



PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
FEBRUARY 26, 2020 4 PM
PENROSE LIBRARY – 20 N. CASCADE AVENUE

- I. CALL TO ORDER
- II. ITEMS TOO LATE FOR THE AGENDA
- III. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- IV. CORRESPONDENCE AND PRESENTATIONS
 - A. Correspondence
 - B. Presentations: Pikes Peak Culture Pass (E. Jones) (p. 1)
- V. BOARD PHOTO
- VI. BUSINESS ITEMS
 - A. Decision 20-2-1: Minutes of the January 22, 2020 Meeting (p. 2)
 - B. Consent Items
 - Consent items shall be acted upon as a whole, unless a specific item is called for discussion.*
 - Any item called for discussion shall be acted upon separately as "New Business".*
 - C. Unfinished Business
 - D. New Business
 - 1. Decision 20-2-2: Policy Update – Filming, Recording and Photography Policy (M. Ray) (p. 9)
 - 2. Decision 20-2-3: Adoption of Board Volunteer Agreement (S. Taylor) (p. 18)
 - 3. Decision 20-2-4: Actions Relevant to the Chief Librarian's Annual Performance Evaluation (S. Taylor)
 - 4. Decision 20-2-5: Selection of Auditor for Audit of 2019 Financial Records (M. Varnet) (p. 20)
 - 5. Decision 20-2-6: E-Rate Project – Selection of Vendor for East Cabling (R. Peters) (p. 26)
 - 6. Decision 20-2-7: E-Rate Project – Selection of Vendor for Penrose Cabling (R. Peters) (p. 27)
- VII. REPORTS
 - A. Friends of the Pikes Peak Library District Report (S. Adams) (p. 28)
 - B. Pikes Peak Library District Foundation Report (L. James) (p. 29)
 - C. Financial Report (M. Varnet) (p. 30)
 - D. Public Services Report (A. Rodda) (p. 46)
 - E. Library Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Safety, Social Services & Security Report (p. 52)
 - F. Board Reports
 - 1. Governance Committee Report
 - 2. Internal Affairs Committee Report
 - 3. Public Affairs Committee Report
 - 2. Adopt-a-Trustee Reports
 - 3. Board President's Report
- VIII. ADJOURNMENT

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

Providing resources and opportunities that impact individual lives and build community

Introducing the Pikes Peak Culture Pass

What is the Pikes Peak Culture Pass?

Public libraries across the country and in Colorado offer culture pass programs to provide admission passes to Library patrons similar to how they would check out an electronic resource. The Pikes Peak Culture Pass allows for increased educational opportunities through exploring cultural and recreational attractions in the Pikes Peak area; it also supports local museums and institutions in expanding their exposure and reaching new audiences in the community.

The following entities are participating in the program at launch:

- **Colorado Springs Fine Arts Center:** One admission pass per day available for two adults and any children under 18 years old.
- **ProRodeo Hall of Fame:** One admission pass per day available for three guests and any children five years old or younger.
- **Rock Ledge Ranch Historical Site:** One admission pass per day available for five guests and any children five and younger. (Valid seasonally only for the Summer Living History Program.)
- **Space Foundation Discovery Center:** Three admission passes per day available for four guests and any children under two years old.
- **The Money Museum:** Three admission pass per day available for four guests and any children 12 years old or younger.
- **U.S. Olympic and Paralympic Training Center:** One admission pass per day available for five guests. (Valid only for the Bronze Tour.)
- **Western Museum of Mining and Industry:** One admission pass per day available for two adults and two children, plus any children under three years old.

How does it work?

Starting March 2, those with a valid library card from Pikes Peak Library District—who are 12 years old or older and have a 400 series card or PowerPass student access—can login to an online reservation page and book a pass up to 30 days in advance. Patrons can then print their confirmation, which will serve as their ticket, directly from home or at a library location to gain entry. The admission pass is only available on the date specified for the number of people predetermined by the institution. Passes will be electronic; therefore, there will be no physically circulated items.

PPLD will use an external software to manage the online ticket process and patron authentication called TixKeeper by Plymouth Rocket, Inc. Staff will have access to a pre-recorded webinar training on the TixKeeper software in order to assist patrons with questions on booking passes. The Communications team will provide staff talking points to assist with patron inquiries.

How will it be promoted?

The marketing team has developed a robust promotional plan that will tease the forthcoming program for Library cardholders, and then invest in a strong launch throughout March 2020. The plan includes digital marketing (social media posts, website feature, etc.), earned media, paid advertising, and a centerfold feature in the Spring issue of *District Discovery*, PPLD's quarterly magazine.

**PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
January 22, 2020
4 p.m.
Penrose Library**

BOARD MEMBERS, PIKES PEAK LIBRARY DISTRICT STAFF & OTHERS PRESENT

President Debbie English, Vice President Mina Liebert, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Ned Stoll, Trustee Scott Taylor

Chief Librarian & CEO John Spears, Friends of the Pikes Peak Library District Board of Directors President Stephen Adams, KCH Manager Dustin Booth, Chief Safety, Social Services & Security Officer Michael Brantner, Keith Clayton (6:06 p.m.), Director of the West Region Michael Doherty, Corporate and Foundation Relations Officer Aubrey Fenewald, Volunteer Development Specialist Karen Goates, Talent Management Supervisor Soumya Gollapalli, Assistant to the Chief Librarian Sue Hammond, Digital Marketing Specialist Brenna Hemphill, Chief Development Officer & Foundation Executive Officer Lance James, Compensation, HRIS & Compliance Manager Cristina Jaramillo, Manitou Art Center Executive Director Natalie Johnson, Chief Public Services Officer Teona Shainidze Krebs, Chief HR & OD Officer Heather Laslie, Chief Information Officer Rich Peters, Chief Communications Officer Michelle Ray, Director of Adult Education Tammy Sayles, Shawn Smith, Adult Education Manager Rachel Snellgrove, Manitou Springs Library Manager Whitney Springer, Director of Public Relations & Marketing Kayah Swanson, Chief Facilities Management Officer Gary Syling, Chief Financial Officer Michael Varnet

BOARD MEMBERS ABSENT

Secretary/Treasurer Wayne Vanderschuere

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President English called the January 22, 2020 regular meeting of the Pikes Peak Library District Board of Trustees to order at 4:02 p.m.

ITEMS TOO LATE FOR THE AGENDA

There were no items to add to the agenda.

PUBLIC COMMENT

There was no public comment.

CORRESPONDENCE AND PRESENTATIONS

Correspondence: Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting

A letter from Michele Mark Levine of the Government Finance Officers Association (GFOA) was included in the Board packet. The letter notified Chief Financial Officer Michael Varnet that Pikes Peak Library District's *2018 Comprehensive Annual Financial Report* qualifies for the GFOA's Certificate of Achievement for

Excellence in Financial Reporting. This is the twenty-eighth consecutive year that PPLD has earned this certificate. President English thanked Mr. Varnet and the Finance Department for their excellent work.

Presentation: Introduction of New Staff

The following new or recently promoted staff were introduced to the Board of Trustees:

- Aubrey Fenewald, Corporate and Foundation Relations Officer
- Brenna Hemphill, Digital Marketing Specialist
- Kayah Swanson, Director of Public Relations and Marketing
- Dustin Booth, Knights of Columbus Hall Manager
- Whitney Springer, Manitou Springs Library Manager
- Rachel Snellgrove, Adult Education Manager
- Karen Goates, Volunteer Development Specialist
- Soumya Gollapalli, Talent Management Supervisor
- Cristina Jaramillo, Benefits, Compensation, HRIS & Compliance Manager

Chief Communications Officer Michelle Ray also mentioned new staff members Graphic Designer Nathan Enos and Senior Graphic Designer Nicole Enger who were unable to attend the meeting.

President English welcomed new Board of Trustees member Dora Gonzales.

Chief Librarian Spears welcomed new Friends of the Pikes Peak Library District Board President Stephen Adams.

BUSINESS ITEMS

Board Minutes

Decision 20-1-1: Minutes of the December 10, 2019 Meeting

The minutes of the December 10, 2019 regular meeting of the Pikes Peak Library District Board of Trustees were included in the Board packet.

Motion: Ned Stoll moved to approve the minutes of the December 10, 2019 regular meeting of the Pikes Peak Library District Board of Trustees as presented.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

Consent Items

Decision 20-1-2: Consent Items

Consent items are acted upon as a whole unless a specific item is called for discussion, in which case that item is removed from the "Consent Items" and discussed under "New Business". The following items were included in the January 22, 2020 Consent Items:

- Resolution Designating Posting Places for 2020 Board Meetings
- Resolution Designating the Official Custodians of Records
- Property Disposal Guidelines

- 2020 Contract/Vendor Approval
- Conflict of Interest Statement
- 2020 Insurance Policies

Motion: Scott Taylor moved that the Pikes Peak Library District Board of Trustees approve the Consent Items as presented.

Second: Ned Stoll seconded the motion.

Vote: The motion was unanimously approved.

Unfinished Business

There was no unfinished business.

New Business

Discussion: Board Meeting Time

President English announced that a discussion of this topic was no longer necessary.

Discussion: Volunteer Agreement

A draft of the *Volunteer Agreement* was included in the Board packet. Governance Chair Scott Taylor noted that the *Volunteer Agreement* came to PPLD from the Library Board at Douglas County Libraries. The Governance Committee has adapted the Douglas County document for the PPLD Board. There were no questions from the Board members. The Board members would like to adopt the *Volunteer Agreement*, and it will appear for decision on the February 26, 2020 Board meeting agenda.

REPORTS

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District Report was included in the Board packet. Friends of the Pikes Peak Library District Board of Directors President-Elect Stephen Adams reported that new officers will be installed at the Friends Annual meeting on January 25, 2020. Officers for 2020 will be:

President: Stephen Adams

Vice President: Rita Jordan

Secretary: Pat Webb

Treasurer: Beverly Fulton

The Friends have added two new members to the Board of Directors, Ken Krassy and Frances Gomeztagle.

