends of the Pikes Peak Library District Board President Dora Gonzales reported that the Friends will kick off Hispanic Heritage Month with their *Latina Voices* event on September 30. The Community Library Friends have a new mission statement, "Share, Connect, Build".

### Pikes Peak Library District Foundation

The PPLD Foundation Report was included in the Board packet. Chief Development Officer and Foundation Executive Officer Dolores Cromeens reported that the Alex Gilmore Endowment which launched in 2012 recently reached its \$10,000 goal. Interest income from the endowment will support programs/materials for children at the Monument Branch Library. The Foundation will host a fundraiser for the Sand Creek Branch Library makerspace on July 18 at Bristol Brewing Company. A district-wide donor appreciation event is planned for September 22 at Sand Creek Branch Library. Ms. Cromeens reported that the Foundation has raised \$500,000 in 2017.

### Board Reports

#### Governance Committee

Governance Chair Katherine Spicer reported that the committee met on June 12, 2017 and discussed the following:

- Board Retreat: The committee would like to have a short regular Board meeting that would begin in the early afternoon. After the business meeting, a panel of community members would lead discussion on the Library's role in the arts community. The retreat would wrap up with a joint boards maker event at Knights of Columbus Hall. The full Board discussed the date for the retreat and decided upon October 10, 2017.
- Recruitment for Upcoming Vacancies: A timeline for the recruitment process will allow the Board to meet all of the candidates prior to sending recommendations to the City/County selection group. Advertising and applications will be available on August 7, 2017. Candidates will be invited to attend the September 12, 2017 Board meeting and to attend a reception immediately following that meeting.
- Board Committee Meetings: Committee meetings will change to the 4<sup>th</sup> Wednesday of each month. Meetings will take place at the same times as originally scheduled.

## **Internal Affairs Committee**

Internal Affairs Chair Ken Beach reported that the Internal Affairs Committee met on June 19, 2017 to hear the final report from the auditors.

## **Public Affairs Committee**

Public Affairs Committee Chair Kathleen Owings reported that the committee met on June 12, 2017. The committee received an update on the partnership between PPLD and FLUX Capacitor. The committee examined documents from past PPLD election initiatives and discussed election issues and results from a historic perspective.

## **Board President**

The Board President did not have a report.

## **Adopt-A-Department**

- Kathleen Owings: Has set up meetings with the Finance/HR/Foundation departments.
- Ken Beach: Represented the Board at the recent press conference to announce the FLUX/PPLD partnership.

## **Financial Report**

The financial report for the period ending May 31, 2017 was included in the Board packet. Chief Financial Officer Michael Varnet noted that expenditures are tracking well. Specific ownership tax income continues to come in over budget.

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

The Library Services/Branch Services Report was included in the Board packet. Director of Branches Lynne Proctor reported that in response to recommendations coming out of the recent Comprehensive Compensation/Job Analysis Study Mobile Library Services will now be managed by Michael Doherty who also manages High Prairie Branch Library.

Director of Library Services Janice McPherson reported that PPLD patrons use of OverDrive electronic materials continues to rise. She praised electronic materials selectors Krista Meier and Cynthia Provenzano for great collection choices.

## **Chief Librarian's Report**

Chief Librarian & CEO John Spears reported that he had spoken at a recent Net Neutrality demonstration. He spoke on behalf of the American Library Association and not as the Chief Librarian and CEO of PPLD.

Chief Information Officer Richard Peters announced that the IT department will conduct periodic email connectivity testing to assure that email communications between PPLD administration and Board members are operating optimally at all times.

Chief Librarian Spears recognized Chief Facilities Management Officer Gary Syling for his patience and perseverance during the challenging Library 21c parking lot paving project.

Chief Librarian Spears thanked Trustee Beach, Cultural Office of the Pikes Peak Region CEO Andy Vick, Pikes Peak Arts Council Executive Director Kate Perdoni, Downtown Partnership Urban Engagement Manager Claire Swinford, Bryan Ostrow of FLUX Capacitor, Chief Communication Officer Sean Anglum, and Executive Assistant Sue Hammond for their parts in the very successful press conference to announce the partnership between the FLUX community and PPLD.

Pikes Peak Community College (PPCC) has come forward as a potential partner for Knights of Columbus Hall. PPCC seeks morning classroom space for dance classes. They would also like to stage some of their theatrical presentations at KCH. In return they would provide PPCC classroom space to PPLD as needed and available.

Mr. Spears noted that PPLD materials, displays, and policies are sometimes challenged by the community, creating opportunities for discourse on the role of the Library in our community. Challenges come from varied ideologies. A Pride Month book display, the Chuck Asay political cartoon display and PPLD's policy toward various private groups distributing materials outside of PPLD facilities have all recently been questioned by members of the community.

Chief Librarian Spears offered kudos to PPLD's marketing department. PPLD was featured on the cover and throughout the interior of the recent "Back to School" special edition of the *Gazette*.

Chief Librarian Spears led the Board in discussion of priorities for the 2018 budget. The Board agreed that the 2017 budget priorities – staff, capital expenditures, and library materials – should remain the budget priorities for the 2018 budget. The Board noted that community feedback is important and it is important to let the community know about the many and varied services available to them through the Library.

## BUSINESS ITEMS

### Consent Items

#### **Decision 17-7-1: Consent Items**

Consent Items Presented:

1. New Hires

**Motion:** Keith Clayton moved to approve the Consent Items as presented.

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

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

### New Business

#### **Decision 17-7-2: Audit of PPLD's 2016 Financial Records**

A copy of PPLD's 2016 Comprehensive Annual Financial Report was included in the Board packet. PPLD's 2016 financial records were audited by BKD,LLP. The PPLD Board of Trustees Internal Affairs Committee meet with BKD,LLP on June 19, 2017 to present the results of the audit. BKD,LLP issued an unqualified opinion.

Chief Librarian Spears commended Michael Varnet and the Finance Department for their excellent work.

President Grossman stated that the Board of Trustees values and appreciates the work that the Finance Department and everyone at PPLD does to contribute to the continued integrity of PPLD's financial reporting.

**Motion:** Ken Beach moved that the Board of Trustees accept the audit report for PPLD's 2016 financial records as presented.

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

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

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

The 2017 Mid-Year Budget Resolution was included in the Board packet. Following a legal posting and a public hearing on August 8, 2017, the 2017 Mid-Year Budget Resolution can be acted upon by the Board of Trustees.

Chief Finance Officer Michael Varnet outlined several proposed amendments that are 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

## **ADJOURNMENT**

There being no further business to conduct, President Grossman adjourned the meeting at 5:30 p.m.

*Kambri Hill left the meeting at 4:10 pm*

*Abby Simpson left the meeting at 4:50 pm*

*Norma Silva Davila left the meeting at 4:50 pm*

*Anastasia Montoya left the meeting at 4:50 pm*

*Sally Jensen left the meeting at 5:10 pm*



## Upcoming Events & Press Clippings August 8, 2017

**Dragon Theatre Productions & PPLD present *Jungle Book***, Venue @ Library 21c, Fri. & Sat., Aug. 4 (7:00 pm), Aug. 5 (11:00 am & 2:30 pm), Adults \$10, Students \$5.

**Dragon Theatre Productions & PPLD present *Tales of Tails***, Venue @ Library 21c, Fri. & Sat., Aug. 4 (7:00 pm), Aug. 5 (11:00 am & 2:30 pm), Adults \$10, Students \$5.

**PPLD Homeschool Fair** , Venue @ Library 21, Fri., Aug. 11, 8:00 am to 12 Noon

**DOH Back to School Fair** @ Springs Church, Sat., Aug. 12, 7:30 am to 12 Noon

**Destination Fort Carson** @ Fort Carson (great outreach event, contact Sean/CEO for instructions) – Wed., Aug. 23, 10:00 am to 3:00 pm.

**Wasted Wisdom Trivia** (Returns of the Geeks) w Geeks Who Drink, fundraiser @ 21c– Fri., Sept. 8, 6:00 pm.

**What IF Festival of Innovation & Imagination** / Downtown Colorado Springs – Sat., Sept. 9, 10:00 am to 4:00 pm.

### Press Clippings

July Compliments (Compiled by Amy Rodda, Adult Services Manager, August 1, 2017)

Flux Capacitor and PPLD Team Up in New Downtown Arts Space (KRCC, July 11, 2017)

Pikes Peak Library District a "white knight" to displaced DIY organizations (*Colorado Springs Independent*, July 12, 2017)

Pikes Peak Library District steps in as new home for Flux Capacitor concerts (*Colorado Springs Gazette*, July 12, 2017)

The Flux Capacitor is reborn with new PPLD partnership (*C.S. Independent*, July 12, 2017)

Knights of Columbus Hall, a history (*C.S. Independent*, July 12, 2017)

Public libraries are more relevant than ever in the digital age (*C.S. Independent*, July 12, 2017)

The Flux Capacitor's do-it-together team (*C.S. Independent*, July, 15, 2017)

Shuttered DIY Venue Opens New Space With the Pikes Peak Library District (*Westword*, July 18, 2017)

'Off the Street Breakfast' kicks off in downtown Colorado Springs (KRDO New Channel 13, July 20, 2017)

Urban Peak hosts annual Off the Street Breakfast (KXRM Fox 21, July 21, 2017)

Summer Adventure South Party a Hit (*Fountain Valley News*, July 26, 2017)

**Online Book Sales Year to Date:**

E-commerce SALES TOTALS, Amazon and eBay combined

MTD \$1,305

YTD \$16,146

Friends Retreat—August 5, 2015

July 28, 2017

Gazette GO Section—Article on CJ Box

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



Planning for the District-wide donor appreciation event is scheduled on 9/22/17. It will be a “happy hour” event that features the new Sand Creek Maker Space and Recording Studio. We have over 500 invitations going out; looking for about 150 that evening. In addition to current donors, included in the event will be elected officials and other special guests with a brief program to thank donors and highlight the impact of their gifts.

This event is only 1 of several taking place between September 18 and the finale on September 23 – the Sand Creek Neighborhood Block Party. The week’s activities are being planned by a Team of PPLD Staff, local agency representatives, and professional event planners. The event will be funded through the generosity of Comcast.

The Development Office will once again, participate in Colorado Gives Day and is working on updating our profile on their website. In addition, Geeks Who Drink 2017 is fast approaching and staff is working to match last years attendance, but to make it a true fundraiser and secure a major partner.

- Event will be held September 8, 2017 in the Venue at Library 21c.
- We have had the following response:
  - Bristol Brewing – Beer for 230 (\$500 GIK) and prizes (6 - \$20 Gift Cards)
  - California Pizza Kitchen – Goody Bags for 230 and Prizes (6 - \$20 Gift Cards)
  - Noodles & Company – Prizes (6 free meal cards)
  - The Warehouse Restaurant – Prizes (6 - \$20 Gift Cards)
  - Boriello Brother’s – Prizes (4- \$10 Gift Cards)
  - C&C Sand and Stone - \$250 (Prize Sponsor)
  - \$2000 Supporting Partner agreement from Ent Credit Union (Cash)
- We are still looking for major cash partners (i.e. \$5000 presenting sponsor).
- A Passport will serve to attract attendees to various departments like the maker spaces in the library. A prize is attached to it in order to address two issues from last year:
  - Participant information – because people are purchasing tables, not individual seats, we were not able to capture all of the participant’s information. The “passport” will require people to fill out name, address, email, and phone number in order to be entered to win the prize.
    - Promoting the library – we had the maker spaces open last year but had a hard time getting people to walk around and see what we have to offer. The passport will require people to go to different spots in the library and get a stamp/sticker in order to qualify for the prize. They will have to visit the following: Circulation desk to update or get their library card, Make I, Make II, Game, and Studio 21c

## SURVEY OF BOARD COMPETENCIES AND EXPERIENCE

Competency	Do you feel that you possess this competency?		Do you feel that this competency is adequately represented on the Board?		
	Yes/Some	No	Yes/Some	No	Unsure
Knowledge of or ties to Community					
General Management/Leadership					
Finance/Budget					
Planning					
Policy Development					
Specific Experience	Do you have experience in this area?		Do you feel that this area is adequately represented on the Board?		
	Yes/Some	No	Yes	No	Unsure
Accounting					
Marketing/PR					
Fundraising					
Information Technology					
Human Resources					
Law					

<p><b>Are there any other competencies or areas of experience that you feel you bring to the Board?</b></p>	
<p><b>Are there any other competencies or areas of experience that you feel are lacking on the Board?</b></p>	
<p><b>Have you served on or are you currently serving on any other Boards (nonprofit, governmental, association, etc)? If so, please list.</b></p>	

Proposed Plans for the PPLD Board Retreat  
October 10, 2017

1. Regular meeting of the Board

2:30 pm – 3:30 pm

Penrose Library – Board Room

2. Panel Discussion

3:45 pm – 5:00 pm

Penrose Library – Pine/ Aspen Room

Friends & Foundation Boards are invited to attend

- Panel: members of arts communities to discuss the impact of the arts in our community and the role of the library in the arts community
- Suggestions for panel discussion:
  - PPLD videotape the panel discussion
  - Prepare questions for the panel
  - John Spears emcee the panel
  - Rep from COPPeR present Arts & Economic Prosperity Report
  - John Spears wrap-up with slideshow on international library makerspaces