Beth Crumrine has been appointed as the fulltime Operations Coordinator for the Friends.

Friends book sales did well in 2019 with the bookstores earning \$59,000 and online sales earning \$34,000.

Mr. Adams announced that the annual Literary Awards Luncheon is scheduled for April 25, 2020 and will be held at the Marriott North.

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation report was included in the Board packet. Chief Development Officer & Foundation Executive Officer Lance James reported that Tilah Larson has joined the Foundation Board of Directors. The Foundation Board and staff will hold a retreat in February.

Financial Report

The Financial Report for the period ending November 30, 2019 and the Preliminary Financial Report for the period ending December 31, 2019 were included in the Board packet. Chief Financial Officer Michael Varnet reported that the budget is tracking well. Mr. Varnet will be working on e-Rate funding during the coming weeks and plans to bring a recommendation to the Board at the February 26, 2020 meeting.

Public Services Report

The Public Services Report was included in the Board packet. Chief Public Services Officer Teona Shainidze Krebs reported that December was a very busy month for Public Services at PPLD. The Holiday Vegan Market at Library 21c was a huge success, welcoming over 3,000 attendees, and the annual Yule Ball had over 500 attendees.

In partnership with Colorado Springs World Affairs Council, PPLD will host a group of librarians from Belarus the last week of January 2020.

Library Reports

The *Communications Report*, *Facilities Report*, *Human Resources Report*, *Information Technology Report* and *Safety, Social Services & Security Report* were included in the Board packet. President English asked if the Board had any questions or comments regarding any of the reports. When asked if the reports were highlighted in the media, Chief Librarian Spears noted that the reports are online in the Board packet. He added that there has been an increase in media coverage of Library news since Kayah Swanson joined the Communications team. He mentioned a one-year follow-up television interview about the impact of changes that PPLD enacted in January 2019 to address challenges created when many individuals experiencing homelessness were camping on Library property. Andy Phelps, Colorado Springs Homelessness Prevention and Response Coordinator was interviewed for that report. The new *District Discovery* publication features human-interest stories about patrons and PPLD staff. Kayah Swanson added that she is always on the lookout for good stories.

It was noted that charts in the *Safety, Social Services & Security Report* indicate that suspensions and reports seem to be decreasing. Chief Librarian Spears noted that hiring Social Worker Alicia Kwande has made a positive impact. He recognized Chief Safety, Social Services & Security Officer Michael Brantner for the part he has played in changing Library security to reflect a state of "restorative justice", and he thanked Mr. Brantner for the work he is doing.

There was a question about the Connect Group. Mr. Brantner explained that the group, started by PPLD Social Worker Alicia Kwande, provides art therapy, general support and resource sharing, and group support to citizens who wish to take advantage of these services.

Chief Librarian's Report

Chief Librarian Spears gave accolades to the Finance and Human Resources Departments for their efforts with end-of-year activities that ensure staff are paid, are signed up for benefits, and receive required documentation like W-2's. He noted that these year-end activities require an incredible amount of work from both departments.

Chief Librarian Spears reported that he continues to meet with representatives of local government. He noted that County Commissioner Holly Williams has replaced Commissioner Longinos Gonzalez as one of the liaisons to PPLD from El Paso County. He recently met with Commissioner Williams, and she is very excited to participate with us in this role. In another meeting with Commissioner Mark Waller, Mr. Spears learned more about exactly what El Paso County Commissioners might need from PPLD in order to get their support for a Library tax increase in the future.

Mr. Spears pointed out that the new staff members who were introduced at this meeting probably represent the final steps in the reorganization that began three years ago as a result of the Singer Study. He added that although the Singer Study recommendations are complete, PPLD will continuously evaluate and improve staffing to respond to the needs of the public.

Chief Librarian Spears recognized Manitou Art Center Executive Director Natalie Johnson who was present at today's meeting. He then provided some background on expansion efforts at the Manitou Springs Library and developments in the progress of the Manitou Springs Arts, Culture, and Heritage Initiative (MACH). The MACH tax was approved by the Manitou Springs City Council on January 21, 2020, and will take effect in July 2020.

Since 2013 PPLD has been providing library services out of the historic Carnegie library building that has served the citizens of Manitou Springs for more than a century. The City of Manitou Springs owns the building and leases it to PPLD, but PPLD does not have a contractual agreement with the City of Manitou Springs to provide library services. The building is not ADA accessible and lacks much of what is needed to be able to provide services that are on a level with PPLD's other libraries. There is no meeting space, the restroom is in very poor condition, and there is limited access to computers and library materials. The building is inadequate for the services that PPLD feels the community deserves to receive.

Mr. Spears pointed out that expansion of the building has been stalled for six years and even with the passing of the MACH tax, PPLD is unsure how and when expansion of the Manitou Springs Library might move forward. The City of Manitou Springs has expressed the desire to make the already very small building ADA accessible without expanding the footprint, which would further limit access. Mr. Spears asked the Board to consider continuing discussions with the Manitou Art Center (MAC) Board to explore a partnership and shared facility at the MAC. He suggested forming a committee to explore the possibilities of such a partnership. The missions of the two organizations are aligned and the MAC building is ADA accessible, has meeting space, and amazing maker spaces. PPLD already partners with MAC extensively.

After discussion which included the need to incorporate any plans for library services in Manitou Springs into the Facilities Master Plan, the Board agreed that they would be comfortable discussing a partnership with MAC in Board committees. Ms. Johnson indicated that the MAC Board would also like to have conversations with PPLD and explore what this partnership would mean for the MAC. Mr. Spears assured the Board that they would have the final decision as to how to move forward.

At the December 10, 2019 Board meeting Chief Librarian Spears talked with the Board about efforts by many libraries to boycott Macmillan ebooks in hopes of keeping other big publishers from joining Macmillan in ebook embargos. Since that time, the PPLD Management Team has discussed a possible boycott and is

ninety-one percent in favor of going forward with a boycott. If the Board decides to boycott Macmillan ebooks, PPLD would opt to spend funds that would have been spent on ebooks to purchase more print copies of new titles.

Macmillan ebooks and a potential partnership between PPLD and MAC will be discussed at a joint Internal Affairs/Public Affairs Committee meeting on February 11, 2020.

Board Reports

Governance Committee

Governance Committee Chair Scott Taylor reported that the Committee met on January 15, 2020. The Governance Committee discussed the following:

- The Chief Librarian's annual performance evaluation
- 2020 Adopt-a-Trustee
- Board member orientation
- A 2020 Board retreat
- Board evaluation and goals
- Review of the Board Bylaws
- The *Board Volunteer Agreement*
- *Conflict of Interest Statement*

Internal Affairs Committee

Internal Affairs Committee did not meet.

Public Affairs Committee

The Public Affairs Committee did not meet.

Board President's Report

President English reported that she attended the Vegan Market at Library 21c, noting it was an awesome event.

President English announced Board Committee membership and meeting times for 2020:

- Public Affairs Committee: 2nd Tuesday of the month at 2 pm
Chair: Mina Liebert, second member: Ned Stoll
- Governance Committee: 2nd Tuesday of the month at 3 pm
Chair: Scott Taylor, second member: Dora Gonzales
- Internal Affairs Committee: 2nd Tuesday of the month at 4 pm
Chair: Cathy Grossman, second member: Wayne Vanderschuere

EXECUTIVE SESSION

President English called for a motion from the Board to move into Executive Session to discuss personnel matters related to the annual performance evaluation of the Chief Librarian & CEO as authorized by C.R.S. § 24-6-402(4)(f).

Motion: Scott Taylor moved that the Board of Trustees meet in Executive Session to discuss personnel matters related to the annual performance evaluation of the Chief Librarian & CEO as authorized by C.R.S. § 24-6-402(4)(f).

Second: Ned Stoll seconded the motion.

Vote: The motion was approved unanimously.

The following left the meeting at 5:55 pm: John Spears, Michael Brantner, Stephen Adams, Sue Hammond, Lance James, Natalie Johnson, Teona Shainidze Krebs, Heather Laslie Rich Peters, Michelle Ray, Shawn Smith, Gary Syling, Dustin Booth, Michael Doherty, Aubrey Fenewald, Karen Goates, Soumya Gollapalli, Brenna Hemphill, Cristina Jaramillo, Tammy Sayles, Rachel Snellgrove, Whitney Springer, and Kayah Swanson.

Former Board member Keith Clayton joined the Board of Trustees in Executive Session at 6:05 p.m. Chief Librarian & CEO John Spears was called into Executive Session shortly thereafter.

Motion: Mina Liebert moved that the Board of Trustees reconvene in Open Session.

Second: Dora Gonzales seconded the motion.

Vote: The motion was approved unanimously.

The Board reconvened in Open Session at 8:02 p.m.

ADJOURNMENT

There being no further business to conduct, President English adjourned the January 22, 2020 meeting of the Pikes Peak Library District Board of Trustees at 8:05 p.m.

Filming, Photography, and Recording Policy Update

Pikes Peak Library District's *Filming, Photography, and Recording Policy* outlines what filming, photography, and recording activities are allowed on our library properties and inside of our library facilities. The *Policy* covers permissible activities for news media, documentaries, commercial and amateur photography, community-hosted events, and the film industry, as well as PPLD staff responsibilities.

Pikes Peak Library District reviews policies annually. Besides minor revisions in the Board, the updates to the *Filming, Photography, and Recording Policy* include adding descriptions about limited and traditional public forums to the Board Policy.



Filming, Photography, and Recording Policy

BOARD POLICY

Filming and photography are allowed as described below only to the extent that they do not interfere with the mission of Pikes Peak Library District (PPLD) or delivery of library services.

Public library facilities and grounds are defined as limited public forums subject to reasonable time, place, and manner restrictions. Sidewalks around our libraries are traditional public forums, defined as places held in trust of the public to use for free speech and other activities protected by the First Amendment.