3. Make & Take Reception

5:30 pm to 7 pm

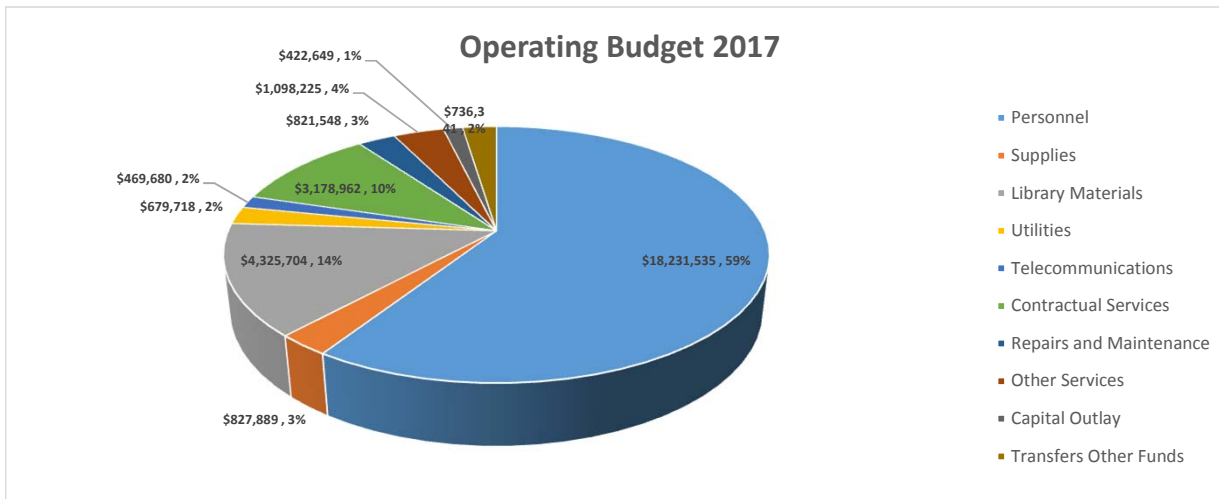
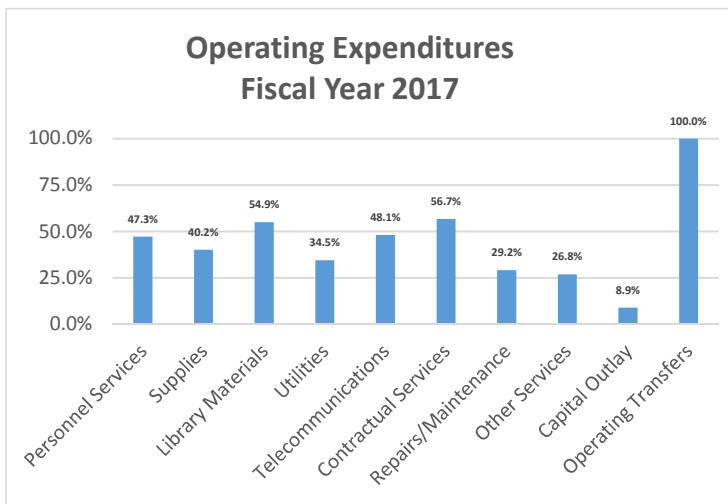
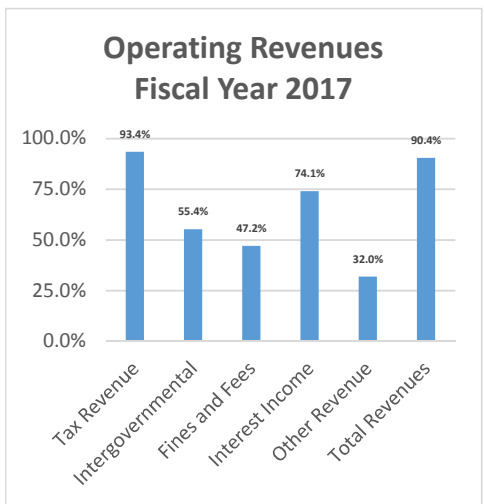
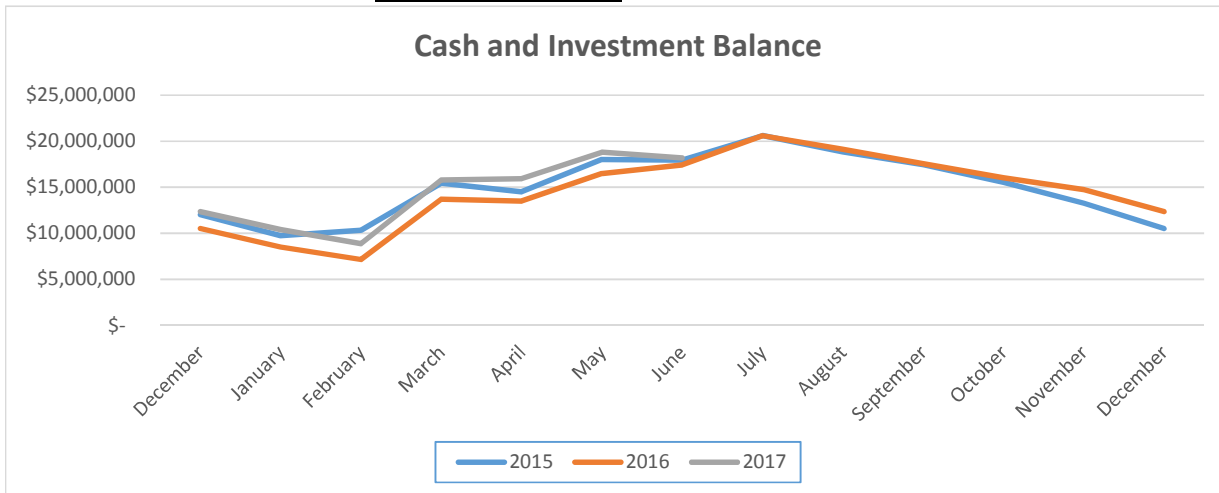
Knights of Columbus Hall

Friends & Foundation are invited to attend

- Wine and heavy hors d'oeuvres
- Music
- Maker activities

# Pikes Peak Library District Financial Dashboard

June 2017



# **Pikes Peak Library District**

## **June 2017 Financial Report**

Presented to Board of Trustees on August 8, 2017



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

General Fund	Year-To-Date		Change	% Chg.	Notes
	2017	2016			
<b>Revenues</b>					
Property Taxes	\$ 25,079,412	\$ 24,111,306	\$ 968,106	4.0%	
Specific Ownership Taxes	1,670,860	1,377,708	293,152	21.3%	1
Fines and Fees	156,348	255,788	(99,440)	-38.9%	2
Interest Income	74,082	26,915	47,167	175.2%	3
Other Revenue	514,819	318,167	196,652	61.8%	
<b>Total Revenues</b>	<b>\$ 27,495,521</b>	<b>\$ 26,089,884</b>	<b>\$ 1,405,637</b>	<b>5.4%</b>	

- 1 Specific ownership tax collections are higher than expected for the first six 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.

Pikes Peak Library District  
Statement of Revenues  
General Fund  
Period 01/01/2017 - 06/30/2017

Percent of Year 50.0%

Account Description	Original Approp	Ytd Received	Available Budget	% Received
<b>Tax Revenue</b>				
Property Taxes - Current	\$ 25,844,236	\$ 25,135,394	\$ (708,842)	97.3%
Property Taxes-Abatement	(95,000)	(82,075)	12,925	86.4%
Property Taxes - Omitted	3,150	3,243	93	103.0%
Property Taxes - Delinquent	15,000	8,096	(6,904)	54.0%
Penalty/Interest-Del Property	30,000	4,342	(25,658)	14.5%
Specific Ownership Taxes	2,825,000	1,670,860	(1,154,140)	59.1%
Local Gov in Lieu Of Tax	9,250	10,412	1,162	112.6%
<b>Total Tax Revenue</b>	<b>28,631,636</b>	<b>26,750,272</b>	<b>(1,881,364)</b>	<b>93.4%</b>
<b>Intergovernmental</b>				
State Grant - Library Materials	145,000	144,574	(426)	99.7%
Federal - eRate Funding	225,000	51,668	(173,332)	23.0%
State - Other grant	0	8,700	8,700	100.0%
<b>Total Intergovernmental</b>	<b>370,000</b>	<b>204,942</b>	<b>(165,058)</b>	<b>55.4%</b>
<b>Fines and Fees</b>				
Fines And Fees	326,420	152,937	(173,483)	46.9%
Collection Agency Fees	3,580	2,830	(750)	79.1%
Other Fees	1,500	581	(919)	38.7%
<b>Total Fines and Fees</b>	<b>331,500</b>	<b>156,348</b>	<b>(175,152)</b>	<b>47.2%</b>
<b>Interest Income</b>				
Interest Earnings	100,000	74,082	(25,918)	74.1%
<b>Other Revenue</b>				
Donations-PPLD Foundation	801,753	224,377	(577,376)	28.0%
Donations - Civic Organization	15,000	-	(15,000)	0.0%
Donations - Other Categories	20,000	528	(19,472)	2.6%
Copier Charges	30,450	20,228	(10,222)	66.4%
Patron Mgmt. System Printer	24,550	20,556	(3,994)	83.7%
Parking Lot Collections	34,000	16,204	(17,796)	47.7%
Merchandise Sales	5,500	2,333	(3,167)	42.4%
Meeting Room Rental	-	763	763	100.0%
Miscellaneous	13,000	18,745	5,745	144.2%
Sales Of Assets - Gen Capital	4,200	436	(3,764)	10.4%
Sales Of Assets-Lost Library Mat	20,800	5,707	(15,093)	27.4%
<b>Total Other Revenue</b>	<b>969,253</b>	<b>309,877</b>	<b>(659,376)</b>	<b>32.0%</b>
<b>Total General Fund Revenues</b>	<b>\$ 30,402,389</b>	<b>\$ 27,495,521</b>	<b>\$ (2,906,868)</b>	<b>90.4%</b>

ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	
<b>40100 PROPERTY TAXES - CURRENT</b>	-25,844,236	-25,135,393.70	25,135,394
<b>40110 PROPERTY TAXES-ABATEMENT</b>	95,000	82,074.83	(82,075)
<b>40120 PROPERTY TAXES - OMITTED</b>	-3,150	-3,243.20	3,243
<b>40130 PROPERTY TAXES - DELINQU</b>	-15,000	-8,095.58	8,096
<b>40200 PENALTY/INTEREST-DEL PRO</b>	-30,000	-4,342.45	4,342
<b>40300 SPECIFIC OWNERSHIP TAXES</b>	-2,825,000	-1,670,860.09	1,670,860
<b>43400 LOCAL GOV IN LIEU OF TAX</b>	-9,250	-10,411.67	10,412
			-
			-
<b>41010 OPERATING FED-CAT DIRECT</b>	-145,000	-144,574.00	144,574
<b>41120 OPERATING FED-NONCAT IND</b>	-225,000	-51,668.10	51,668
<b>42100 OPERATING STATE-CATEGORI</b>	0	-8700	8,700
			-
			-
<b>45100 FINES AND FEES</b>	-326,420	-152,936.89	152,937
<b>45110 COLLECTION AGENCY FEES</b>	-3,580	-2,829.83	2,830
<b>45200 OTHER FEES</b>	-1,500	-581.12	581
			-
			-
<b>46100 INTEREST REVENUES</b>	-100,000	-74,081.93	74,082
			-
			-
<b>44100 DONATIONS-PPLDFOUNDATION</b>	-801,753	-224,376.79	224,377
<b>44400 DONATIONS - CIVIC ORGANI</b>	-15,000	0.00	-
<b>44600 DONATIONS - OTHER CATEGO</b>	-20,000	-527.50	528
<b>47100 COPIER CHARGES</b>	-30,450	-20,228.11	20,228
<b>47110 PATRN MGMT SYSTEM PRINTE</b>	-24,550	-20,555.86	20,556
<b>47200 PARKING LOT COLLECTIONS</b>	-34,000	-16,204.42	16,204
<b>47300 MERCHANDISE SALES</b>	-5,500	-2,333.21	2,333
<b>47400 MEETING ROOM RENTAL</b>	0	-762.50	763
<b>47500 MISCELLANEOUS</b>	-13,000	-18,744.99	18,745
<b>48200 SALES OF ASSETS - GEN CA</b>	-4,200	-436.30	436
<b>48210 SALES OF ASSETS-LOST LIB</b>	-20,800	-5,707.37	5,707
<b>Revenue Total</b>	<b>-30,402,389</b>	<b>-27,495,521</b>	<b>27,495,521</b>

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

General Fund	Year-To-Date				Notes
	2017	2016	Change	% Chg.	
<b>Expenditures</b>					
Personnel	\$ 8,620,219	\$ 7,512,077	\$ 1,108,142	14.8%	1
Supplies	332,966	308,133	24,833	8.1%	
Library Materials	2,375,675	2,386,458	(10,783)	-0.5%	
Utilities	234,481	196,244	38,237	19.5%	2
Telecommunication costs	225,968	179,773	46,195	25.7%	3
Contractual Services	1,803,851	1,749,771	54,080	3.1%	
Repairs and Maintenance	239,976	205,337	34,639	16.9%	4
Other Services	294,846	296,040	(1,194)	-0.4%	
Capital Outlay	37,713	33,652	4,061	12.1%	
Operating Transfers To Other Funds	736,341	1,259,088	(522,747)	-41.5%	5
<b>Total Expenditures</b>	<b>\$ 14,902,036</b>	<b>\$ 14,126,574</b>	<b>\$ 775,463</b>	<b>5.5%</b>	

1 Through June 30, 2017, there were a total of 13 pay dates. Through June 30, 2016, there was a total of 12 pay dates. PPLD pays its employees bi-weekly, and the number of pay dates may vary at specific times of the year compared to the same period of time in the previous years. In addition, through June 30, 2017, the compensation study recommendations have been partially implemented.

2 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 6/30/2017 and an increase in use.

3 Certain costs that were previously classified under contractual services have been reclassified to telecommunications costs (I.e., Internet - \$21,600, etc.)

4 There have been additional vehicle repair costs in 2017 versus 2016, primarily due to the aging of the vehicles (about \$8,000).