PPLD is within its rights to limit filming and photography on library properties or inside facilities when such restrictions serve Library purposes. Foremost of these is ensuring the right of PPLD patrons to acquire knowledge and information freely and confidentially without scrutiny, intimidation, or distraction by others. Consistent with the policies of other public libraries, PPLD may film, photograph, or record Library-sponsored programs or events at its discretion.

I. District Procedures

- A. Any persons filming, photographing, and/or recording on PPLD premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed, photographed, or recorded, if applicable.
- B. PPLD undertakes no responsibility for obtaining these releases.
- C. Authorizations may be required to video, photograph, and record at PPLD facilities as described below.
- D. Failure to obtain these permissions is failure to comply with PPLD's [Code of Conduct Policy](#).

II. News Media Photography

- A. PPLD has an open-door policy for news media photographers and reporters who are doing stories or projects that directly involve the Library and its programs with advanced authorization, which is preferred and can be obtained from the Communications Office.
- B. For non-Library events and meetings, news media photographers and reporters must receive authorization from the presenting group, organization, or individual and must notify the Communications Office that they have received such authorization.

- C. The Library District does not allow the news media to use its facilities as a backdrop for stories or projects that do not relate to the library itself or allow access to library patrons for opinion polls or “man on the street” interviews without prior authorization from the Communications Office.
- D. Photography of the Library’s materials and resources is permitted with the prior authorization of the Chief Librarian and CEO or designee.

III. Documentary-type Photography for Publication or Broadcast

- A. PPLD permits photography of its premises and activities when the use of the photographs involves the Library directly, such as:
 - i. Books
 - ii. Articles
 - iii. Library-sponsored meetings and events
 - iv. Videos about PPLD or one of its facilities or services
 - v. PPLD’s position in the Pikes Peak region as a tourist or learning destination, or
 - vi. As part of a piece used to describe our community.
- B. Individuals or organizations with a documentary requirement must obtain authorization in advance from the Communications Office prior to commencing any documentary related activities.

IV. Commercial Photography

- A. PPLD does not permit commercial photography on or in its facilities without the written permission of the Communications Office. This includes but is not limited to: using Library buildings, grounds, or interiors as a stage set for portraiture, model photography, or product photography, or filming used to advertise goods or services unrelated to the Library for commercial sale or promotion.
- B. The exception for this policy is the use of Studio 21c and equipment with adherence to PPLD’s [Studio Use Policy](#).

V. Amateur Photography

- A. Casual amateur photography, filming, or recording is permitted in Library facilities for patrons and visitors wanting a remembrance of their visit, provided that other library users are not captured in any such photographs, films, or recordings without their permission.
- B. The use of additional equipment such as lighting is not permitted.
- C. Photography and recording of private and “reservation only” events may only be done with the permission of the organization or individual holding the event. It is the sole responsibility of the photographer to obtain that permission.

VI. Film Industry

- A. PPLD will permit the use of its facilities for filming-related projects where a library setting is applicable if the project:
 - i. Does not interfere with the mission of PPLD
 - ii. Is in accordance with the rest of this policy, and
 - iii. Avoids any relation to political campaigns or to partisan issues.
- B. Such projects require the approval of the Chief Librarian and CEO or designee, with all details coordinated in advance with Library administration, the Communications Office, and PPLD Security.
- C. Filming may take place only during hours when the Library is closed, and all equipment must be removed during the Library's operating hours, unless approved otherwise by the Chief Librarian and CEO or designee.
- D. Fees may apply for using the Library as a set.

VII. Photography for Groups and Non-Library Events in Meeting and Study Rooms

- A. Groups, organizations, or individuals holding meetings or events in PPLD's meeting and/or study rooms may arrange for news media or photography, filming, or recording during their event.
- B. Photographing, filming, or recording at meetings or events requires the permission of the group, organization, or individual hosting the meeting or event.
- C. Photography, filming, or recording at such meetings and events is restricted to the space reserved by the organization, group, or individual and may not take place in other areas.
- D. The event organizer must make an announcement at the beginning of the meeting or event that they have allowed photography, filming, and/or audio recording.
- E. Any event attendee not wanting to be photographed, filmed, and/or recorded will need to speak with the event organizer.
- F. The possibility and allowance or denial of such photography, filming, and/or recording is also covered in the reservation process for the specific library facility. PPLD undertakes no responsibility for this decision.

VIII. PPLD Staff Responsibility

- A. Library staff may terminate any photo, filming, or recording session that appears to compromise public safety or security, or violates a PPLD policy.
- B. Library personnel necessary to open, secure, or remain on the premises during any event where filming, photographing, or recording occurs will need to arrange scheduling through their direct supervisors and the Communications Office.
- C. PPLD frequently engages in photographing, filming, or recording Library programs and events for its own publicity and promotional purposes.

- i. PPLD staff will make every effort to notify members of the public when photography, filming, or recording takes place.
 - ii. Members of the public must immediately notify a PPLD staff member if they do not want to be photographed, filmed, and/or recorded.
- D. PPLD will post this announcement in each meeting and study room.

Please direct inquiries about this policy to PPLD's [Communications Office](#).

Last approvals by the PPLD Board of Trustees: 7/19/19, 3/14/17



Filming, Photography, and Recording Policy

BOARD POLICY

Filming and photography are allowed as described below only to the extent that they do not interfere with the mission of Pikes Peak Library District (PPLD) or delivery of library services.

Public library facilities and grounds are defined as limited public forums subject to reasonable time, place, and manner restrictions. Sidewalks around our libraries are traditional public forums, defined as places held in trust of the public to use for free speech and other activities protected by the First Amendment.

PPLD is within its rights to limit filming and photography on library properties or inside facilities when such restrictions serve Library purposes. Foremost of these is ensuring the right of PPLD patrons to acquire knowledge and information freely and confidentially without scrutiny, intimidation, or distraction by others. Consistent with the policies of other public libraries, PPLD may film, photograph, or record Library-sponsored programs or events for promotional or training purposes at its discretion.

I. District Procedures

- A. Any persons filming, photographing, and/or recording on PPLD premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed, photographed, or recorded, if applicable.
- B. PPLD undertakes no responsibility for obtaining these releases.
- C. Authorizations may be required to video, photograph, and record at PPLD facilities as described below.
- D. Failure to obtain these permissions is failure to comply with PPLD's [Code of Conduct Policy](#).

II. News Media Photography

- A. PPLD has an open-door policy for news media photographers and reporters who are doing stories or projects that directly involve the Library and its programs with advanced authorization, which is preferred and can be obtained from the Communications Office.
- B. For non-Library events and meetings, news media photographers and reporters must receive authorization from the presenting group, organization, or individual and must notify the Communications Office that they have received such authorization.

- C. The Library District does not allow the news media to use its facilities as a backdrop for stories or projects that do not relate to the library itself or allow access to library patrons for opinion polls or “man on the street” interviews without prior authorization from the Communications Office.
- D. Photography of the Library’s materials and resources is permitted with the prior authorization of the Chief Librarian and CEO or designee.

III. Documentary-type Photography for Publication or Broadcast

- A. PPLD permits photography of its premises and activities when the use of the photographs involves the Library directly, such as:
 - i. Books
 - ii. Articles
 - iii. Library-sponsored meetings and events
 - iv. Videos about PPLD or one of its facilities or services
 - v. PPLD’s position in the Pikes Peak region as a tourist or learning destination, or
 - vi. As part of a piece used to describe our community.
- B. Individuals or organizations with a documentary requirement must obtain authorization in advance from the Communications Office prior to commencing any documentary related activities.

IV. Commercial Photography

- A. PPLD does not permit commercial photography on or in its facilities without the written permission of the Communications Office. This includes but is not limited to: using Library buildings, grounds, or interiors as a stage set for portraiture, model photography, or product photography, or filming used to advertise goods or services unrelated to the Library for commercial sale or promotion.
- B. The exception for this policy is the use of Studio 21c and equipment with adherence to PPLD’s [Studio Use Policy](#).

V. Amateur Photography

- A. Casual amateur photography, filming, or recording is permitted in Library facilities for patrons and visitors wanting a remembrance of their visit, provided that other library users are not captured in any such photographs, films, or recordings without their permission.
- B. The use of additional equipment such as lighting is not permitted.
- C. Photography and recording of private and “reservation only” events may only be done with the permission of the organization or individual holding the event. It is the sole responsibility of the photographer to obtain that permission.

VI. Film Industry

- A. PPLD will permit the use of its facilities for filming-related projects where a library setting is applicable if the project:
 - i. Does not interfere with the mission of PPLD
 - ii. Is in accordance with the rest of this policy, and
 - iii. Avoids any relation to political campaigns or to partisan issues.
- B. Such projects require the approval of the Chief Librarian and CEO or designee, with all details coordinated in advance with Library administration, the Communications Office, and PPLD Security.
- C. Filming may take place only during hours when the Library is closed, and all equipment must be removed during the Library's operating hours, unless approved otherwise by the Chief Librarian and CEO or designee.
- D. Fees may apply for using the Library as a set.

VII. Photography for Groups and Non-Library Events in Meeting and Study Rooms

- A. Groups, organizations, or individuals holding meetings or events in PPLD's meeting and/or study rooms may arrange for news media or photography, filming, or recording during their event.
- B. Photographing, filming, or recording at meetings or events requires the permission of the group, organization, or individual hosting the meeting or event.
- C. Photography, filming, or recording at such meetings and events is restricted to the space reserved by the organization, group, or individual and may not take place in other areas.
- D. The event organizer must make an announcement at the beginning of the meeting or event that they have allowed photography, filming, and/or audio recording.
- E. Any event attendee not wanting to be photographed, filmed, and/or recorded will need to speak with the event organizer.
- F. The possibility and allowance or denial of such photography, filming, and/or recording is also covered in the reservation process for the specific library facility. PPLD undertakes no responsibility for this decision.

VIII. PPLD Staff Responsibility

- A. Library staff may terminate any photo, filming, or recording session that appears to compromise public safety or security, or violates a PPLD policy.
- B. Library personnel necessary to open, secure, or remain on the premises during any event where filming, photographing, or recording occurs will need to arrange scheduling through their direct supervisors and the Communications Office.
- C. PPLD frequently engages in photographing, filming, or recording Library programs and events for its own publicity and promotional purposes.