5 Operating transfers have been made in accordance with the approved budgets.

Pikes Peak Library District  
Statement of Expenditures  
General Fund  
Period 01/01/2017 - 06/30/2017

Percent of Year 50.0%

Account Description	FY 2017 Budget	Ytd Expended	Available Budget	% Used
<b>Personnel Services</b>				
Regular Employees	\$ 13,878,794	\$ 6,528,569	\$ 7,350,225	47.0%
Temporary Employees	148,820	36,161	112,659	24.3%
Substitute Employees	511,243	262,708	248,535	51.4%
Work-Study And Internship	32,439	2,601	29,838	8.0%
Social Security Contributions	1,009,721	503,053	506,668	49.8%
Retirement Contributions	757,517	376,894	380,623	49.8%
Health Plan Contributions	1,617,000	752,355	864,645	46.5%
Unemployment Compensation	44,000	8,904	35,096	20.2%
Workers Compensation	97,000	73,774	23,226	76.1%
Vision Plan Ins Contributions	54,000	23,454	30,546	43.4%
Life A&D Ins Contributions	51,000	25,281	25,719	49.6%
Tuition Reimbursement	30,000	26,465	3,535	88.2%
<b>Total Personnel Services</b>	<b>18,231,533</b>	<b>8,620,219</b>	<b>9,611,314</b>	<b>47.3%</b>
<b>Supplies</b>				
General Supplies	200,884	69,829	131,055	34.8%
Microform Supplies	2,450	56	2,394	2.3%
Software Purchases	302,104	146,407	155,697	48.5%
Computer Supplies	46,000	7,735	38,265	16.8%
Processing Supplies	95,000	45,994	49,006	48.4%
Office Supplies	140,950	58,862	82,088	41.8%
Other Supplies	40,501	4,083	36,418	10.1%
<b>Total Supplies</b>	<b>827,889</b>	<b>332,966</b>	<b>494,923</b>	<b>40.2%</b>
<b>Library Materials</b>				
Audio-Visual Materials	886,800	347,083	539,717	39.1%
Books	1,529,750	590,822	938,928	38.6%
E-Materials	1,093,500	691,435	402,065	63.2%
Library Materials - Other	261,000	138,505	122,495	53.1%
Microforms	5,000	9,180	(4,180)	183.6%
Periodicals	120,443	103,167	17,276	85.7%
Serials	28,000	26,789	1,211	95.7%
Databases - On-Line Services	401,211	466,051	(64,840)	116.2%
Memorial Materials	-	2,643	(2,643)	100.0%
<b>Total Library Materials</b>	<b>4,325,704</b>	<b>2,375,675</b>	<b>1,950,029</b>	<b>54.9%</b>
<b>Utilities</b>				
Gas	99,713	35,182	64,531	35.3%
Electric	477,480	180,657	296,823	37.8%
Water And Sewer	102,525	18,642	83,883	18.2%
<b>Total Utilities</b>	<b>679,718</b>	<b>234,481</b>	<b>445,237</b>	<b>34.5%</b>

Pikes Peak Library District  
Statement of Expenditures  
General Fund  
Period 01/01/2017 - 06/30/2017

Percent of Year 50.0%

Account Description	FY 2017 Budget	Ytd Expended	Available Budget	% Used
<b>Telecommunications</b>				
Data Telecommunications	328,880	179,538	149,342	54.6%
Voice Telecommunications	57,600	24,843	32,757	43.1%
Cellular Telecommunication	73,200	21,587	51,613	29.5%
Telecommunications Expansion	10,000	-	10,000	0.0%
<b>Total Telecommunications</b>	<b>469,680</b>	<b>225,968</b>	<b>243,712</b>	<b>48.1%</b>
<b>Contractual Services</b>				
Janitorial Services	401,200	190,749	210,451	47.5%
Rental-Library Facilities	527,287	303,657	223,630	57.6%
Common Area Mntn Costs	139,745	82,061	57,684	58.7%
Security contractual services	-	25,128	(25,128)	100.0%
Rental-Storage Area	16,200	9,450	6,750	58.3%
Audit	41,450	12,935	28,515	31.2%
Legal	50,000	22,991	27,009	46.0%
Consultant	179,500	47,672	131,828	26.6%
Cataloging	50,600	13,209	37,391	26.1%
Trash Removal	22,799	8,884	13,915	39.0%
Copier Services	45,000	24,228	20,772	53.8%
Courier Services	200,800	76,190	124,610	37.9%
Ins-Not Employee Benefit	181,000	155,362	25,638	85.8%
Collection Agency Fees	41,000	17,077	23,923	41.7%
Printing	100,200	29,701	70,499	29.6%
Programming	273,169	95,466	177,703	34.9%
Treasurer Fees	386,656	377,266	9,390	97.6%
Microfilming Services	19,600	10,112	9,488	51.6%
Computer Support Agreement	140,500	93,851	46,649	66.8%
Maintenance-Computer Equipment	208,882	183,672	25,210	87.9%
Software Licenses	94,000	-	94,000	0.0%
Employee Assistance Program	17,000	7,413	9,587	43.6%
Parking	42,375	16,777	25,598	39.6%
<b>Total Contractual Services</b>	<b>3,178,963</b>	<b>1,803,851</b>	<b>1,375,112</b>	<b>56.7%</b>
<b>Repairs and Maintenance</b>				
Grounds Maintenance	71,400	23,527	47,873	33.0%
Vehicle Operating Supplies	54,750	23,131	31,619	42.2%
Maintenance-Equipment	501,198	141,331	359,867	28.2%
Repairs-Equipment	20,850	4,714	16,136	22.6%
Repairs-Furniture	32,500	3,855	28,645	11.9%
Repairs-Buildings	140,850	43,418	97,432	30.8%
<b>Total Repairs and Maintenance</b>	<b>821,548</b>	<b>239,976</b>	<b>581,572</b>	<b>29.2%</b>

Pikes Peak Library District  
Statement of Expenditures  
General Fund  
Period 01/01/2017 - 06/30/2017

Percent of Year 50.0%

Account Description	FY 2017 Budget	Ytd Expended	Available Budget	% Used
<b>Other Services</b>				
Translation Services	2,500	93	2,407	3.7%
Advertising	2,750	1,087	1,663	39.5%
Bank And Trustee Fees	26,600	12,103	14,497	45.5%
Information Listing	15,000	15,835	(835)	105.6%
Mileage/Travel Reimbursement	70,959	21,271	49,688	30.0%
Employee Recruitment	39,500	7,966	31,534	20.2%
Employee Testing	500	-	500	0.0%
Dues/Membership/Bus Functions	58,996	24,545	34,451	41.6%
Merchandising	5,000	11	4,989	0.2%
Employee Recognition/Excellence	20,525	964	19,561	4.7%
Board Of Trustees	5,000	819	4,181	16.4%
Community Outreach	70,000	27,552	42,448	39.4%
Training	228,516	72,165	156,351	31.6%
Signage	8,000	3,860	4,140	48.3%
Bindery	5,000	2,643	2,357	52.9%
Summer Reading Club	42,506	33,890	8,616	79.7%
Patron Reimbursement	1,000	-	1,000	0.0%
Postage	92,500	38,883	53,617	42.0%
Volunteer Program	5,900	1,794	4,106	30.4%
Safety & Wellness	18,500	4,471	14,029	24.2%
Other Grant Designated Fund Exp	352,884	12,940	339,944	3.7%
Administrative Support	10,500	-	10,500	0.0%
Rental-Equipment	1,000	-	1,000	0.0%
Other Expenses	14,589	11,954	2,635	81.9%
<b>Total Other Services</b>	<b>1,098,225</b>	<b>294,846</b>	<b>803,379</b>	<b>26.8%</b>
<b>Capital Outlay</b>				
Video Equip & Access	4,000	-	4,000	0.0%
Land Improvement	17,184	6,758	10,426	39.3%
Buildings	83,465	7,463	76,002	8.9%
Equipment	264,000	7,126	256,874	2.7%
Furniture	34,500	13,402	21,098	38.8%
Shelving	2,000	-	2,000	0.0%
Capital Outlay-Other Expenditures	17,500	2,964	14,536	16.9%
<b>Total Capital Outlay</b>	<b>422,649</b>	<b>37,713</b>	<b>384,936</b>	<b>8.9%</b>
<b>Operating Transfers to Other Funds</b>				
Fund Transfers Out	736,341	736,341	-	100.0%
<b>Total Expenditures</b>	<b>\$ 30,792,250</b>	<b>\$ 14,902,036</b>	<b>\$ 15,890,214</b>	<b>48.4%</b>

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

<b>Fund Balance - January 1, 2017</b>	\$ 276,398
<b>Budgeted Revenues</b>	-
<b>Budgeted Expenditures</b>	75
<b>Fund Balance - May 31, 2017</b>	<u><u>\$ 276,323</u></u>

**Fund Balance - By Fund**

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

Pikes Peak Library District  
 East Library Capital Projects Fund  
 Period 01/01/2017 - 06/30/2017

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
<b>Expenditures</b>							
<b>2017 Budget</b>							
Roof Inspection And Repairs	\$ 3,500	\$ -	\$ 3,500	\$ -	\$ -	\$ 3,500	0.0%
Blinds For ESL Office	2,200	-	2,200	2,173	-	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	-	-	2,250	0.0%
Teen Center-Interior Paint	4,000	-	4,000	3,243	-	757	81.1%
Furnishings/Barrier Tween Area	4,000	-	4,000	3,074	926	-	100.0%
Mural	5,000	-	5,000	4,817	-	183	96.3%
Chair Replacement	3,500	-	3,500	2,542	-	958	72.6%
<b>Sub-Total</b>	<b>36,450</b>	<b>-</b>	<b>36,450</b>	<b>19,390</b>	<b>926</b>	<b>16,134</b>	<b>55.7%</b>
<b>Carryover From 2016</b>							
Paint Shelves	-	945	945	-	-	945	0.0%
Water Treatment System	-	3,000	3,000	-	-	3,000	0.0%
Roof Inspection and Repairs	-	2,375	2,375	-	-	2,375	0.0%
Ea Update Security Equipment	-	5,000	5,000	-	-	5,000	0.0%
Educational Resource Center	-	160	160	272	-	(112)	170.0%
IT Equipment	-	2,071	2,071	-	-	2,071	0.0%
<b>Sub-Total</b>	<b>-</b>	<b>13,551</b>	<b>13,551</b>	<b>272</b>	<b>-</b>	<b>13,279</b>	<b>2.0%</b>
<b>Total Expenditures</b>	<b>36,450</b>	<b>13,551</b>	<b>50,001</b>	<b>19,662</b>	<b>926</b>	<b>29,413</b>	<b>41.2%</b>
<b>Sources of Funds</b>							
Operating Transfer - General Fund	\$ -	\$ -	\$ -	-	\$ -	\$ -	0.0%
<b>Excess Revenues over Expenditures</b>				(19,662)			
<b>Fund Balance - January 1, 2017</b>				132,256			
<b>Fund Balance - June 30, 2017</b>				<u>\$ 112,594</u>			



Pikes Peak Library District  
 Penrose Library Capital Projects Fund  
 Period 01/01/2017 - 06/30/2017

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
<b>Expenditures</b>							
<b>2017 Budget</b>							
Additional Lighting	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	-	\$ -	100.0%
Roof Maintenance	3,500	-	3,500	-	-	3,500	0.0%
Window Blinds For EA	3,200	-	3,200	2,964	-	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%
<b>Sub-Total</b>	<b>164,200</b>	<b>-</b>	<b>164,200</b>	<b>74,227</b>	<b>20,043</b>	<b>69,930</b>	<b>57.4%</b>
<b>Carryover From 2016</b>							
Building improvements	-	5,280	5280	-	-	5,280	0.0%
Roof Inspection And Repairs	-	2,280	2,280	-	-	2,280	0.0%
Replace Floors In Elevators	-	3,500	3,500	-	-	3,500	0.0%
Window Caulking	-	53,013	53,013	44,481	3,929	4,603	91.3%
Furniture And Equipment	-	464	464	-	-	464	0.0%
<b>Sub-Total</b>	<b>-</b>	<b>64,537</b>	<b>64,537</b>	<b>44,481</b>	<b>3,929</b>	<b>16,127</b>	<b>75.0%</b>
<b>Total Expenditures</b>	<b>164,200</b>	<b>64,537</b>	<b>228,737</b>	<b>118,708</b>	<b>23,972</b>	<b>86,057</b>	<b>62.4%</b>
<b>Sources of Funds</b>							
Operating Transfer - General Fund	\$ 59,690	\$ -	\$ 59,690	59,690	-	\$ -	100.0%
<b>Excess Revenues over Expenditures</b>				(59,018)			
<b>Fund Balance - January 1, 2017</b>				173,206			
<b>Fund Balance - June 30, 2017</b>				<u>\$ 114,188</u>			

Pikes Peak Library District  
Library 21c Capital Projects Fund  
Period 01/01/2017 - 06/30/2017

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
<b>Expenditures</b>							
<b>2017 Budget</b>							
Parking Repairs	\$ 570,000	\$ -	\$ 570,000	\$ 395,100	\$ 137,900	\$ 37,000	93.5%
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	-	-	10,000	0.0%
Signage	5,000	-	5,000	-	-	5,000	0.0%
Patron Registration	3,000	-	3,000	-	-	3,000	0.0%
Taz 3D Printer	10,000	-	10,000	-	-	10,000	0.0%
Portable Projectors	13,000	-	13,000	-	-	13,000	0.0%
Munis Record Management System	30,000	-	30,000	-	-	30,000	0.0%
<b>Sub-Total</b>	<b>681,000</b>	<b>-</b>	<b>681,000</b>	<b>402,962</b>	<b>139,104</b>	<b>138,934</b>	<b>79.6%</b>
<b>Carryover From 2016</b>							
Parking Repairs	-	30,000	30,000	-	-	30,000	0.0%
Install Ceiling Fans In Children's	-	1,750	1,750	-	-	1,750	0.0%
Sound Dampening Of AMH Space	-	3,000	3,000	-	-	3,000	0.0%
Contingency	-	37,868	37,868	-	-	37,868	0.0%
Staging	-	4,675	4,675	-	-	4,675	0.0%
Audio/Lighting	-	4,000	4,000	-	-	4,000	0.0%
Audio Room - Mikes Hanging	-	1,500	1,500	-	-	1,500	0.0%
<b>Sub-Total</b>	<b>-</b>	<b>82,793</b>	<b>82,793</b>	<b>-</b>	<b>-</b>	<b>82,793</b>	<b>0.0%</b>
<b>Total Expenditures</b>	<b>681,000</b>	<b>82,793</b>	<b>763,793</b>	<b>402,962</b>	<b>139,104</b>	<b>221,727</b>	<b>71.0%</b>
<b>Sources of Funds</b>							
Donations	\$ 30,000	\$ -	\$ 30,000	35,000	\$ -	\$ 5,000	116.7%
<b>Excess Revenues over Expenditures</b>				(367,962)			
<b>Fund Balance - January 1, 2017</b>				777,665			
<b>Fund Balance - June 30, 2017</b>				<u>\$ 409,703</u>			

Pikes Peak Library District  
 Capital Reserve Fund  
 Period 01/01/2017 - 06/30/2017

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
<b>Expenditures</b>							
<b>2017 Budget</b>							
<b>Facilities</b>							
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%
<b>Total Facilities</b>	<b>384,700</b>	<b>-</b>	<b>384,700</b>	<b>28,779</b>	<b>22,761</b>	<b>333,160</b>	

Pikes Peak Library District  
 Capital Reserve Fund  
 Period 01/01/2017 - 06/30/2017

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
<b>Information Technology</b>							
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%
<b>Total Information Technology</b>	<b>691,757</b>	<b>-</b>	<b>691,757</b>	<b>52,666</b>	<b>-</b>	<b>639,091</b>	<b>7.6%</b>
<b>Sub-Total</b>	<b>1,076,457</b>	<b>-</b>	<b>1,076,457</b>	<b>81,445</b>	<b>22,761</b>	<b>972,251</b>	<b>9.7%</b>

Pikes Peak Library District  
 Capital Reserve Fund  
 Period 01/01/2017 - 06/30/2017

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
<b><u>Carryover From 2016</u></b>							
<b>Facilities</b>							
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	-	14,973	2.6%
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	14,532	53,834	3,513	95.1%
<b>Total Facilities</b>	-	<b>205,251</b>	<b>205,251</b>	<b>40,506</b>	<b>71,543</b>	<b>93,202</b>	<b>54.6%</b>

Pikes Peak Library District  
 Capital Reserve Fund  
 Period 01/01/2017 - 06/30/2017

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
<b>Information Technology</b>							
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 - 06/30/2017

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%
<b>Total Information Technology</b>	-	426,564	426,564	143,257	-	283,307	33.6%
<b>Creative Services</b>							
Studio flooring	12,000	4,067	16,067	15,088	-	979	93.9%
Studio improvements	-	3,500	3,500	560	-	2,940	16.0%
<b>Total Creative Services</b>	12,000	7,567	19,567	15,648	-	3,919	80.0%
<b>Total Carryover</b>	12,000	639,382	651,382	199,411	71,543	380,428	41.6%
<b>Total Expenditures</b>	\$ 1,088,457	\$ 639,382	\$ 1,727,839	\$ 280,856	\$ 94,304	\$ 1,352,679	21.7%
<b>Sources of Funds</b>							
Operating transfer - General Fund	\$ 676,651	\$ -	\$ 676,651	676,651	\$ -	\$ -	100.0%
<b>Excess Revenues over Expenditures</b>				395,795			
<b>Fund Balance - January 1, 2017</b>				1,051,188			
<b>Fund Balance - June 30, 2017</b>				<u>\$ 1,446,983</u>			

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

	<b>ColoTrust Investments</b>	<b>Wells Fargo Checking</b>	<b>Total Cash</b>
Cash June 1, 2017	\$ 19,011,476	\$ (205,756)	\$ 18,805,720
Receipts June 2017			
Property Taxes	2,970,677		2,970,677
Daily Cash Receipts		46,638	46,638
Credit Card Receipts		15,097	15,097
Buell Grant		3,500	3,500
Return items and adjustments		(28)	(28)
Interest	17,120		17,120
Disbursements June 2017			
Payment of Bills week of 6/1/17		(68,428)	(68,428)
Payment of Bills week of 6/5/17		(256,711)	(256,711)
Payment of Bills week of 6/12/17		(603,403)	(603,403)
Payment of Bills week of 6/19/17		(287,963)	(287,963)
Payment of Bills week of 6/26/17		(127,009)	(127,009)
Payroll 6/2/17		(587,671)	(587,671)
Retro Payroll 6/7/17		(343,028)	(343,028)
Payroll 6/16/17		(568,509)	(568,509)
Payroll 6/30/17		(598,778)	(598,778)
EOM Payroll bills		(205,848)	(205,848)
Bank and credit card fees		(2,032)	(2,032)
Transfer between funds	(4,075,000)	4,075,000	-
Cash June 30, 2017	<u>\$ 17,924,274</u>	<u>\$ 285,072</u>	<u>\$ 18,209,346</u>



## Library Services Report August 8, 2017

Library 21c: Science Matters had a whopping had 345 attendees!

Two Music & Movement programs were attended by 375 children.



ERC @ EA: The first Tinker Lab Monday, Snap Circuits, had 63 participants.



Penrose Children's: There were over 100 people for Beth Epley's performance. It was a blast!

Penrose AS: The UCCS/Inside-Out Safezone program was really cool. About 12 people attended who had a variety of levels of knowledge/experience with LGBT+ information, so it led to some great conversations, questions and connections.

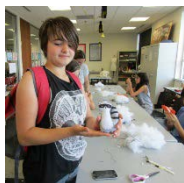
Patron creativity from C3:



During East Make Open Hours, one of the more original projects created was made by a grandmother to celebrate her granddaughter's pre-K graduation. With staff assistance, she converted two of her granddaughter's drawings into .svg files, which were then laser-etched onto black denim! She etched an entire piece of fabric with the design, which will later be sewn into a play apron.



East Teen: Learn to Sew was host to 12 teens who learned a few hand sewing and embroidery stitches as they made cute stuffed raccoons and foxes. This was another class that was full with a full waitlist!



Penrose Teen: Nearly 50 teens submitted stories for the writing contest!

Deb Hamilton attended the Colorado Association of Law Libraries (CoALL) Annual Meeting. Completing her term as secretary, Deb was elected to serve as VP/President Elect in 2017/2018 and then will serve as President in 2018/2019.

Tawnie Mizer, Circulation Library Associate and a MLS student, attended ALA on a scholarship earned thru Emporia.

Pikes Peak Regional History Symposium Enduring Legacies & Forgotten Landmarks: The Built Environment of the Pikes Peak Region was attended by 214 people on June 10.

## Branch Report August 8, 2017

**CH:** We jumped into our Summer Adventures with yoga, both inside and at the park, taking the book trike to the Ivywild Park, feeding tweens and teens, as well as getting a write-up about our brewery book club in the *Cheyenne Edition*.

**HI:** Program and event highlights continue to be posted to Facebook and shared with local groups including the Falcon Community Forum, Southern Falcon Community, and the Eastern Plains Chamber. Laura has also started to post library tips on FB, like how to do a vacation hold.



**HO:** Science and animals were the hit programs for kids this summer. National Pet Week Promotion drew a lot of interest from staff and patrons. Robin H. said HO had the greatest number of donated items. It generated a lot of conversation about

helping pets.

**MA/UT:** Library Lawn Concerts kicked off with a bang at Manitou in June with over 400 attendees at each of its first two concerts.



**MLS:** Mobile Library Services drove into June with Summer Adventure programs in the passenger seat. MLS staff produced 42 children's programs within the scope of their normal routes' schedules. Also, staff graciously demonstrated their flexibility and team work in covering for vehicle mechanical issues for 5 weeks.

**MO/PA:** There is little time at MO to catch your breath before the next round of Children's and Teen programs which have the branch bursting at the seams. They also pioneered the new printed holds slips for the district.

**OL:** Two new staff were hired this month and have taken right off with children's and adult programs. We hope to have the manager position filled soon. David had 21 people join him for the walking tour on a hot day. Children's summer programs are flourishing at the West Center.



**RO:** We established a partnership with Bonfils Blood Donation Center to have bi-monthly collections here (and Cheyenne Mountain). Fun fact: Bonfils now has more blood drives with PPLD than any other organization in the state!

**SA/FO:** We are very happy to have construction underway and our new Makerspace Librarian on board. We spent a good part of the month prepping for construction to start, including rearranging A LOT of furniture. Abby and the ALA interns were introduced at the Colorado Springs City Council meeting. Teona, Dee, Lynne, and Abby attended an information meeting about the Justice Reform Initiative. The goal is crime prevention via opportunity and intervention. The money used in the targeted SE community will be disbursed via community led practices and policies. The City of Fountain installed two water filtration tanks next to the well house in our parking lot. This is the first step in cleaning the well water of PFCs. We are currently on surface water and stage-1 voluntary water restrictions. Water is still a hot topic in the area. Library staff and patrons enjoyed watching the crane installation of the water towers. Some see Minions.

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	0	0	0	0	0	2072923
DVD	159192	145671	169020	153965	158498	157942	160779	0	0	0	0	0	1105067
CD Music	17304	15656	17412	15405	15058	15270	15743	0	0	0	0	0	111848
CD Book	17810	16935	19747	17681	19656	20753	20433	0	0	0	0	0	133015
Playaway	4995	4458	5564	4723	5545	7026	6553	0	0	0	0	0	38864
Kit	1735	1788	2235	2005	2102	2131	1797	0	0	0	0	0	13793
Game	3606	3774	4895	4201	4173	4727	4755	0	0	0	0	0	30131
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL Physical Items</b>	<b>487681</b>	<b>454956</b>	<b>530997</b>	<b>477216</b>	<b>501222</b>	<b>532622</b>	<b>520947</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3505641</b>
ILL	1708	2144	2221	2494	2105	2100	2091	0	0	0	0	0	14863
CyberShelf-OverDrive	121211	108639	123704	117877	123555	123952	129300	0	0	0	0	0	848238
Zinio	5505	4090	4149	4202	3558	3369	3394	0	0	0	0	0	28267
eReader	64	38	25	39	59	53	31	0	0	0	0	0	309
OneClick Audio	527	499	619	527	521	536	541	0	0	0	0	0	3770
Hot Spots	53	67	70	69	70	72	62	0	0	0	0	0	463
<b>TOTAL STATE Circ</b>	<b>616749</b>	<b>570433</b>	<b>661785</b>	<b>602424</b>	<b>631090</b>	<b>662704</b>	<b>656366</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4401551</b>
Freegal Music	11387	10388	10997	10336	10938	9890	11143	0	0	0	0	0	75079
Freeding	73	58	88	76	87	83	79	0	0	0	0	0	544
DVD Player	127	137	158	151	174	126	122	0	0	0	0	0	995
Hoopla	1456	1404	1517	1440	1467	1403	1535	0	0	0	0	0	10222
ComicsPlus	243	169	215	274	113	155	469	0	0	0	0	0	1638
<b>TOTAL STATE Circ</b>	<b>11143</b>	<b>10726</b>	<b>11143</b>	<b>10726</b>	<b>11143</b>	<b>10726</b>	<b>11143</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>80711</b>
CLC	11560	10985	12915	11113	10872	11542	11724	0	0	0	0	0	80711
Laptop Use	1579	1581	1866	1709	1777	1393	1467	0	0	0	0	0	11372
Active Users	260189	259722	260272	259790	259453	260002	259962	0	0	0	0	0	

Monthly Circ by Format			
	2017	2016	Change
Print	310887	332038	-6%
DVD	160779	171264	-6%
CD Music	15743	19045	-17%
CD Book	20433	21334	-4%
Playaway	6553	6534	0%
Kit	1797	2216	-19%
Game	4755	5184	-8%
	0	0	
<b>TOTAL Physical Items</b>	<b>520947</b>	<b>557615</b>	<b>-6.58%</b>
ILL	2091	2235	-6%
CyberShelf-OverDrive	129300	111298	16%
Zinio	3394	3561	-5%
eReader	31	15	107%
OneClick Audio	541	608	-11%
Hot Spots	62	54	15%
<b>Total e-materials</b>	<b>133328</b>	<b>115536</b>	<b>15%</b>
<b>TOTAL STATE Circ</b>	<b>656366</b>	<b>675386</b>	<b>-3%</b>
Freegal Music	11143	10726	4%
Freeding	79	93	-15%
DVD Player	122	91	34%
Hoopla	1535	1429	7%
ComicsPlus	469	382	23%
CLC	11724	12582	-7%
Laptop Use	1467	1258	17%
Active Users	259962	261821	-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		652994	-100%
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		5297317	-100%
September		5902818	-100%
October		6515739	-100%
November		7114730	-100%
December		7688274	-100%

Circulation by Item Type - July 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	0	0	0	0	0	432819
Mobile Libraries Total	13662	13144	13896	13300	13323	12170	12148	0	0	0	0	0	91643
Cheyenne	26625	31084	36349	31514	33759	34986	33962	0	0	0	0	0	228279
Fountain	14826	13830	17458	15818	16053	18364	17800	0	0	0	0	0	114149
High Prairie	24970	23044	27635	23106	24943	25433	24214	0	0	0	0	0	173345
Holley	30802	27612	31993	29414	31479	32586	32182	0	0	0	0	0	216068
Manitou	4328	3945	5079	4356	4598	3755	4127	0	0	0	0	0	30188
Monument	32089	29776	34975	31421	34001	35938	34888	0	0	0	0	0	233088
Old Colorado City	18979	17241	20090	17611	18810	17945	17596	0	0	0	0	0	128272
Palmer Lake	3665	3770	4231	3582	3858	3881	3751	0	0	0	0	0	26738
Rockrimmon	30019	28473	32396	28694	32047	33539	32698	0	0	0	0	0	217866
Sand Creek	30571	29847	33347	31028	31096	33871	33252	0	0	0	0	0	223012
Ute Pass	2727	2510	3095	2507	2606	2665	2461	0	0	0	0	0	18571
Senior Van	1993	1650	1901	1672	1704	1882	1849	0	0	0	0	0	12651
Bookmobiles	11669	11494	11995	11628	11619	10288	10299	0	0	0	0	0	78992
East	115150	101730	115308	106561	111657	119108	116171	0	0	0	0	0	785685
Library 21c	73374	72496	88727	77305	82107	95881	93152	0	0	0	0	0	583042
Dispensers	332	321	388	193	212	228	422	0	0	0	0	0	2096
Parenting	136	104	131	103	91	104	111	0	0	0	0	0	780
<b>Total Physical Materials</b>	<b>487681</b>	<b>454956</b>	<b>530997</b>	<b>477216</b>	<b>501222</b>	<b>532622</b>	<b>520947</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3505641</b>