- i. PPLD staff will make every effort to notify members of the public when photography, filming, or recording takes place.
 - ii. Members of the public must immediately notify a PPLD staff member if they do not want to be photographed, filmed, and/or recorded.
- D. PPLD will post this announcement in each meeting and study room.

Please direct inquiries about this policy to PPLD's [Communications Office](#).

Last approvals by the PPLD Board of Trustees: 7/19/19, 3/14/17

Pikes Peak Library District Board of Trustees Volunteer Agreement

Pikes Peak Library District (the District) is thankful for the talents and time that our volunteers provide. As a member of the Pikes Peak Library District Board of Trustees (Board member), you fill an important role in elevating the communities served by the District by inspiring a love of reading, discovery and connection.

Role of the Board

- The role of the Board is to provide for the orderly and efficient management and control of the District by employing the Chief Librarian and CEO (Chief Librarian) who is the executive and administrative officer of the District and who manages the District in accordance with District policy and Colorado state law.
- The Pikes Peak Library District Board of Trustees is a governing board whose authority lies in actions taken by a quorum of the Board. In the case of the Pikes Peak Library District Board of Trustees, a quorum is four (4) members.
- Individual trustees have no authority to act on behalf of the Board unless delegated such authority by Board action.
- Federal, state, and local laws, the Pikes Peak Library District Board of Trustees Bylaws, including District ethics, and other adopted guiding documents, apply to the Board. The full Board - and each individual member of the Board – is responsible to abide by such laws, rules and policies.

Conduct of the Board

- Board members shall conduct themselves in accordance with Colorado law, including, without limitation, the Colorado Open Meetings Law, Sections 24-6-401, *et seq.*, C.R.S. and the Code of Ethics for public officials, Sections 24-18-101, *et seq.*, C.R.S., and all other applicable laws, rules, and policies, including without limitation, Board Bylaws and District policies.
- Board members occupy a position of public trust and must avoid conflicts of interest and situations that would tend to improperly influence a reasonable person in a Board member's position to depart from the faithful and impartial discharge of their duties.
- Board members shall respect the confidential nature of District business while adhering to the Colorado Open Records Act, sections 24-72-200.1 *et seq.*, C.R.S., and all other applicable laws governing freedom of information.
- Board members shall respect and support the legitimacy and authority of all Board decisions, regardless of personal position on the matter. When presenting personal opinions or positions on matters pertaining to the District or District business, Board members shall explicitly state that they are not representing the District or the Pikes Peak Library District Board of Trustees.
- Board members shall not interfere with the duties of the Chief Librarian nor undermine the authority of the Chief Librarian, but they can ask legitimate questions while staying within the Board's, the Chief Librarian's and the staff's respective roles.

- Board members will exemplify the District's core values of being welcoming, respectful, innovative, trustworthy and resilient while acting in a professional manner.
- Board members represent the whole community and not a particular interest, area, or group.

Expectations

- Board members must honor the District will full commitment to governing with integrity, to being engaged within the community, to promote the District, and to learning about the important roles that the District plays in the communities it serves.
- Since Board members must stand behind District policies, each Board member should understand clearly the purpose for each policy; understand how it is implemented, and read carefully any new, proposed, or updated policies.
- Board members should be well informed of local, state, and national developments that are relevant or of importance to the District or to libraries in general.
- Board members must follow through with assigned duties to the best of their abilities.
- Board members are expected to participate in meetings, having reviewed the materials, and be ready to engage with action items.
- Board members should attend all required meetings unless there is good cause or unforeseen conflict.

Compliance

- If a Board member is, or appears to be, in conflict with this Board of Trustees Volunteer Service Agreement, they will be asked to speak with the President of the Board.
- The President and Vice President of the Board of Trustees will make a recommendation to the full Board based on their findings.

I understand that as a member of the Pikes Peak Library District Board of Trustees, I can be removed by majority votes of the El Paso County Board of Commissioners and the Colorado Springs City Council upon a showing of good cause, as stated in the Bylaws.

I hereby attest that I will abide by this agreement in my role as a Pikes Peak Library District Board of Trustees volunteer Board member.

Signature

Date

Printed Name

Selection of Auditor for Fiscal Years 2019 - 2023

Background

A formal Request for Proposal (RFP) process for the selection of an independent auditor for Fiscal Years 2019 – 2023 (subject to annual approval) was conducted during December 2019 – January 2020. The RFP was posted on the District's website and notices of the RFP were sent to various CPA firms. A legal notice announcing the RFP was also posted in the local newspaper.

The District received five proposals, as discussed below.

Proposal Evaluation

The following is a list of the five (5) firms that submitted proposals for this RFP, along with some highlights from their proposal:

Stockman Kast Ryan Co

- Largest independent CPA firm in Southern Colorado; 70 professional employees; one office - Colorado Springs.
- An independent member of BDO Alliance USA – 5th largest accounting and consulting network in the world.
- Formed in 1995; performs audit, tax and consulting services.
- Emphasize exceptional value due to experience of staff.
- Referred to expertise in governmental and not-for profit accounting (over 60 not-for profit audits).
- Auditor of numerous governmental entities.
- Audit approach referred to a risk-focused emphasis and the use of artificial intelligence software.
- Corporate social responsibility; listed ways it allows staff to volunteer locally and regionally.
- Reference list includes Triview Metropolitan District, Widefield Water and Sanitation District, Pikes Peak Area Council of Governments and Pikes Peak Regional Building Department.

Hinton Burdick CPAs and Advisors

- Seventh largest Utah firm; offices in Cedar City, Mesquite, Phoenix, Richfield and St. George; employs about 100 associates (no Colorado office).
- Firm's government auditing staff consist of 26 partners, managers and staff.
- Similar clients include Churchill County Nevada, Wine Pine County, Nevada, Washington County, Utah, Henderson District Public Libraries, Nevada, and Upper Juan Library District, Colorado.

- Value Proposition – services performed by experienced staff, perform several local government audits in Colorado, experience in MUNIS, 100+ government clients, character and personality of staff is one of their best qualities, experience with GFOA Certificate of Achievement program, trained staff, experience training client staff on financial responsibilities, provide financial trend analysis during audit presentation.
- Proposal includes a detailed audit approach along with a schedule of hours.
- Stated annual audit fees are subject to annual review and negotiations with PPLD Board.
- Proposed the fewest total hours to complete the audit for both PPLD and Foundation.
- Holds educational seminars every year.
- Active in AICPA's Government Audit Quality Center.

BKD CPAs and Advisors

- Current auditor of PPLD and Foundation.
- National firm (largest firm that submitted proposals); 40 offices in 18 states and 2,900 professionals; clients in more than 40 countries; 130 professionals working in public sector.
- Included in "Inside the Best of the Best Firms" for the past 9 years.
- Specific working knowledge of GASB and FASB (for Foundation) requirements.
- Complimentary continuing professional education hours for PPLD's finance team.
- Significant public sector experience.
- Provides services to approximately 560 public and private Foundations nationally.
- Consultative approach to changing requirements.
- Familiar with PPLD and Foundation; efficient and cost effective services without a challenging transition to a new CPA firm (transition efforts and resources utilized can be extensive in any transition).
- Strong history of performance with PPLD and Foundation (GASB 68 implementation, adoption of FASB ASU 2016-14 related to Not-For-Profit financial reporting, etc.).
- Committed to serving public sector; BKD Public Sector Center of Excellence; established relationships with Government Finance Officers Association, AICPA Governmental Audit Quality Center, Governmental Accounting Standards Board, Office of Management and Budget, US Government Accountability Office.
- Emphasized professionalism, integrity, expertise, reliability and innovation.
- References included City and County of Denver (including Denver Public Library), City of Colorado Springs, Denver Public Schools, Colorado Springs School District 11 and Aurora Public Schools.

- Thorough audit approach and timetable, along with specific areas of audit risk.
- BKD Thoughtware webinars, seminars, tailored training sessions, podcasts and articles.
- BKD PRIDE Values: P – passion for helping, learning and improving; R – respect for each other and who they serve; I – integrity to do the right thing – no matter what; D – discipline to get it right the first time; E – a no holds barred standard of excellence.
- Fees quoted includes a 4% administrative fee for various out of pocket and overhead type expenses.
- Fees may change if scope of work changes resulting from new rules or regulations.

Hinkle and Co Strategic Business Advisors

- Regional firm – offices in Denver (Greenwood Village) and Tulsa, OK.
- 25 combined staff; 20 professionals and 5 other staff; Denver office has 8 professional staff and 2 other staff.
- Governmental entities make up 100% of its Colorado audit practice; over 100 governmental clients.
- Emphasizes experience in mountain towns and Southern and Western Colorado.
- Audits to charter schools, school districts, cities, towns and a few counties.
- Why select firm – put top auditors forward, helpful – their driving core value.
- The proposal included a detailed audit approach.
- Assist in implementing GASB statements.
- Client contact information included in proposal: Pueblo City County Library District, City of Englewood, City of Fountain, City of Lafayette, Estes Valley Library District, Town of Silverthorne, Town of Dillon and Tulsa City County Library (note the RFP asked for five references maximum).
- Fees based on high level of assistance from PPLD staff.
- Fees include all out-of-pocket expenses; fees quoted are irrevocable for the years presented; changes in audit requirements that require additional time may be reason to adjust fees.

Logan, Thomas and Johnson, LLC

- Formed 2005.
- Staff has extensive audit experience with governmental clients prior to forming firm (primarily Grant Thornton clients).
- Four (4) offices in Front Range.
- Emphasizes customer service throughout proposal; served by professionals in client's industry; clients don't like surprises; clients do not like missed deadlines: clients want their auditors to be proactive and responsive to changes in accounting and auditing standards; clients want auditors to recognize their

day-to-day operations don't change when they are on site; clients are proud of their financial statements; and clients want their staff to be treated with respect.