YTD CIRC Comparison	2017	2016	% Change
Penrose	432819	473541	-8.6%
Mobile Libraries Total	91643	98246	-6.7%
Cheyenne	228279	265811	-14.1%
Fountain	114149	121494	-6.0%
High Prairie	173345	184740	-6.2%
Holley	216068	240004	-10.0%
Manitou	30188	27853	8.4%
Monument	233088	253253	-8.0%
Old Colorado City	128272	149619	-14.3%
Palmer Lake	26738	25677	4.1%
Rockrimmon	217866	232390	-6.2%
Sand Creek	223012	253871	-12.2%
Ute Pass	18571	19586	-5.2%
Senior Van	12651	13401	-5.6%
Bookmobiles	78992	84845	-6.9%
East	785685	932381	-15.7%
Library 21c	583042	538989	8.2%
Dispensers	2096	15698	-86.6%
Parenting	780	754	3.4%
<b>Total Physical Materials</b>	<b>3505641</b>	<b>3833907</b>	<b>-8.6%</b>

Current Month Comparison CIRCULATION	2017	2016	% Change
Penrose	62012	67467	-8.1%
Mobile Libraries Total	12148	13061	-7.0%
Cheyenne	33962	37954	-10.5%
Fountain	17800	18172	-2.0%
High Prairie	24214	25415	-4.7%
Holley	32182	33217	-3.1%
Manitou	4127	3840	7.5%
Monument	34888	36563	-4.6%
Old Colorado City	17596	18488	-4.8%
Palmer Lake	3751	3666	2.3%
Rockrimmon	32698	34302	-4.7%
Sand Creek	33252	37303	-10.9%
Ute Pass	2461	2636	-6.6%
Senior Van	1849	1867	-1.0%
Bookmobiles	10299	11194	-8.0%
East	116171	140858	-17.5%
Library 21c	93152	81515	14.3%
Dispensers	422	3050	-86.2%
Parenting	111	108	2.8%
<b>Total Physical Materials</b>	<b>520947</b>	<b>557615</b>	<b>-6.58%</b>

**Circulation by Facility - July 2017**

Current Month Comparison VISITORS	2017	2016	% Change
Penrose	46057	49046	-6.1%
Mobile Libraries Total	3506	3295	6.4%
Cheyenne	19076	20957	-9.0%
Fountain	11080	11839	-6.4%
High Prairie	9776	10824	-9.7%
Holley	19185	18701	2.6%
Manitou	4679	4341	7.8%
Monument	17703	20438	-13.4%
Old Colorado City	11768	12144	-3.1%
Palmer Lake	2418	2977	-18.8%
Rockrimmon	19288	20224	-4.6%
Sand Creek	18800	24501	-23.3%
Ute Pass	1641	1720	-4.6%
Knights of Columbus Hall	442		
East	56455	64569	-12.6%
Library 21c	47961	49892	-3.9%
<b>TOTAL</b>	<b>289835</b>	<b>315468</b>	<b>-8.1%</b>
Special Collections	3146	2649	18.8%

**Consent Agenda: New Hires**

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

Frances Beard: Penrose, Library Associate (20 hrs)

Rachel Newsom: East Library, Shelver (20 hrs)

Jessica Friesema: Penrose, Substitute Librarian

Autumn Ruiz: East Library, Shelver (20 hrs)

**2017 Supplementary Budget Resolution – Final Update**

After the 2017 mid-year adjustment was presented to the Board of Trustees at their July 11, 2017 Board meeting, a legal notice was placed in the local newspaper to inform the citizens that a copy of the proposed resolutions was available for inspection and that a public hearing would be held on August 8, 2017. To date, there have been no inquiries from the public.

The final proposed resolutions and supplemental schedules are included with this memorandum. The original memo to the Board of Trustees, which described the proposed adjustments, dated July 11, 2017 is listed below. There have been no adjustments to the original resolutions/supplemental schedules as previously presented.

**Recommendation**

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

**ORIGINAL MEMORANDUM PRESENTED TO THE BOARD OF TRUSTEES**

**Pikes Peak Library District  
July 11, 2017**

**2017 Supplementary Budget Resolution**

**History**

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

The manual clearly indicates that when and how a budget can be amended during the year is a subject of continual concern to local governments. However, it does clarify the fact that when supplemental budget resolutions are proposed, a notice to the public must be given in a manner similar to the annual budget. Accordingly, the proposed resolutions (discussed below) are presented to the Board of Trustees (Board) as an informational item at the July Board meeting. Upon completion of that meeting, a public notice will be prepared stating the resolutions are available for public inspection, and the public notice will be placed in the local newspaper. The resolution will be presented as a decision item at the August 8, 2017 Board meeting.

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

**GENERAL FUND**

**Revenues**

The District has updated its revenue projections for 2017. The following is a summary of the proposed revenue adjustments:

	<u>Original</u>	<u>Adjusted</u>	<u>Change</u>
Specific ownership tax collections	\$2,825,000	\$3,125,000	\$300,000

This will increase the 2017 budgeted revenues from \$30,402,388 to \$30,702,388.

**Expenditures**

The following section provides the proposed adjustments to be made to PPLD’s 2017 General Fund appropriation. The proposed items are explained in detail below.

1. Encumbrances – \$368,854

The proposed amendment includes an increase to the expenditure budget for encumbrances outstanding as of December 31, 2016. Encumbrances represent items ordered but not yet received by the District. The expenditure is recorded when the item is received. This is a typical budget practice for government entities.

2. Sand Creek Library Makerspace Project - \$260,725

The Board of Trustees previously approved utilizing \$260,725 from the General Fund reserves (McKinley Trust) to be used towards the funding of this project as a result of the increased scope of the project.

3. Utilization of Fund Balance equal to Capital Outlay expenditures (in the Capital Projects Funds) for 2017 to help fund the pay adjustment recommendations from the Compensation Study- \$346,478

The Board of Trustees previously approved the funding of the pay adjustment portion of the Compensation/Classification Study. Included in the funding is the utilization of fund balance up to the amount of capital outlay that was part of the original 2017 budget. This adjustment excludes capital outlay to be funded by designated funds. The balance is calculated as follows:

Transfers to Capital projects Funds	\$736,341
Utilization of reserves in original budget	<u>389,863</u>
Difference	<u>\$346,478</u>

4. Educational Resource Center - \$11,000

This amount represents operational costs that had originally been included under a Capital Project Fund when the project was first funded several years ago. This amount represents the costs needed to operate the ERC, short of staffing costs.

5. Additional Security Costs - \$30,000

This amount is needed to cover additional security costs at the Penrose Library.

6. Tuition Assistance Program - \$15,000

The budget of \$30,000 for this program was fully utilized prior to June 30, 2017. The additional \$15,000 is requested to help fund anticipated activity for the remainder of 2017.

7. Operating Transfer to Other Funds - \$50,000

The Board of Trustees previously approved \$600,000 for the complete overhaul of the parking lot at Library 21c. As part of the bid, there was a contingency – an additional charge for items not known when cost proposals were submitted to PPLD. An example of this is “soft soil”, which means soil that must be replaced with better material before any asphalt can be laid. As of the date of this memo, the project is substantially complete and all such areas of contingency have been identified. In short, a total of about \$50,000 is needed to fund the identified areas of concern that resulted in additional costs to this project. Again, these areas could not have been fully identified until after the existing blacktop/asphalt was removed so that such areas could be exposed for further analysis.

8. The resolution includes a recommendation for several line item transfers. A list of such transfers is included in the attached supporting schedules.

After taking into consideration all of the items discussed above, the recommendation is to amend the 2017 General Fund appropriation from \$30,792,251 to \$31,874,308.

#### **EAST LIBRARY RENOVATION PROJECT FUND**

The District’s East Library Renovation Project Fund is used to account for all financial activity related to the renovation of the East Library along with other capital purchases to be made for the East Library. Funding for this project comes from the General Fund and from fundraising efforts.

The renovation project was completed in 2015. Accordingly, this fund is now being used to account for all financial activity of all capital projects exclusively to the benefit of the East Library. The proposed budget amendment allocates a part of the fund balance as of December 31, 2016 to the 2017 budget for the East Library projects/purchases, which have been previously identified and approved as part of the previous annual budget process. The carryover process is authorized by the Board approved Financial Guidelines.

The attached schedule shows how the funds are allocated by project/purchase. The effect of this amendment is to increase the 2017 budget for expenditures from \$36,450 to \$50,001.

#### **PENROSE LIBRARY RENOVATION PROJECT FUND**

The District’s Penrose Library Renovation Project Fund is used to account for all financial activity related to the renovation of the Penrose Library along with other capital purchases to be made for the Penrose Library. Funding for this project comes from the General Fund and from fundraising efforts.

The renovation project for this library was completed in 2015. Accordingly, this fund is now being used to account for all financial activity of all capital projects exclusively to the benefit of the Penrose Library. The proposed budget amendment allocates the fund balance as of December 31, 2016 to the 2017 budget for the Penrose Library projects/purchases, which have been previously identified and approved as part of the previous annual budget process. The carryover process is authorized by the Board approved Financial Guidelines.



The attached schedule shows how the funds are allocated by project/purchase. The effect of this amendment is to increase the 2017 budget for expenditures from \$164,200 to \$228,737.

**NORTH FACILITY PROJECT FUND**

The District’s North Library Renovation Project Fund is used to account for all financial activity related to the Library 21c construction and remodeling project along with other capital purchases to be made for the Library 21c facility. Funding for this project comes from the General Fund and from fundraising efforts.

The renovation project for this library was substantially completed in 2014. Accordingly, this fund is now being used to account for all financial activity of all capital projects exclusively to the benefit of Library 21c. The proposed budget amendment allocates the fund balance as of December 31, 2016 to the 2017 budget for the Library 21c projects/purchases, which have been previously identified and approved as part of the previous annual budget process. The carryover process is authorized by the Board approved Financial Guidelines.

The attached schedule shows how the funds are allocated by project/purchase. The effect of this amendment is to increase the 2017 budget for expenditures from \$681,000 to \$813,793, and to increase revenues and other sources of funds from \$30,000 to \$80,000.

**CAPITAL RESERVE FUND**

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

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

	<u>Original</u>	<u>Adjusted</u>	<u>Change</u>
Resources/revenues	\$676,651	\$676,651	\$0
Fund Balance Carryover	<u>\$1,051,188</u>	<u>\$1,051,188</u>	<u>\$0</u>
Expenditures			
Capital Outlay – Facility Related	\$384,700	\$589,951	\$205,251
Capital Outlay – Information Tech	\$691,757	\$1,118,321	\$426,564
Capital Outlay – CEOO	<u>\$12,000</u>	<u>\$19,567</u>	<u>\$7,567</u>
Total	<u>\$1,088,457</u>	<u>\$1,727,839</u>	<u>\$639,382</u>

Simply stated, the proposed budget amendment allocates the fund balance as of December 31, 2016 to capital projects that have been previously identified and approved as part of the annual budget process, and to make some line item transfers within the capital accounts. The carryover process is authorized by the Board approved Financial Guidelines.

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

**SPECIAL REVENUE FUNDS**

The mid-year budget amendment also includes a resolution to increase various fund appropriations as a result of the remaining fund balances as of December 31, 2017.

The recommended amendments are as follows:

<b>Fund</b>	<b>Original</b>	<b>Adjusted</b>	<b>Change</b>
Annual Fund	\$ -	\$ 7,000	\$ 7,000
Cheyenne Mountain Library Support Fund	-	9,067	9,067
Fountain Library Support Fund	-	8,000	8,000
High Prairie Library Support Fund	-	60,000	60,000
Sand Creek Library Support Fund	-	60,546	60,546
Mobile Library Services Fund	-	1,916	1,916
1905 Carnegie Support Fund	-	4,374	4,374
1905 Carnegie Garden Support Fund	-	999	999
Special Collections Support Fund	-	1,113	1,113
<b>Total</b>	<b>\$ -</b>	<b>\$ 153,015</b>	<b>\$ 153,015</b>

The attached resolutions and supporting schedules list our recommendations as to how to spend such funds during 2017. These funds are to be kept in place until the remaining fund balances are fully utilized. Current accounting literature requires these types of funds to be accounted for in the General Fund. These funds existed prior to the change in literature and we are required to account for them as Special Revenue Funds until the fund balances are reduced to \$0. The changes above result primarily from not fully utilizing the funds that were budgeted for in 2016.

**BUDGET DISCUSSION – 2017 MIDYEAR AND 2018 FISCAL YEAR**

We are beginning the budget process for fiscal year 2018. As required by state law, a proposal of the 2018 budget will be delivered to the Board by October 15, 2017. The 2018 budget will be discussed and action will be taken at the Board’s December 12, 2017 Board meeting, which is the same date as the public hearing as required by state law.

It is too preliminary to discuss budget specifics for 2018 primarily because we will receive the information for our tax revenue calculations from the County Assessor’s Office in late August. At that time, we will have a better understanding of what our anticipated revenues will be for 2018.

That being said, a very preliminary estimate of the change in PPLD’s assessed valuation total from 2017 to 2018, per the El Paso County Assessor’s Office, is an increase of 1.0 – 2.0%. This takes into account the increasing market value of properties along with the offset effect of the State reducing the residential assessment rate from 7.96% of market value to 7.2% of market value (for residential property) as required periodically by the Gallagher Amendment. Of course, PPLD’s property tax revenue is subject to the more restrictive of the limitations imposed by TABOR and the State’s 5.5% limitation. This is noteworthy because property tax revenue accounts for about 87% of our total revenue in any given year. Depending on the actual TABOR factors and the change in assessed valuation, we can adjust our mill levy for operating purposes from the current levy of 3.93 mills to up to 4.000 mills. Assuming PPLD is entitled to collect this additional revenue legally as per the two limitations referred to above, we anticipate this will generate about \$1.1 - \$1.3 million in additional revenue for 2018.

A full discussion of the resource allocation issues affecting PPLD for 2017 and 2018 is beyond the scope of this memo. Such issues will be identified and discussed as part of the 2018 budget discussions and processes. However, there are several broad issues that will affect this process in which are appropriate to discuss here. They are as follows, and by no means are they all-inclusive or in any order of importance.