- The proposal included a detailed audit approach along with hours per segment.
- Similar experience to requirements listed in RFP – Howard County Junior College District (Big Springs, TX); primary auditor since 2017, subcontractor to another auditor since 2005.

The following is a table that summarizes proposed fees for the audit of PPLD's 2019 financial records:

CPA Firm	PPLD Audit	
	2019 Fee	Office Performing Audit
Stockman Kast Ryan Co	\$37,000	Colorado Springs
Hinton Burdick CPAs and Advisors	\$27,500	St. George, Utah
BKD CPAs and Advisors	\$31,500	Colorado Springs
Hinkle and Co Strategic Business Advisors	\$30,900	Greenwood Village (Denver)
Logan, Thomas and Johnson, LLC	\$30,150	Colorado Springs

The following is a table that summarizes proposed fees for the audit of PPLD Foundation's 2019 financial records:

CPA Firm	Foundation Audit	
	2019 Fee	
Stockman Kast Ryan Co	\$8,000	
Hinton Burdick CPAs and Advisors	\$5,000	
BKD CPAs and Advisors	\$8,000	
Hinkle and Co Strategic Business Advisors	\$5,500	
Logan, Thomas and Johnson, LLC	\$7,200	

Please refer to the attached sheet that summarizes the proposed fees from each proposal for each year 2019 – 2023.

Other Comments:

- Each firm has a Peer Review completed in which another firm reviews selected practices and procedures for quality assurance. A copy of the Peer Review report was included in each proposal.
- Each firm stated it is independent of PPLD Board members and senior staff.
- Each proposal included example reports as requested by the RFP without exception.

- The RFP did not provide the option of allowing firms to propose on just one of the two entities. The RFP asked for fees based on the premise that the firm selected would be auditing both PPLD and the Foundation.

Summary

PPLD received five (5) unique proposals from high quality firms. Management believes PPLD will be best served by selecting a firm that has a local presence (helps them to fully understand the environment in which PPLD currently operates locally, regionally, and at the State level). The local and regional understanding is quite important given the complexity of issues affecting PPLD and similar entities. PPLD and the Foundation are best served by a firm that has significant governmental and non-profit experience. PPLD is also served well by firms that can add value to its services such as training and assistance with new accounting standards. Based on everything that is discussed above, Management believes BKD, LLP is the firm that is best suited to address current and near term future needs.

Recommendation

Management recommends that the Board of Trustees select BKD, LLP for the audit of the 2019 financial records with the option of up to four (4) additional fiscal year audits (financial records for fiscal years 2020 – 2023) subject to annual approval by the Board of Trustees, as discussed above at the fees included in their proposal.

Pikes Peak Library District
 Schedule - Audit Fees
 Fiscal Years 2019 - 2023

Year Ended December 31,	Stockman Kast Ryan Co			Hinton Burdick CPAs and Advisors			BKD CPAs and Advisors			Hinkle and Co Strategic Business Advisors			Logan, Thomas and Johnson, LLC		
	PPLD	Foundation	Total	PPLD	Foundation	Total	PPLD	Foundation	Total	PPLD	Foundation	Total	PPLD	Foundation	Total
2019	\$ 37,000	\$ 8,000	\$ 45,000	\$ 27,500	\$ 5,000	\$ 32,500	\$ 31,500	\$ 8,000	\$ 39,500	\$ 30,900	\$ 5,500	\$ 36,400	\$ 30,150	\$ 7,200	\$ 37,350
2020	\$ 38,100	\$ 8,300	\$ 46,400	\$ 28,300	\$ 5,200	\$ 33,500	\$ 32,125	\$ 8,150	\$ 40,275	\$ 30,900	\$ 5,500	\$ 36,400	\$ 31,000	\$ 7,400	\$ 38,400
2021	\$ 39,500	\$ 8,600	\$ 48,100	\$ 29,200	\$ 5,400	\$ 34,600	\$ 32,775	\$ 8,325	\$ 41,100	\$ 31,700	\$ 5,600	\$ 37,300	\$ 32,000	\$ 7,600	\$ 39,600
2022	\$ 41,000	\$ 8,900	\$ 49,900	\$ 30,100	\$ 5,600	\$ 35,700	\$ 33,425	\$ 8,500	\$ 41,925	\$ 31,700	\$ 5,600	\$ 37,300	\$ 33,000	\$ 7,800	\$ 40,800
2023	\$ 42,500	\$ 9,200	\$ 51,700	\$ 31,000	\$ 5,800	\$ 36,800	\$ 34,100	\$ 8,675	\$ 42,775	\$ 32,500	\$ 5,700	\$ 38,200	\$ 34,000	\$ 8,100	\$ 42,100
	<u>\$ 198,100</u>	<u>\$ 43,000</u>	<u>\$ 241,100</u>	<u>\$ 146,100</u>	<u>\$ 27,000</u>	<u>\$ 173,100</u>	<u>\$ 163,925</u>	<u>\$ 41,650</u>	<u>\$ 205,575</u>	<u>\$ 157,700</u>	<u>\$ 27,900</u>	<u>\$ 185,600</u>	<u>\$ 160,150</u>	<u>\$ 38,100</u>	<u>\$ 198,250</u>

**Structured Cable East Library
Request for Proposal #520-20-04**

Background

E-Rate is a Universal Service Fund Federal program the Universal Service Administrative Company (USAC) administers for the Federal Communications Commission (FCC) to fund Category 2 (access points, routers, switches, hubs, and wiring) services for Schools and Libraries. E-Rate funds 80% of cost with the District paying the remaining 20%.

Risk Mitigation Strategy

The current structured cabling infrastructure and associated telecommunication rooms require significant work to meet existing telecommunications standards while also ensuring the PPLD cabling infrastructure can support future East Library IT requirements. The Information Technology (IT) Department staff is undertaking a multi-year project to standardize the structured cabling infrastructure at all District locations. This is the first year for East Library structured cabling standardization with the focus on patron cabling service. E-Rate program provides the opportunity to defray eighty percent of the cost for this project.

E-Rate RFP Process

A Request for Proposal (RFP) was issued January 22, 2020 with FCC Form 470. Four vendors attended the mandatory pre-bid meeting, but only Springs Hosting submitted a bid. The IT staff evaluated the proposal in accordance with applicable Financial Guidelines concerning a single bid (technical compliance and pricing "reasonableness"). The Springs Hosting bid met the RFP technical requirements. The IT staff determined the Springs Hosting bid was reasonable using industry standard estimations for this type work (i.e., number of network outlets, estimated cable distances, etc.). The Springs Hosting submission was well under the \$65,600 estimated budget for this project.

Fiscal Impact

Fiscal Year 2020 budget approved \$246,000 for Telecommunications switches and Uninterruptable Power Supply that would fund the District's cost share for this project.

Location	Springs Hosting Proposal Pricing	E-Rate (80%)	PPLD (20%) Cost
EA Library	\$62,866.20	\$50,292.96	\$12,573.24

Recommendation

Management recommends the Board of Trustees approve Springs Hosting as winning vendor for RFP 520-20-04.

**Structured Cable Penrose Library
Request for Proposal #520-20-03**

Background

E-Rate is a Universal Service Fund Federal program the Universal Service Administrative Company (USAC) administers for the Federal Communications Commission (FCC) to fund Category 2 (access points, routers, switches, hubs, and wiring) services for Schools and Libraries. E-Rate funds 80% of cost with the District paying the remaining 20%.

Risk Mitigation Strategy

The current structured cabling infrastructure and associated telecommunication rooms require significant work to meet existing telecommunications standards while also ensuring the PPLD cabling infrastructure can support future Penrose Library IT requirements. The Information Technology (IT) Department staff is undertaking a multi-year project to standardize the structured cabling infrastructure at all library locations. This is the first year for Penrose Library structured cabling standardization with the focus on patron cabling service. The E-Rate program provides the opportunity to defray eighty percent of the cost for this project.

E-Rate RFP Process

A Request for Proposal (RFP) was issued January 22, 2020 with FCC Form 470. Four vendors attended the mandatory pre-bid meeting, but only Springs Hosting submitted a bid. The IT staff evaluated the proposal in accordance with applicable Financial Guidelines concerning a single bid (technical compliance and pricing "reasonableness"). The Springs Hosting bid met the RFP technical requirements. The IT staff determined the Springs Hosting bid was reasonable using industry standard estimations for this type work (i.e., number of network outlets, estimated cable distances, etc.). The Springs Hosting submission was well under the \$62,400 estimated budget for this project.

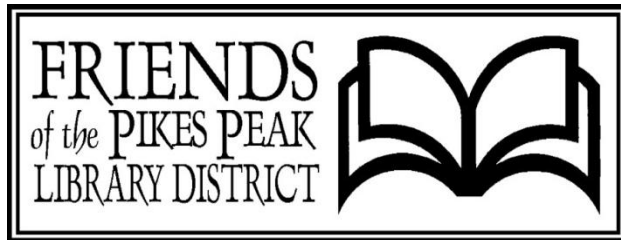
Fiscal Impact

Fiscal Year 2020 budget approved \$246,000 for Telecommunications switches and Uninterruptable Power Supply that would fund the District's cost share for this project.

Location	Springs Hosting Proposal Pricing	E-Rate (80%)	PPLD (20%) Cost
PE Library	\$60,933.40	\$48,746.72	\$12,186.68

Recommendation

Management recommends the Board of Trustees approve Springs Hosting as winning vendor for RFP 520-20-03.



Mission: To support, promote, and advocate for the Pikes Peak Library District's dynamic and evolving role.