1. There are several large capital projects affecting PPLD’s facilities which need to be completed at some point soon. We have deferred what we can for as long as we can, but we can’t defer them too far down the road. They are substantial in terms of cost. Management is working on its

recommendations for the Board as to the timing of such projects, and its recommendations will be presented to the Board at a later date.

2. As stated above, the District engaged a consultant to complete a full study of PPLD's pay structure (including the current classification system, job analysis, compensation levels and staffing levels). The project was substantially completed in mid-2017. There are numerous recommendations for staffing changes and departmental changes, and a preliminary cost estimate to implement most of the recommendations is an additional \$2.6 million. The full implementation of all recommendations may take several years. More information will be made available throughout the 2018 budget process.
3. State law stipulates the minimum wage be adjusted annually. The minimum wage for 2018 is \$10.20 per hour. As part of the compensation study, PPLD implemented a new pay scale in 2017, with a minimum hourly rate of \$10.20. Please note the minimum hourly rate for 2019 is \$11.10 per hour, and for 2020, it will become \$12.00 per hour. Our pay scale will need to change accordingly.
4. As discussed elsewhere, we previously completed the Tri-Building Projects (East, Penrose, and Library 21c). As part of any planning processes, discussion related to where and how it offers library services to its patrons need to occur continually. We need to consider the areas that we deem are under-served in terms of facility presence/library services. We also need to plan and fund the renovation of the Knight of Columbus Hall.
5. As part of the 2018 budget process, we will be reviewing all contracts and other services/expenditures.

Management will discuss the impact of these (and other) issues as we move forward with the budget process. It is possible that we will adjust these amendments to incorporate some of the issues discussed above. If so, such recommendations will be fully discussed and described by the August 8, 2017 Board meeting.

#### **RECOMMENDATION**

The Board of Trustees must defer any action on these resolutions until its August 8, 2017 Board meeting.

**RESOLUTION FOR SUPPLEMENTARY BUDGET**

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

WHEREAS, this resolution is adopted for the following causes:

**Revenues and Other Financing Sources**

1. To increase 2017 budgeted revenues by \$300,000 for anticipated Specific Ownership Tax collections in excess of the 2017 approved budget.

**Expenditures and Other Financing Uses**

2. To increase the 2017 General Fund budget for the utilization of Fund Balance - Reserved for Encumbrances, as follows:

- Library materials	\$215,556
- Other encumbrances	<u>153,298</u>
	<u>\$368,854</u>
3. To increase the 2017 General Fund budget by \$260,725 to cover the anticipated project costs related to the Sand Creek Makerspace project; funding comes from the McKinley Trust, a Board-designated fund included in fund balance.
4. To increase the 2017 General Fund budget by \$346,478 for costs related to the implementation of the compensation study that was initiated in 2016 and finished in 2017.
5. To increase the 2017 General Fund budget by \$11,000 for costs to operate the Educational Resource Center; such costs were previously accounted for under a Capital projects Fund.
6. To increase the 2017 budget by \$30,000 to cover additional contracted security services.
7. To increase the tuition assistance program budget by \$15,000 for higher than anticipated usage of the program during 2017.
8. To increase the 2017 budget by \$50,000 to transfer funds to the Capital Projects Fund to cover additional expenditures related to the parking lot project for Library 21c.
9. To approve the line item transfers within the General Fund in the amount of \$532,000, as documented on the attached schedule; such transfers have a net zero effect on the total General Fund budget.

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

1. That the 2017 appropriation of the General Fund is hereby increased from \$30,792,251 to \$31,874,308, and that revenues (sources of funds) be increased from \$30,402,388 to \$30,702,388, as per the attached schedule, and

2. To utilize \$260,725 of fund balance previously designated by the Board of Trustees for project costs related to the Sand Creek Library Makerspace project.

ADOPTED, this \_\_\_\_ day of \_\_\_\_\_, 2017

Attest: \_\_\_\_\_  
Cathy Grossman, President

Pikes Peak Library District  
 General Fund - Supplemental Budget  
 Fiscal Year 2017

Category	Amount
Approved 2017 Budget - Revenues	\$ 30,402,388
<b>Adjustments:</b>	
Specific ownership tax collections	300,000
Total adjustments	300,000
2017 General Fund Revenue Budget, As Amended	\$ 30,702,388
Approved 2017 Budget - Expenditures	\$ 30,792,251
<b>Utilization of Prior Year Reserved and Designated Fund Balance</b>	
<b>Encumbrances</b>	
Library materials	215,556
Other encumbrances	153,298
Total Encumbrances	368,854
<b>Other Items</b>	
Sand Creek Library makerspace project (utilize McKinley Trust)	260,725
Use of fund balance equal to capital outlay for 2017 to be used to implement the compensation study recommendations	346,478
Educational Resource Center costs previously included under Capital Projects Funds	11,000
Additional security services	30,000
Increase tuition assistance program	15,000
Transfer of funds to the North Facility Capital Projects Fund	50,000
Total Other Items	713,203
Total Adjustments	1,082,057
Total 2017 General Fund Expenditure Budget, As Amended	\$ 31,874,308

Pikes Peak Library District  
 Mid-Year Budget Adjustment - Line Item Transfers  
 Fiscal Year 2017

General Fund

From	To	Purpose
Health plan - additional month no premiums \$ 150,000	Pay adjustments	To cover pay adjustment costs \$ 150,000
Library materials 100,000	Pay adjustments	To cover pay adjustment costs 100,000
Substitute pay 100,000	Pay adjustments	To cover pay adjustment costs 100,000
Computer support agreements 132,000	Data Telecommunications	To cover data telecommunication costs for 2017 132,000
Consultant fees 20,000	Voice telecommunication costs	To cover voice telecommunication costs for 2017 20,000
Software purchases 30,000	Data Telecommunications	To cover data telecommunication costs for 2017 30,000
		<u>\$ 532,000</u>
		<u>\$ 532,000</u>

**RESOLUTION FOR SUPPLEMENTARY BUDGET**

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

**WHEREAS**, the Board of Trustees previously established a Capital Projects Fund called the East Library Renovation Project Fund - the primary purpose of which is to account for all financial activity related to the renovation of the East Library, the funding of which comes primarily from donations, grants and the District’s General Fund,

**AND WHEREAS**, the total amount of funds available as of December 31, 2016 was \$132,256,

**AND WHEREAS**, total encumbrances outstanding as of December 31, 2016 was \$160,

**AND WHEREAS**, a total of \$13,391 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2017 budget,

**NOW THEREFORE**, it is resolved by the Board of Trustees of the Pikes Peak Library District, Colorado Springs, Colorado, that the 2017 appropriation of the East Library Renovation Project Fund is hereby increased from \$36,450 to \$50,001, as per the attached schedule.

**ADOPTED**, this \_\_\_\_ day of \_\_\_\_\_, 2017

Attest: \_\_\_\_\_  
Cathy Grossman, President



Pikes Peak Library District  
 Capital Projects Fund - East Library Renovation Project Fund  
 Fiscal Year 2017 Mid-Year Budget Amendment

Uses of Funds	2017		
	Budget	Mid-Year Adjustment	Adjusted Budget
Water treatment system	\$ -	\$ 3,000	\$ 3,000
Paint shelves	-	945	945
Blinds for ESL office	2,200	-	2,200
Blinds for ERC/maker space	4,500	-	4,500
Update security equipment	-	5,000	5,000
Window leak - 2nd floor	7,500	-	7,500
Additional meeting room chairs - 1st floor lab	2,250	-	2,250
Roof inspection and repairs	3,500	2,375	5,875
Information Technology related costs	-	2,071	2,071
Educational Resource Center	-	160	160
Additional furnishings/barrier for tween area	4,000	-	4,000
Interior paint	4,000	-	4,000
Mural	5,000	-	5,000
Chair replacement	3,500	-	3,500
<b>Total Uses of Funds</b>	<b>36,450</b>	<b>13,551</b>	<b>50,001</b>
<b>Excess Revenues Over Expenditures</b>	<b>(36,450)</b>	<b>(13,551)</b>	<b>(50,001)</b>
<b>Fund Balance - Beginning of Year</b>	<b>132,256</b>	<b>-</b>	<b>132,256</b>
<b>Fund Balance - End of Year</b>	<b>\$ 95,806</b>	<b>\$ (13,551)</b>	<b>\$ 82,255</b>

**RESOLUTION FOR SUPPLEMENTARY BUDGET**

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

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

**AND WHEREAS**, the total balance of funds available as of December 31, 2016 was \$173,206,

**AND WHEREAS**, a total of \$64,537 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2017 budget,

**NOW THEREFORE**, it is resolved by the Board of Trustees of the Pikes Peak Library District, Colorado Springs, Colorado, that the 2016 appropriation of the Penrose Library Renovation Project Fund is hereby increased from \$164,200 to \$228,737, as per the attached schedule.

**ADOPTED**, this \_\_\_\_ day of \_\_\_\_\_, 2017

Attest: \_\_\_\_\_  
Cathy Grossman, President

Pikes Peak Library District  
 Capital Projects Fund - Penrose Library Renovation Project Fund  
 Fiscal Year 2017 Mid-Year Budget Amendment

	2017		
	Mid-Year Budget	Adjusted Adjustment	Adjusted Budget
<b>Sources of Funds</b>			
<b>Funding - Pikes Peak Library District</b>			
Operating transfer - General Fund	\$ 59,690	\$ -	\$ 59,690
<b>Uses of Funds</b>			
<b>PENROSE PUBLIC LIBRARY</b>			
Replace floors in elevators	-	3,500	3,500
Additional lighting at south wall display shelving	1,000	-	1,000
Roof preventative maintenance repairs	3,500	2,280	5,780
Window blinds for east wall staff work area	3,200	-	3,200
Replace existing parking lot meters	50,000	-	50,000
Façade repair (tuck and pointing)	16,000	-	16,000
Elevator modernization - cab	45,000	-	45,000
Construction costs	-	5,280	5,280
Furniture and equipment	-	464	464
Convert pea gravel walk to astro-turf	2,000	-	2,000
Shelving signage	2,000	-	2,000
Replace 4 staff chairs	1,500	-	1,500
<b>1905 CARNEGIE BUILDING</b>			
Window caulking	-	53,013	53,013
Wood repairs and scaffolding	40,000	-	40,000
<b>Total Uses of Funds</b>	<b>164,200</b>	<b>64,537</b>	<b>228,737</b>
<b>Excess Revenues Over Expenditures</b>	<b>(104,510)</b>	<b>(64,537)</b>	<b>(169,047)</b>
<b>Fund Balance - Beginning of Year</b>	<b>173,206</b>	<b>-</b>	<b>173,206</b>
<b>Fund Balance - End of Year</b>	<b>\$ 68,696</b>	<b>\$ (64,537)</b>	<b>\$ 4,159</b>

**RESOLUTION FOR SUPPLEMENTARY BUDGET**

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

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

**AND WHEREAS**, the total amount of funds available as of December 31, 2016 was \$777,665,

**AND WHEREAS**, a total of \$82,793 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2017 budget,

**AND WHEREAS**, a total of \$50,000 of funds shall be transferred in from the General Fund to help defray project costs.

**NOW THEREFORE**, it is resolved by the Board of Trustees of the Pikes Peak Library District, Colorado Springs, Colorado, that the 2017 appropriation of the North Facility Project Fund is hereby increased from \$681,000 to \$813,793, and to increase the sources of funds from \$30,000 to \$80,000, as per the attached schedule.

**ADOPTED**, this \_\_\_\_ day of \_\_\_\_\_, 2017

Attest: \_\_\_\_\_  
Cathy Grossman, President

Pikes Peak Library District  
 Capital Projects Fund - North Facility Project Fund  
 Fiscal Year 2017 Mid-Year Budget Amendment

	2017		
	Budget	Mid-Year Adjustment	Adjusted Budget
<b>Sources of Funds</b>			
Funding - Fundraising			
Donations - Pikes Peak Library District Foundation	\$ 30,000	\$ -	\$ 30,000
Funding - General Fund			
Operating Transfers in	-	50,000	50,000
<b>Total Sources of Funds</b>	<b>30,000</b>	<b>50,000</b>	<b>80,000</b>
<b>Uses of Funds</b>			
Parking Lot	570,000	80,000	650,000
Install ceiling fans in Children's	-	1,750	1,750
Improvements Teen Gaming room	30,000	-	30,000
Sound dampening of AMH space	-	3,000	3,000
Allowance to install electrical outlets at west wall counter space	5,000	-	5,000
Replace fountain to ADA compliant fixtures	10,000	-	10,000
Patron registration capability using tablets	3,000	-	3,000
Contingency	-	37,868	37,868
TAZ 3D printer	10,000	-	10,000
Laser cutter	13,000	-	13,000
Stage Audio Room - Mikes wireless	-	1,500	1,500
Staging	-	4,675	4,675
Audio/Lighting	-	4,000	4,000
Sound attenuation	5,000	-	5,000
Record management system	30,000	-	30,000
Signage	5,000	-	5,000
<b>Total Uses of Funds</b>	<b>681,000</b>	<b>132,793</b>	<b>813,793</b>
<b>Excess Revenues Over Expenditures</b>	<b>(651,000)</b>	<b>(82,793)</b>	<b>(733,793)</b>
<b>Fund Balance - Beginning of Year</b>	<b>777,665</b>	<b>-</b>	<b>777,665</b>
<b>Fund Balance - End of Year</b>	<b>\$ 126,665</b>	<b>\$ (82,793)</b>	<b>\$ 43,872</b>

**RESOLUTION FOR SUPPLEMENTARY BUDGET**

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

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

**AND WHEREAS**, total resources available as of December 31, 2016 was \$1,051,188,

**AND WHEREAS**, total encumbrances outstanding as of December 31, 2016 was \$138,625,

**AND WHEREAS**, the amount of unspent funds for capital projects previously approved as of December 31, 2016 was \$502,774,

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

**NOW THEREFORE**, it is resolved by the Board of Trustees of the Pikes Peak Library District, Colorado Springs, Colorado, that the 2017 appropriation of the Capital Reserve Fund is hereby increased from \$1,088,457 to \$1,727,839, as per the attached schedule.