Vision: Expand and enhance the Pikes Peak Library District's ability to positively impact our community

Friends of the Pikes Peak Library District Report
February 26, 2020

Improvements at Friends book stores

- 21C—new signage, music, Facebook virtual tour
- Penrose—stock rotation, inventory transfers, price adjustments, scanning station
- East—better signage, stock rotation, price adjustments

Improvements to sorting area

- better stock, marked shelves
- clarified categories, simplified sorting procedures
- safety measures
- procedures to track donations

Stepped-up volunteer recruitment

- website postings
- working with Karen Goates
- reporting monthly volunteer activity directly to PPLD spreadsheet

Spring Book Sale 3/13-3/15

- 250 promotional tote bags
- 316 boxes and 75 flats of books
- non-profit "gleaning"

General/other

- applications & all other forms updated
- re-directing sale items to maximize profitability

Board

- special meeting later Feb. to consider membership, growth strategies
- interviewing two prospective board candidates first week of March



February 26, 2020

Presented PPLD census outreach plan with Amy Rodda to 2020 Pikes Peak Complete Census Complete Count Committee meeting

Received invitation from Google/ALA Entrepreneur Program Grant advancing to round two of application process

Held PPLD Foundation board and Executive Committee meetings and installed Tilah Larson as new PPLD Foundation board member to a three-year term

Submitted application to the Colorado Department of Local Affairs for Census Support funding

Received verbal commitment of Children's Hospital Colorado's 2020 corporate sponsorship renewal

Brett Lobello, Cara Ramsey, and Lance James presented to more than 100 Ent Private Banking clients to raise awareness of PPLD and PPLD's Special Collections, Regional History, and Genealogy

Nancy Maday, Melody Alvarez, and Lance James met with CPCD about LENA Start program

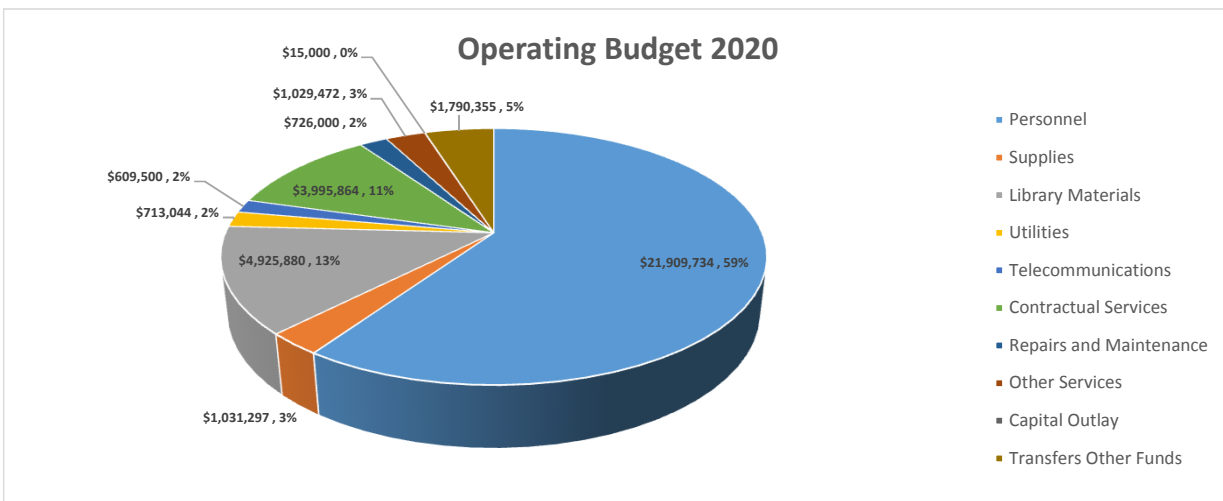
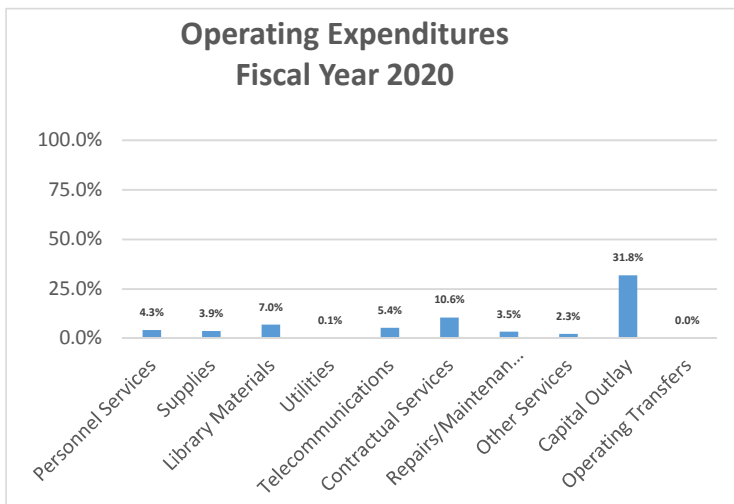
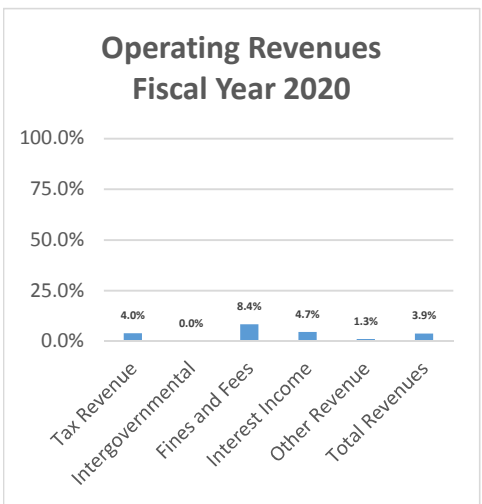
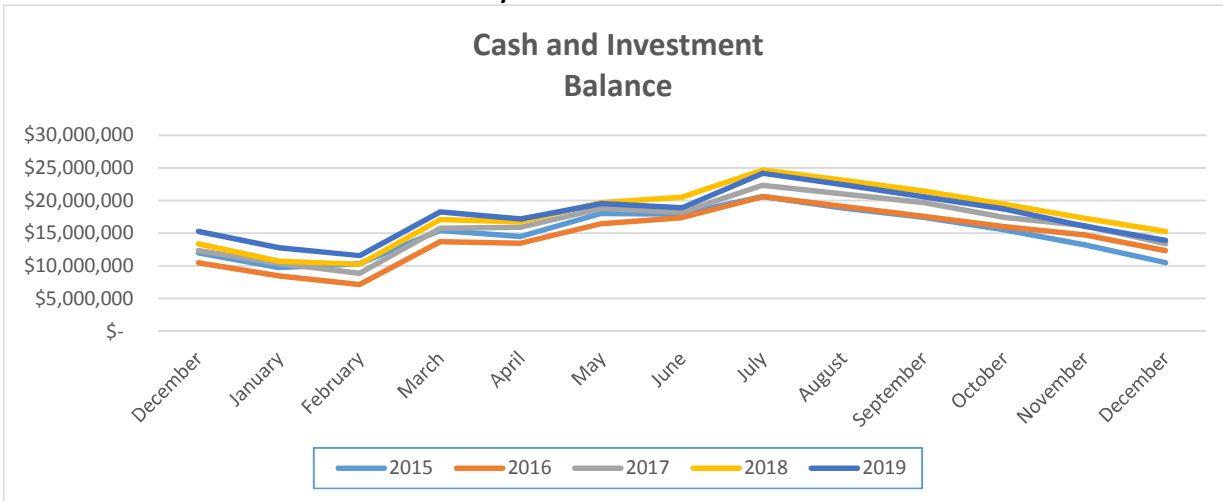
Met with Jim Byers and Julie Edmonds from Challenger Homes

Attended Friends of PPLD Annual Membership meeting at Library 21c

Attended Friends of PPLD board meeting

Pikes Peak Library District Financial Dashboard

January 2020



Pikes Peak Library District

January 2020 Financial Report

Presented to Board of Trustees February 26, 2020

Pikes Peak Library District
 General Fund Summary
 For the Month Ended January 31, 2020

General Fund	Year-To-Date				Notes
	2020	2019	Change	% Chg.	
Revenues					
Property taxes	\$ 1,038,886	\$ 1,115,974	\$ (77,088)	-6.9%	
Specific ownership taxes	310,999	316,477	(5,478)	-1.7%	
Fines/fees	8,408	9,843	(1,435)	-14.6%	
Investment earnings	20,179	30,777	(10,598)	-34.4%	
Other	4,359	4,203	157	3.7%	
Total Revenues	\$ 1,382,832	\$ 1,477,274	\$ (94,442)	-6.4%	

Pikes Peak Library District
Statement of Revenues
General Fund
For the Month Ended January 31, 2020

Percent of Year 8.3%

Account Description	2020 Budget	YTD Actual	Variance	% Used
Tax Revenue				
Property taxes				
Current	\$ 30,262,651	\$ 1,047,983	\$ 29,214,668	3.5%
Abatements/refunds	(120,000)	(9,789)	(110,211)	8.2%
Omitted properties	7,000	-	7,000	0.0%
Delinquent	18,000	615	17,385	3.4%
Penalties/interest	36,000	77	35,923	0.2%
Specific ownership taxes	3,600,000	310,999	3,289,001	8.6%
Local government in lieu of prop. taxes	10,000	-	10,000	0.0%
Total Tax Revenue	33,813,651	1,349,885	32,463,766	4.0%
Intergovernmental				
Federal - eRate Funding	106,974	-	106,974	0.0%
State Grant - library materials	250,000	-	250,000	0.0%
Federal funds - other categories	157,445	-	157,445	0.0%
Total Intergovernmental	514,419	-	356,974	0.0%
Fines and Fees	100,000	8,408	91,592	8.4%
Interest Income	425,000	20,179	404,821	4.7%
Other Revenue				
Donations/grants/gifts				
PPLD Foundation	201,100	-	201,100	0.0%
Other	18,000	-	18,000	0.0%
Copier charges/PMS charges	96,000	4,350	91,650	4.5%
Parking lot collections	22,000	-	22,000	0.0%
Merchandise sales	-	9	(9)	100.0%
Miscellaneous	4,500	-	4,500	0.0%
Asset sales proceeds	5,000	-	5,000	0.0%
Total Other Revenue	346,600	4,359	342,241	1.3%
Total General Fund Revenues	\$ 35,199,670	\$ 1,382,832	\$ 33,659,393	3.9%

**Pikes Peak Library District
General Fund Summary
For the Month Ended January 31, 2020**

General Fund	Year-To-Date				Notes
	2020	2019	Change	% Chg.	
Expenditures					
Personnel	\$ 947,100	\$ 803,342	\$ 143,757	17.9%	
Supplies	40,281	2,762	37,518	1358.2%	
Library materials	345,814	205,628	140,186	68.2%	
Utilities	366	-	366	100.0%	
Telecommunication costs	32,884	3,032	29,853	984.7%	
Contractual services	420,215	349,769	70,446	20.1%	
Repairs and maintenance	25,359	3,443	21,917	636.6%	
Other services	23,636	35,983	(12,348)	-34.3%	
Capital outlay	8,250	-	8,250	100.0%	
Operating transfers - other funds	-	-	-	0.0%	
Total Expenditures	\$ 1,843,905	\$ 1,403,960	\$ 439,945	31.3%	

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

Pikes Peak Library District
Statement of Expenditures
General Fund
For the Month Ended January 31, 2020

Percent of Year **8.3%**

Account Description	2020 Budget	YTD Actual	Available Budget	% Used
Personnel Services				
Regular employees	\$ 16,736,495	\$ 595,460	\$ 16,141,036	3.6%
Temporary employees	6,375	-	6,375	0.0%
Substitute employees	360,500	11,926	348,575	3.3%
Work-Study And internship	35,000	-	35,000	0.0%
Social security contributions	1,270,590	44,541	1,226,049	3.5%
Retirement contributions	1,025,635	60,957	964,678	5.9%
Health Plan contributions	2,200,000	184,431	2,015,569	8.4%
Unemployment insurance	50,000	-	50,000	0.0%
Workers compensation	73,500	39,573	33,927	53.8%
Vision Plan insurance	65,000	4,941	60,059	7.6%
Life A&D insurance	65,000	5,271	59,729	8.1%
Tuition assistance	40,000	-	40,000	0.0%
Total Personnel Services	21,928,095	947,100	20,980,996	4.3%
Supplies				
General	367,158	8,891	358,268	2.4%
Microform	950	-	950	0.0%
Software purchases/licenses	377,800	24,739	353,061	6.5%
Computer supplies	44,000	913	43,087	2.1%
Processing	100,000	1,191	98,809	1.2%
Office	72,700	3,916	68,784	5.4%
Other	82,690	632	82,058	0.8%
Total Supplies	1,045,298	40,281	1,005,017	3.9%
Library Materials				
Audio-visual materials	783,300	36,481	746,819	4.7%
Books	1,463,600	64,174	1,399,427	4.4%
e-materials	1,741,450	44,127	1,697,323	2.5%
Library materials - other	254,000	14,659	239,341	5.8%
Microforms	5,000	-	5,000	0.0%
Periodicals	110,250	89,375	20,876	81.1%
Serials	25,000	8,106	16,894	32.4%
Databases - online services	543,280	88,702	454,577	16.3%
Memorials	-	191	(191)	0.0%
Total Library Materials	4,925,880	345,814	4,580,066	7.0%
Utilities				
Gas	91,288	366	90,922	0.4%
Electric	493,855	-	493,855	0.0%
Water/sewer	121,450	-	121,450	0.0%

Pikes Peak Library District
Statement of Expenditures
General Fund
For the Month Ended January 31, 2020

Percent of Year **8.3%**

Account Description	2020 Budget	YTD Actual	Available Budget	% Used
Storm water fees	7,844	-	7,844	0.0%
Total Utilities	714,438	366	714,072	0.1%

Telecommunications

Data	420,000	28,667	391,333	6.8%
Voice	110,000	3,897	106,103	3.5%
Cellular	79,500	320	79,180	0.4%
Total Telecommunications	609,500	32,884	576,616	5.4%

Contractual Services

Janitorial services	335,500	27,380	308,120	8.2%
Carpet cleaning services	136,000	11,641	124,359	8.6%
Library facility rental	582,033	91,988	490,045	15.8%
Common area maintenance	160,194	26,359	133,835	16.5%
Storage rental	8,400	2,700	5,700	32.1%
Audit	46,000	-	46,000	0.0%
Legal	75,000	-	75,000	0.0%
Consultant	488,720	-	488,720	0.0%
Cataloging	45,000	-	45,000	0.0%
Trash removal	23,488	1,564	21,924	6.7%
Copier services	61,000	28,462	32,538	46.7%
Courier services	226,231	-	226,231	0.0%
Liability/property insurance	175,000	167,371	7,629	95.6%
Collection agency fees	30,000	-	30,000	0.0%
Printing	105,000	196	104,804	0.2%
Programming	423,025	7,905	415,120	1.9%
Treasurer fees	445,000	15,730	429,270	3.5%
Microfilming services	19,600	-	19,600	0.0%
Computer support agreements	110,504	-	110,504	0.0%
Computer equipment maintenance	383,014	29,300	353,714	7.6%
Software licenses	13,000	-	13,000	0.0%
Employee Assistance Program	20,600	-	20,600	0.0%
Parking	54,000	9,618	44,382	17.8%
Total Contractual Services	3,966,310	420,215	3,546,095	10.6%

Repairs and Maintenance

Grounds maintenance	84,000	-	84,000	0.0%
Vehicle operating costs	70,000	577	69,423	0.8%
Equipment maintenance	336,150	23,575	312,575	7.0%
Equipment repairs	55,850	-	55,850	0.0%
Furniture repairs	32,000	15	31,985	0.0%
Building repairs	148,000	1,192	146,808	0.8%

Pikes Peak Library District
Statement of Expenditures
General Fund
For the Month Ended January 31, 2020

Percent of Year **8.3%**

Account Description	2020 Budget	YTD Actual	Available Budget	% Used
Total Repairs and Maintenance	726,000	25,359	700,641	3.5%
Other Services				
Translation services	500	-	500	0.0%
Advertising	1,750	-	1,750	0.0%
Bank And trustee Fees	11,600	529	11,071	4.6%
School engagement	1,000	113	887	11.3%
Mileage/Travel reimbursement	83,700	-	83,700	0.0%
Employee recruitment	57,000	-	57,000	0.0%
Dues and memberships	63,339	750	62,589	1.2%
Merchandising	14,500	-	14,500	0.0%
Employee recognition	20,525	-	20,525	0.0%
Board of Trustees	7,000	-	7,000	0.0%
Community outreach	135,210	9,342	125,868	6.9%
Training	316,183	1,712	314,471	0.5%
Signage	27,000	7,770	19,230	28.8%
Bindery	5,000	-	5,000	0.0%
Book mending	1,500	-	1,500	0.0%
Safety	9,000	-	9,000	0.0%
Summer Adventure Club	34,500	-	34,500	0.0%
Patron reimbursement	500	-	500	0.0%
Postage	62,500	2,933	59,567	4.7%
Volunteer program	5,800	318	5,482	5.5%
Safety and wellness	11,000	(590)	11,590	-5.4%
Other grant/donation expenditures	109,875	-	109,875	0.0%
Equipment rental	1,000	-	1,000	0.0%
Other	34,354	758	33,596	2.2%
Total Other Services	1,014,336	23,636	990,700	2.3%
Capital Outlay				
Other	25,932	8,250	15,000	31.8%
Total Capital Outlay	25,932	8,250	15,000	31.8%
Operating Transfers to Other Funds				
Fund transfers out	1,790,355	-	2,428,411	0.0%
Total Expenditures	\$ 36,746,144	\$ 1,843,905	\$ 35,537,613	5.0%

**Pikes Peak Library District
Special Revenue Funds
For the Month Ended January 31, 2020**

Fund Balance - January 1, 2020	\$ 119,486
Expenditures	-
Fund Balance - January 31, 2020	<u>\$ 119,486</u>

Fund Balance - By Fund - January 31, 2020

Annual Fund	\$ 212
Cheyenne Mountain Library Fund	812
Fountain Branch Library Fund	3,768
High Prairie Library Fund	92,626
Sand Creek Library Fund	15,583
1905 Carnegie Library Facility Fund	4,374
Carnegie Garden Support Fund	998
Special Collections Support Fund	1,113
	<u>\$ 119,486</u>

**Pikes Peak Library District
 East Library Capital Projects Fund
 For the Month Ended January 31, 2020**

Account Description	Multi-Year Budget	Expenditures			Available Budget
		2019	2020	Encumbrances	
Revenues and Other Sources of Funds					
Fund transfers in	\$ 8,545	\$ -	\$ -	\$ -	\$ 8,545
Total Revenues and Other Sources of Funds	8,545	-	-	-	8,545
Expenditures					
Chiller roof structure over pit	23,430	12,380	-	-	11,050
Roofing evaluation & design	30,000	-	-	-	30,000
External filtration system	1,907	1,907	-	-	-
Renovate security office	5,750	-	-	2,400	3,350
Replace aging fire panel	32,000	-	-	-	32,000
Convert sound booth room to storage	3,000	-	-	-	3,000
Replace emergency lighting generator	80,465	1,950	-	95,274	(16,759)
Reading bay area furniture	50,000	-	-	15,615	34,385
Shared workstation - 4-person	2,765	2,765	-	-	(0)
Additional study room chairs	-	3,547	-	-	(3,547)
IT equipment	2,071	-	-	-	2,071
Total Expenditures	\$ 231,388	\$ 22,549	-	\$ 113,289	\$ 95,550
Excess Revenues over Expenditures			-		
Fund Balance - January 1, 2020			195,302		
Fund Balance - January 31, 2020			<u>\$ 195,302</u>		

Pikes Peak Library District
 Penrose Library Capital Projects Fund
 For the Month Ended January 31, 2020