**ADOPTED**, this \_\_\_\_ day of \_\_\_\_\_, 2017

Attest: \_\_\_\_\_  
Cathy Grossman, President

Pikes Peak Library District  
 Capital Projects Fund - Capital Reserve Fund  
 Fiscal Year 2017 Mid-Year Budget Amendment

Sources of Funds	2017		
	Budget	Mid-Year Adjustment	Adjusted Budget
<b>Funding - Pikes Peak Library District</b>			
Operating transfer - General Fund	\$ 676,651	\$ -	\$ 676,651
<b>Uses of Funds</b>			
<b>MOBILE LIBRARY SERVICES</b>			
Bookmobile/senior van replacement	75,000	-	75,000
Vehicle maintenance/minor items			
New wrap for bookmobile 702	-	5,000	5,000
Replace generator for bookmobile 702	-	1,915	1,915
Other furniture or equipment replacement			
Standing workstation in garage	1,000	-	1,000
<b>CHEYENNE MOUNTAIN BRANCH</b>			
Carpet replacement	-	30,000	30,000
<b>RUTH HOLLEY BRANCH</b>			
Building maintenance/minor renovation projects			
Rolling wall partition	-	2,200	2,200
Access control upgrades	5,700	5,100	10,800
Other furniture or equipment replacement			
Study tables and chairs to create additional seating spaces	9,000	-	9,000
<b>MANITOU SPRINGS BRANCH</b>			
Building maintenance/minor renovation projects	-	35,000	35,000
Other furniture or equipment replacement	-	1,000	1,000
<b>MONUMENT BRANCH</b>			
Carpet replacement	30,000	-	30,000
Building maintenance/minor renovation projects			
Drive up book drop improvements	-	6,583	6,583
Restroom improvements	-	1,330	1,330
Access control upgrades	12,000	-	12,000
Painting allowance	10,000	-	10,000
Other furniture or equipment replacement			
Storage cabinet for meeting room chairs/tables	1,500	-	1,500
Reupholster (17) meeting room chairs	1,600	-	1,600

Pikes Peak Library District  
 Capital Projects Fund - Capital Reserve Fund  
 Fiscal Year 2017 Mid-Year Budget Amendment

	2017		
	Budget	Mid-Year Adjustment	Adjusted Budget
<b>PALMER LAKE BRANCH</b>			
Other furniture or equipment replacement			
Purchase storage shed	2,800	-	2,800
Reupholster (2) patron chairs	1,000	-	1,000
<b>ROCKRIMMON BRANCH</b>			
Building maintenance/minor renovation projects			
Access control upgrades	2,000	7,100	9,100
<b>SAND CREEK BRANCH</b>			
Building maintenance/minor renovation projects			
Access control upgrades	1,100	-	1,100
<b>OTHER ITEMS</b>			
Concrete replacement - districtwide allowance	12,000	7,171	19,171
Staff lounges improvements	30,000	-	30,000
Adult Education workspace improvements	30,000	-	30,000
Asphalt repairs and maintenance - districtwide allowance	15,000	15,373	30,373
Card reading access accessories	-	5,300	5,300
Water management system	25,000	-	25,000
Upgrade intrusion alarm system - 7 locations	20,000	-	20,000
Capital Contingency	25,000	71,879	96,879
Other vehicle replacement	50,000	10,300	60,300
Furniture replacement contingency	25,000	-	25,000
<b>Facilities-Related</b>	<b>384,700</b>	<b>205,251</b>	<b>589,951</b>



Pikes Peak Library District  
 Capital Projects Fund - Capital Reserve Fund  
 Fiscal Year 2017 Mid-Year Budget Amendment

	2017		Adjusted Budget
	Budget	Mid-Year Adjustment	
<b>Information Technology</b>			
<b>Servers</b>			
Replacements	40,000	16,754	56,754
Cloud hosting, support for ppld.org	-	11,485	11,485
Windows server CAL's	-	26,582	26,582
Maintenance hardware and software for servers	52,323	44,276	96,599
Primary storage	25,000	-	25,000
Webcams for server rooms	-	403	403
Offsite backup system	20,000	-	20,000
Data domain replacement	24,000	7,028	31,028
SIRSI test server	-	2,532	2,532
<b>Computers</b>			
Technology refresh	80,000	81,000	161,000
Upgrades to Avid Liquid 7.0	1,000	-	1,000
<b>Barcode scanners, RFID equipment</b>			
	-	15,102	15,102
<b>Telecommunications equipment</b>			
Telecommunications switches	60,000	-	60,000
Tipping point replacements	-	5,270	5,270
<b>Self check stations</b>			
District wide	82,434	62,695	145,129
<b>Telecom firewall replacement</b>			
	45,000	-	45,000
<b>Laptops</b>			
Laptops replacements and tablets, loans and netbooks	25,000	7,454	32,454
Laptop staff lab - Penrose Library	-	615	615
Laptop lab Computer Commons	-	13,000	13,000
Laptop replacement - Cheyenne Mountain	-	5,000	5,000
Laptop replacement - Ruth Holley	-	6,000	6,000
Laptop - Special Collections	-	2,000	2,000
Adult Literacy department - laptops	-	4,371	4,371

Pikes Peak Library District  
 Capital Projects Fund - Capital Reserve Fund  
 Fiscal Year 2017 Mid-Year Budget Amendment

	2017		
	Budget	Mid-Year Adjustment	Adjusted Budget
Update aging security equipment - Penrose	5,000	-	5,000
Equipment Initiatives			
BibFrame linked data project	-	12,500	12,500
LaunchPad kids app/games/educational tablets	-	40,000	40,000
Small NAS for Special Collections	-	1,250	1,250
Manitou Springs downstairs PAC, Cabling	-	2,000	2,000
Ute Pass - ceiling projector and screen	1,000	(1,000)	-
Replace Jamex boxes district-wide	-	15,786	15,786
New computers, apps for children	-	10,000	10,000
Phone system	-	29,768	29,768
Mobile device management	-	5,200	5,200
Archival management system	-	12,000	12,000
Network copiers	-	4,958	4,958
Cash drawer project	-	5,000	5,000
Replace data domain	-	1,255	1,255
Security	-	8,121	8,121
Children's - iPads for programming	-	1,769	1,769
Dibos and camera upgrades	50,000	-	50,000
Data drops install for HO for study area	-	1,000	1,000
WAN upgrades, trenching if needed	-	11,963	11,963
Children's equipment	52,000	-	52,000
Computer Commons equipment	26,000	-	26,000
Special Collections equipment	29,000	-	29,000
Cloud computing transition study	15,000	-	15,000
Monument Library IT Infrastructure	50,000	(50,000)	-
East Library tween computers	4,000	-	4,000
Cheyenne Mountain patron laptops	5,000	(5,000)	-
Contingency	-	8,427	8,427
<b>Total Information Technology</b>	<b>691,757</b>	<b>426,564</b>	<b>1,118,321</b>
<b>Community Engagement and Outreach</b>			
Studio flooring	12,000	4,067	16,067
Studio improvements	-	3,500	3,500
<b>Total Community Engagement and Outreach</b>	<b>12,000</b>	<b>7,567</b>	<b>19,567</b>
<b>Total Uses of Funds</b>	<b>1,088,457</b>	<b>639,382</b>	<b>1,727,839</b>
<b>Excess Revenues Over Expenditures</b>	<b>(411,806)</b>	<b>(639,382)</b>	<b>(1,051,188)</b>
<b>Fund Balance - Beginning of Year</b>	<b>1,051,188</b>	<b>-</b>	<b>1,051,188</b>
<b>Fund Balance - End of Year</b>	<b>\$ 639,382</b>	<b>\$ (639,382)</b>	<b>\$ -</b>

**RESOLUTION FOR SUPPLEMENTARY BUDGET**

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

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

**AND WHEREAS**, certain designated funds that were budgeted for during 2016 were not spent by the end of 2016, yet the projects are to be carried over into 2017, as per the attached schedules.

**NOW, THEREFORE**, it is resolved by the Board of Trustees of the Pikes Peak Library District, Colorado Springs, Colorado that District's Special Revenue Funds (Designated Purpose Funds) be adjusted for expenditures for fiscal year 2017 by fund as identified on the attached schedules.

**ADOPTED**, this \_\_\_\_ day of \_\_\_\_\_, 2017

Attest: \_\_\_\_\_  
Cathy Grossman, President

Pikes Peak Library District  
 General Fund - Designated Fund  
 Annual Fund  
 Fiscal Year 2017 Mid-Year Budget Amendment

Purpose of Fund

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

Fiscal Year Expenditures

Capital outlay

	2017		
	Budget	Mid-Year Adjustment	Adjusted Budget
Makerspace - Sand Creek	\$ -	\$ 7,000	\$ 7,000
Excess (Deficit) Revenues Over Expenditures	-	(7,000)	(7,000)
Fund Balance - Beginning of Year	7,000	-	7,000
Fund Balance - End of Year	\$ 7,000	\$ (7,000)	\$ -

Pikes Peak Library District  
 Special Revenue Fund  
 Cheyenne Mountain Library Support Fund  
 Fiscal Year 2017 Mid-Year Budget Amendment

**Purpose of Fund**

To accumulate funds for the support of the District's Cheyenne Mountain Library's services, programs and assets.

**Fiscal Year Expenditures**

Capital outlay

Upgrade lock system to card reader system

	2017		
	Budget	Mid-Year Adjustment	Adjusted Budget
Upgrade lock system to card reader system	\$ -	\$ 9,067	\$ 9,067
<b>Excess (Deficit) Revenues Over Expenditures</b>	-	(9,067)	(9,067)
<b>Fund Balance - Beginning of Year</b>	9,067	-	9,067
<b>Fund Balance - End of Year</b>	\$ 9,067	\$ (9,067)	\$ -

Pikes Peak Library District  
 Special Revenue Fund  
 Fountain Library Support Fund  
 Fiscal Year 2017 Mid-Year Budget Amendment

Purpose of Fund

To accumulate funds for the support of the District's Fountain Library's services, programs and assets.

Fiscal Year Expenditures

Capital outlay

Access control

	2017		
	Budget	Mid-Year Adjustment	Adjusted Budget
Access control	\$ -	\$ 8,000	\$ 8,000
Excess (Deficit) Revenues Over Expenditures	-	(8,000)	(8,000)
Fund Balance - Beginning of Year	18,725	-	18,725
Fund Balance - End of Year	\$ 18,725	\$ (8,000)	\$ 10,725

Pikes Peak Library District  
 Special Revenue Fund  
 High Prairie Library Support Fund  
 Fiscal Year 2017 Mid-Year Budget Amendment

Purpose of Fund

To accumulate funds for the support of the District's High Prairie Library's services, programs and assets.

Fiscal Year Expenditures

Capital outlay

Miscellaneous projects	\$	-	\$ 60,000	\$ 60,000
Interior paint				
Sound attenuation				
Storage unit				
Replace meeting room carpet				
Landscape design				
Fence for seeding garden				

	<u>2017</u>		
	<u>Budget</u>	<u>Mid-Year Adjustment</u>	<u>Adjusted Budget</u>
<b>Total Fiscal Year Expenditures</b>	-	60,000	60,000
<b>Excess (Deficit) Revenues Over Expenditures</b>	-	(60,000)	(60,000)
<b>Fund Balance - Beginning of Year</b>	174,575	-	174,575
<b>Fund Balance - End of Year</b>	<u>\$ 174,575</u>	<u>\$ (60,000)</u>	<u>\$ 114,575</u>

Pikes Peak Library District  
 Special Revenue Fund  
 Sand Creek Library Support Fund  
 Fiscal Year 2017 Mid-Year Budget Amendment

**Purpose of Fund**

To accumulate funds for the support of the District's Sand Creek Library's services, programs and assets.

**Fiscal Year Expenditures**

Capital outlay

	2017		
	Budget	Mid-Year Adjustment	Adjusted Budget
Sand Creek Makerspace carryover	\$ -	\$ 42,171	\$ 42,171
Access control	-	8,000	8,000
Security camera system - control room	-	10,375	10,375
<b>Total Fiscal Year Expenditures</b>	-	60,546	60,546
<b>Excess (Deficit) Revenues Over Expenditures</b>	-	(60,546)	(60,546)
<b>Fund Balance - Beginning of Year</b>	60,546	-	60,546
<b>Fund Balance - End of Year</b>	\$ 60,546	\$ (60,546)	\$ -



Pikes Peak Library District  
 Special Revenue Fund  
 1905 Carnegie Support Fund  
 Fiscal Year 2017 Mid-Year Budget Amendment

Purpose of Fund

To accumulate funds for the support of the District's  
 1905 Carnegie Library's services, programs and assets.

Fiscal Year Expenditures

Capital outlay

Convert Carnegie Reading Room back to  
 a reading room

	2017		
	Budget	Mid-Year Adjustment	Adjusted Budget
	\$ -	\$ 4,374	\$ 4,374
<b>Excess (Deficit) Revenues Over Expenditures</b>	-	(4,374)	(4,374)
<b>Fund Balance - Beginning of Year</b>	4,374	-	4,374
<b>Fund Balance - End of Year</b>	\$ 4,374	\$ (4,374)	\$ -

Pikes Peak Library District  
 Special Revenue Fund  
 1905 Carnegie Garden Support Fund  
 Fiscal Year 2017 Mid-Year Budget Amendment

Purpose of Fund

To accumulate funds for the support of the District's  
 1905 Carnegie Garden's services and assets.

Fiscal Year Expenditures

Other expenditures - garden supplies

	2017		
	Budget	Mid-Year Adjustment	Adjusted Budget
Other expenditures - garden supplies	\$ -	\$ 999	999
Excess (Deficit) Revenues Over Expenditures	-	(999)	(999)
Fund Balance - Beginning of Year	999	-	999
Fund Balance - End of Year	\$ 999	\$ (999)	\$ -

Pikes Peak Library District  
 Special Revenue Fund  
 Special Collections Support Fund  
 Fiscal Year 2017 Mid-Year Budget Amendment

**Purpose of Fund**

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

**Fiscal Year Expenditures**

Capital outlay

Convert Carnegie Reading Room back to a reading room

	2017		
	Budget	Mid-Year Adjustment	Adjusted Budget
	\$ -	\$ 1,113	\$ 1,113
<b>Excess (Deficit) Revenues Over Expenditures</b>	-	(1,113)	(1,113)
<b>Fund Balance - Beginning of Year</b>	1,113	-	1,113
<b>Fund Balance - End of Year</b>	\$ 1,113	\$ (1,113)	\$ -

**Fiscal Year 2018 Budget Priorities**

At the July 11, 2017 regular meeting of the Board of Trustees the Board discussed budget priorities for fiscal year 2018. It was noted that the priorities for FY17 were staffing, capital expenses and library materials (ranked in this order) and that the goals and activities supported by those three priorities continue to be the relevant goals and activities of PPLD going into FY18.

Chief Librarian & CEO Spears recommends that the Board of Trustees approve the following budget priorities for fiscal year 2018:

1. Staffing
2. Capital Expenses
3. Library Materials

## **Business Case for Library Express Closure**

This business case recommends closing the Pikes Peak Library District (PPLD) Library Express located at 3337 Cinema Point Colorado Springs, CO80922 at First and Main Town Center shopping mall.

The Library Express was a 2014 PPLD initiative to provide a presence east of Powers Boulevard for library patrons. The location has one book kiosk, one Digital Versatile Disc (DVD) kiosk and one book return bin.

The PPLD IT Department maintains the kiosks and other IT services supporting Library Express. The library staff is responsible for replenishing both kiosks and emptying the book bin to return books to circulation.

Based on user statistics for April (193) and May (212) the kiosks services 6 to 7 patrons per day based on analytics associated with book and DVD checkouts.

Analyzing the patron support versus the overall costs associated with the patron services provided resulted in determination that closing the Library Express is in the best interest of PPLD from a service versus cost of service.

### **Business Opportunity**

PPLD has an opportunity to save 416 hours of staff time annually and approximately \$15K (\$10K infrastructure and \$5K personnel) annually closing Library Express.

This opportunity aligns with PPLD's objective to use resources efficiently in providing patron services.

### **Alternatives**

The only viable alternative to replacing the Library Express is to establish a full service library east of the Powers corridor.

### **Benefits**

Closing Library Express will allow for the reallocation of resources to support other patron services.

### **Costs**

<b>Non-Recurring Cost or Resources</b>	<b>Weekly</b>	<b>Annual</b>
Laptop (IT Department will repurpose laptop)		
Staff Resource		
Facilities Staff (inspect and clean Library Express)	6 Hours per week	312 Hours

Library Circulation Staff	2 Hours per week	104 Hours
Recurring Cost	Monthly Cost	Annual Cost
Analog Phone Line	\$28	\$336
Rise Broadband network connection	\$400	\$4800
Firewall Smartnet		\$62.57
Annual kiosk maintenance contract (expires 31 Aug)		\$4800
Total		\$9998.57

Kiosk reliability rates: Metrics indicated kiosk reliability does not represent 99.9% availability for patrons. For example, in June 2016 and October 2016 both kiosks were unavailable for 38 and 36 days respectively. During the period May to June 2017, the kiosks were down for 3 days representing a 95% availability rate.

### **Assumptions**

Patron service numbers will not increase over the period sampled for this business case. Kiosk reliability rates will not improve without additional resource commitment.

### **Project Description**

When the LT approves this business case, the IT department will remove Library Express IT equipment (hardware, software, leased services) and cease operations no later than 31 Aug 17.

### **Implementation Plan**

Facilities must provide the Tyco Security a minimum of 30 days' notice prior to service termination.

Facilities will coordinate with property managers for relocating book return bin to area outside of the existing room onto the sidewalk.

IT Department will notify appropriate vendors to terminate services.

Managers will reallocate staff resources no longer needed to support Library Express no later than 31 Aug 17.

### **Recommendation**

Cease Library Express operations no later than 31 Aug 17 to preclude renewing maintenance warranty for Book and DVD Kiosks, reallocate personnel and funds to meet other library requirements.

Date: TBD

## **Programming Policy**

### **BACKGROUND**

Pikes Peak Library District provides hundreds of programs each year for the community. The Programming Policy will provide consistency for the entire district and guidance for new and current programming staff, and it will serve as a tool for program evaluation and selection.

In August 2016, the Denver Public Library hosted a statewide Adult Programming Summit. Several PPLD staff attended and brought back ideas. In the fall of that year, a staff team used those ideas to write definitions that were approved by the Programming Team for volunteers and presenters. A Programming 101 class for new and current Pikes Peak Library District programming staff is also under development and staff has created a *Program Presenter Application* to screen and select program proposals. Pikes Peak Library District staff will host the 2<sup>nd</sup> Annual Programming Summit on August 25<sup>th</sup> at Library 21c.

A staff team – Janice McPherson, Joanna Rendon, Amy Rodda, Antonia Krupicka-Smith, Melissa Mitchell, Nancy Maday and Heidi Buljung – met to create a draft programming policy which has been reviewed by the full Programming Team and the Management Team.

### **RECOMMENDATION**

The purpose of Pikes Peak Library District programs is to fulfill the Library's mission statement, expand the visibility of the Library in the community and fulfill the goals set forth in the Library's Strategic Plan.

Staff recommends that the Pikes Peak Library District Board of Trustees review the full policy and approve the "Board Policy" as it relates to the Pikes Peak Library District Programming Policy.



## **Pikes Peak Library District Programming Policy**

### **BOARD POLICY**

Pikes Peak Library District supports its mission to enrich lives by developing and presenting programs that provide opportunities to meet the educational, informational, and cultural needs of the Pikes Peak Library community. Programming is an integral component of library service that:

- Expands the Library's role as a social connector
- Introduces patrons and non-users to library and community resources
- Creates opportunities for individuals to collaborate, innovate, inspire one another and generate content
- Provides opportunities for lifelong learning and literacy
- Expands the visibility and fosters community understanding of the library
- Educates, edifies and enlightens the community

### **I. DISTRICT PROCEDURES**

- A. Programs are a means through which the public can share experiences, appreciate special interests, and exchange information. All programs shall be open to the general public; however, some programs may be designed with specific audiences in mind and shall be limited to age-specific audiences, such as children's programs and story times. Programs targeted toward specific audiences will be publicized as such.
- B. Programs are offered free of charge to all patrons regardless of age, race, religion, familial beliefs, sexual orientation, gender identity or political affiliation. Pikes Peak Library District's philosophy of open access to information and ideas extends to library programming, and Pikes Peak Library District does not knowingly discriminate through its programming.
- C. Pikes Peak Library District sponsorship of a program does not constitute or imply an endorsement of its policies, beliefs, or program by any library personnel or by the Pikes Peak Library District. Pikes Peak Library District promotes the free and open exchange of ideas and does not attempt to control or be responsible for the content of programs it does not initiate nor does it indicate an endorsement of other group's philosophies.



## II. CRITERIA FOR PROGRAMS

A. Pikes Peak Library District uses the following criteria in making decisions about program topics, speakers, and accompanying resources:

1. Relation to library mission and service goals
2. Community needs and interests
3. Availability of program space
4. Treatment of content for intended audience
5. Presentation quality as determined from references and/or experiences
6. Presenter background/qualifications in content area
7. Budget
8. Relevance to community interests and issues
9. Historical or educational significance
10. Connection to other community programs, exhibitions or events
11. Relation to library collections, resources, exhibits and programs
12. Experiences for targeted audiences
13. Foster creativity, ingenuity, and entrepreneurship
14. Staffing resources
15. Diversity of current offerings
16. National observances and commemorative months
17. National initiatives (i.e. ALA, PLA)

## III. GUIDELINES

- A. Every attempt will be made to accommodate all who wish to attend a program. However, when safety or the success of a program requires it, attendance may be limited and will be determined on a first come, first served basis, either with advanced registration or at the door.
- B. Pikes Peak Library District does not offer programs of a commercial nature – including but not limited to presentations offered for free but with the intention of soliciting future business. This does not mean, however, that representatives of businesses and for-profit enterprises cannot be presenters in library-sponsored events. Any information must be of general interest. Presenters are permitted to have business related brochures, flyers, or other informational items available for attendees to pick up if interested. Such materials cannot be distributed as part of the event.
- C. Pikes Peak Library District draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs.

- D. Professional performers and presenters that reflect specialized or unique expertise may be hired for library programs. Performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy.
- E. Pikes Peak Library District staff that present programs do so as part of their regular job and are not hired as outside contractors for programming.
- F. Pikes Peak Library District may permit the sale of books written by speakers or recordings by performers in conjunction with a library-sponsored program. All plans to sell such items must be arranged in advance and approved by the department head responsible for the program.
- G. Pikes Peak Library District does not offer programs that support or oppose any political candidate, ballot measure, or specific religious conviction. However, educational or entertaining programs such as candidates' forums that include invitations to all recognized candidates may be offered.
- H. Medical, legal and tax related programs hosted by Pikes Peak Library District will be general in nature and not diagnostic or individually specific.
- I. When grant-sponsored programs are held, dictates and rules of the grant will be followed.
- J. Performers and musicians who use music, movies or other copyrighted materials in Library programs should only use material for which they have permission to use, however they intend to use it. Pikes Peak Library District expects that performers and musicians will obtain any necessary copyright permission and/or license for any non-original works used for any Library event. This includes works performed live and/or use of recorded music.
- K. Program attendees may be asked to sign a waiver form to participate in programs, such as Movement, MAKE, and cooking.
- L. Concerns, questions or complaints about library-initiated programs are handled according to the same written policy and procedures that govern reconsiderations of other Pikes Peak Library District resources.
- M. Community members can reserve a meeting room (<https://ppld.org/meeting-rooms>) for the purpose of presenting their own programs. Community programs hosted by members of the community are not sponsored by Pikes Peak Library District. Pikes Peak Library District does not provide marketing assistance or promote these programs.

- N. Those wishing to have a program sponsored by Pikes Peak Library District must complete the online Program Presenter Application (<http://ppld.org/program-presenter-application>). All proposals will be reviewed by Pikes Peak Library District programming staff.

#### IV. RELATED POLICIES

- A. Public Use of Meeting Rooms  
<https://ppld.org/sites/default/files/meetingrooms/meetingroompolicy.pdf>
- B. Pikes Peak Library District Policy for Filming, Photography and Recording  
(Insert Link)
- C. Pikes Peak Library District Food and Drink Policy  
(Insert Link)

## **Food and Drink Policy**

### BACKGROUND

Pikes Peak Library District seeks to provide all users with a welcoming, comfortable, and safe environment.

- Pikes Peak Library District encourages patrons to think of our library as a third place or community center point outside home or work. Sociologist Ray Oldenberg first pioneered the concept in his 1989 tome **The Great Good Place**. One of the characteristics of a Third Place is food and drink. Although not essential to a Third Place, food and drink are important.
- Library 21c is home to our Business and Entrepreneurial Center providing resources for the development of skills needed to compete in an increasingly digital world.
- All Pikes Peak Library District facilities offer meeting spaces which can act as co-working spaces or small business incubators.

Pikes Peak Library District welcomes patrons to come and use resources for short or long periods of time. We know that some patrons spend hours or the entire day.

PPLD's Code of Conduct states that "*Eating or drinking, except in areas designated for those purposes and/or when served with prior approval of the Library*" is prohibited. Discussion by the Management Team revealed that opinions and current practices related to food in the library varied across the District.

A staff team – Janice McPherson, Barb Huff, David Glenn, Amy Rodda, Jim Nelson, Greg Roes and Sherenna Shelhart - met to evaluate allowing snacks in designated areas, focusing on allowing snacks and how it could work. The team produced the PPLD Food and Drink Policy. The Management Team reviewed the Food and Drink Policy in July.

### RECOMMENDATION

Pikes Peak Library District's Food and Drink Policy seeks to balance the comfort and convenience of Library users with the need to protect and preserve Pikes Peak Library District resources.

Staff recommends that the Pikes Peak Library District Board of Trustees review the full policy and approve the "Board Policy" as it relates to the Pikes Peak Library District Food and Drink Policy.

## **Pikes Peak Library District Food and Drink Policy**

### BOARD POLICY

Pikes Peak Library District strives to create a welcoming, clean and comfortable environment. It is consistent with this goal, to allow food and drinks in the library buildings in a responsible and considerate manner minimizing the risk of damage to library collections, computers and furnishings while meeting the needs of users who are in the library for extended periods.

Considerate consumption of snack food or a covered beverage is allowed in public areas of the library unless otherwise noted.

#### I. DISTRICT PROCEDURES

- A. Love your library, leave no trace.
- B. Snacks and nonalcoholic beverages may be consumed by patrons seated at work tables and in armchairs.
  - Beverages must be in a container with a lid or cap.
  - Snacks must be prepackaged. Food preparation is not allowed.
  - Snacks should not be messy, greasy or have a strong odor. Pizza, hamburgers, fries, salads, soups and similar or any heated foods are not allowed in the library.
  - Snacks should not disturb others.
  - Snacks should not be harmful to library resources.
- C. Snacks should not be left unattended. Unattended food and drink openly displayed in public areas will be discarded.
- D. No group meals are allowed in public areas.
- E. Library patrons are expected to be responsible for food and drinks consumed in the library. Trash should be disposed of in the receptacles provided. Spills should be reported immediately to staff. Areas should be left clean for use by others.
- F. Certain areas of the library may be designated as “No Food or No Drink” zones. Neither food nor drinks are allowed in Special Collections at the Penrose Library. Food is not permitted while using library computers, printers, photocopiers, microfilm readers or other electrical equipment.

- G. Users violating this policy will be asked to remove their food and drink from the library. Repeat offenders will be subject to losing library privileges.
  
- H. The Meeting Room Policy details rules for food and beverages in meeting rooms. A clean-up fee may be assessed.  
(<https://ppld.org/sites/default/files/meetingrooms/meetingroompolicy.pdf>)
  
- I. Other types of food may be allowed at specific locations in designated areas (i.e. café) or at the discretion of the library manager.