Account Description	Multi-Year Budget	Expenditures		Encumbrances	Available Budget
		2019	2020		
Revenues and Other Sources of Funds					
Fund transfers in	96,700	-	-	-	(96,700)
Expenditures					
Asphalt crack fill	15,764	15,764	-	-	-
Roofing evaluation	30,000	-	-	-	30,000
Roof inspection and repair	5,130	-	-	-	5,130
Carnegie-add wall to separate public area from staff area	5,000	-	-	-	5,000
KCH-movable walls/partitions	3,000	-	-	-	3,000
KCH-interior paint	15,000	-	-	-	15,000
KCH-exterior trim paint	8,500	-	-	-	8,500
KCH-replace awning - front entrance	1,500	-	-	-	1,500
Convert Pine/Aspen Room lighting to dimmable	13,000	-	-	-	13,000
Install carpet in vault for meeting room	2,000	-	-	-	2,000
Replace catalog comp to pillars	1,500	-	-	-	1,500
Purchase mural on garage wall	5,250	-	-	-	5,250
Expand lighting controls in lower level	15,000	-	-	-	15,000
Add storefront wall to create office for Adult Education	15,000	-	-	-	15,000
Power For moving catalog computers	1,000	-	-	-	1,000
Replace existing parking meters	50,000	-	-	-	50,000
Penrose campus renovation project	568,006	558,554	-	-	9,452
Replace lobby rooftop unit	20,544	20,544	-	-	-
Replace existing fire panel	16,921	16,921	-	-	-
Larger trash receptacles	852	-	-	-	852
Chiller replacement	55,000	-	-	-	55,000
Adjustable height desks	-	852	-	-	(852)
KCH - chairs For mezzanine	2,550	-	-	-	2,550
KCH - work tables (4), mezzanine	6,200	-	-	-	6,200
Additional (9) meeting room tables	3,500	-	-	-	3,500
Replace all wooden chairs in public area	13,000	-	-	-	13,000
Replace computer lab tables (8)	10,000	-	-	-	10,000
Stages for two Columbine rooms	12,000	-	-	-	12,000
Contingency	42,875	2,513	-	-	40,362
Total Expenditures	\$ 938,092	\$ 615,148	-	\$ -	\$ 322,944
Excess Revenues over Expenditures			-		
Fund Balance - January 1, 2020			484,920		
Fund Balance - January 31, 2020			<u>\$ 484,920</u>		

Pikes Peak Library District
 Library 21c Capital Projects Fund
 For the Month Ended January 31, 2020

Account Description	Multi-Year Budget	Expenditures			Available Budget
		2019	2020	Encumbrances	
Revenues and Other Sources of Funds					
Fund Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures					
Courtyard improvements	19,916	19,916	-	-	-
Roof replacement	732,558	677,817	-	34,940	19,801
Replace skylight/repairs	104,560	104,560	-	-	-
Children's shelf movers	2,500	-	-	-	2,500
Signage	5,000	-	4,851	-	149
Add gas supply to kitchen	25,000	-	-	-	25,000
Install new service point first floor	20,000	-	-	-	20,000
Install one way window	5,500	-	-	-	5,500
Revamp Creative Service area	3,000	-	-	-	3,000
Acoustic improvements to editing office	8,000	-	-	-	8,000
Culinary Lab equipment	86,020	-	-	-	86,020
Office chairs-meeting room	7,200	7,200	-	-	-
Adjustable height tables - Collection Management	1,200	-	-	-	1,200
Replace chairs - business center	17,000	-	-	-	17,000
Add charging tablets/towers	6,000	-	-	-	6,000
Replace desk-Children's Services	6,000	-	-	-	6,000
Three sit/stand converters	1,000	-	-	-	1,000
Audio booth	2,000	-	-	-	2,000
Replace tables and chairs - training room	9,500	-	-	-	9,500
Contingency	48,431	67,668	2,264	-	(21,501)
Install additional lights	1,200	-	-	-	1,200
Munis record management system	30,000	-	-	-	30,000
Audio/visual equipment	4,686	3,974	-	-	713
Studio noise mitigation	21,979	1,417	-	-	20,562
Increase stage size	4,908	1,788	-	-	3,120
Venue LED lighting	3,572	3,095	-	-	477
Total Expenditures	\$ 1,176,730	\$ 887,434	7,115	\$ 34,940	\$ 247,241
Excess Revenues over Expenditures			(7,115)		
Fund Balance - January 1, 2020			520,929		
Fund Balance - January 31, 2020			<u>\$ 513,814</u>		

Pikes Peak Library District
 Capital Reserve Fund
 For the Month Ended January 31, 2020

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

Expenditures

Facilities Capital

District-wide - asphalt maintenance	7,628	7,628	-	-	-
Landscape allowance	40,000	-	-	2,385	37,615
Ruth Holley - replace meeting room carpet	17,401	13,000	-	-	4,401
Ruth Holley - repaint interior	7,008	10,000	-	-	(2,992)
Update service points	5,000	4,421	-	-	579
Ruth Holley - add electricity In storage	2,000	2,078	-	-	(78)
Monument - replace bulbs	1,200	864	-	-	336
Old Colorado City - replace floor main level	75,000	-	-	-	75,000
Roof inspection	25,000	-	-	-	25,000
Cheyenne Mountain - replace entry tile with carpet	5,000	-	-	-	5,000
Old Colorado City - canopy over book drop	5,000	-	-	-	5,000
Old Colorado City - replace carpet	3,500	-	-	-	3,500
Rockrimmon - replace carpet in meeting room	6,000	-	-	-	6,000
Calhan project	341,134	266,035	-	35,281	39,818
Improvements other than buildings	50,000	-	-	-	50,000
District-wide - concrete replacement	23,560	5,630	-	-	17,930
District-wide - asphalt repairs	47,072	716	-	-	46,356
Staff lounge improvements - Penrose	9,972	234	-	-	9,738
Staff lounge improvements - East Library	9,972	1,018	-	-	8,954
Staff lounge improvements - L21c	9,972	2,195	-	-	7,777
Water management system	5,000	685	-	-	4,315
District-wide - tree trimming	15,000	-	-	-	15,000
Intrusion alarm system	3,500	2,850	-	-	650
Bookmobile - awning replacement	4,000	-	-	-	4,000
Bookmobile - (2) half wraps	13,000	-	-	-	13,000
Furniture	25,000	-	-	-	25,000
Furniture - prior year	39,357	37,389	-	1,968	-
Cheyenne Mountain - workroom cabinets storage	2,000	-	-	-	2,000
Fountain AV closet meeting room	3,000	-	-	-	3,000
Ruth Holley meeting room furniture	15,176	15,198	-	-	(22)
Ruth Holley study room furniture	2,927	2,962	-	-	(35)
Rockrimmon - redesign Children's area	2,500	-	-	-	2,500
Bookmobile - front desk replacement	2,000	-	-	-	2,000
Cheyenne Mountain circulation desk replacement	15,000	-	-	-	15,000
Fountain - furniture teen gaming area	5,000	-	-	-	5,000
Fountain - chair replacement meeting room	6,500	-	-	-	6,500
Ruth Holley - furniture meeting room	10,000	-	-	-	10,000
Monument - replace chairs adult area	2,400	-	-	-	2,400
Monument - blind replacement community room	4,700	-	-	-	4,700
Monument - tables and chairs replacement	8,000	-	-	-	8,000
Monument - PC tables and chair replacement	2,000	-	-	-	2,000
Old Colorado City - table and chairs replacement	5,650	-	-	-	5,650
Old Colorado City - charging tables and computer tables	12,000	-	-	-	12,000
Rockrimmon - meeting room tables	3,000	-	-	-	3,000
Shelving	15,187	14,428	-	759	-
Replace generator bookmobile	12,500	-	-	-	12,500
Contingency	240,341	61,055	-	-	179,286
Signage allowance	10,000	3,809	-	4,106	2,085
Total Facilities Capital	1,176,157	452,195	-	44,499	679,463

Communications Capital

Pikes Peak Library District
 Capital Reserve Fund
 For the Month Ended January 31, 2020

Account Description	Multi-Year Budget	Expenditures			Available Budget
		2019	2020	Encumbrances	
Monument - signage	3,000	-	-	-	3,000
Palmer Lake - signage	2,000	-	-	-	2,000
Rockrimmon - signage	2,500	-	-	-	2,500
Ute Pass- signage	2,000	-	-	-	2,000
Total Communications Capital	9,500	-	-	-	9,500
Information Technology Capital					
Servers-East Library data updates	2,000	-	-	-	2,000
Data center redesign	75,000	-	-	5,169	69,831
PC purchases	371,525	-	6,067	14,000	351,458
Technology refresh (staff)	19,000	18,221	-	-	779
Technology refresh (patrons)	131,000	130,845	-	-	155
PCs-video editing	11,114	-	-	-	11,114
Replace computers	39,484	28,497	-	-	10,987
Technology refresh (patrons)	68,795	3,279	-	-	65,516
IT Security operations center computers	10,000	-	-	-	10,000
Laptops- Young Adult Services	6,000	5,897	-	-	103
Laptops-Children's iPad	6,000	5,980	-	-	20
Self check - Penrose additional data ports	2,500	-	-	-	2,500
Scanners-Collect Management	2,080	-	-	-	2,080
Barcode scanners	15,102	-	-	-	15,102
RFID wands	15,000	-	-	-	15,000
Copier replacement	301,000	14,464	-	-	286,536
Network switches/UPS	346,000	82,739	-	-	263,261
Surveillance System redesign	30,000	6,922	-	-	23,078
Telephone switches	94,834	61,503	-	-	33,331
Firewall replacement	45,000	14,455	-	-	30,545
Switches/UPS replacement	40,000	11,606	-	-	28,394
ILS peripherals	265,000	-	-	-	265,000
IT equipment	54,886	46,118	-	250	8,518
Archival management system	13,400	-	-	-	13,400
AMH bins (2)	20,000	-	-	-	20,000
Genealogy equipment	29,000	15,380	-	-	13,620
East Library teen computers	4,000	-	-	-	4,000
Datacenter project	111,399	-	-	-	111,399
Security system	845,000	-	-	-	845,000
Surveillance system	125,000	-	-	-	125,000
AV Equipment - districtwide	50,000	-	-	-	50,000
District wide audio Visual equipment standardization	75,000	-	-	-	75,000
IT management reserve	47,500	-	-	-	47,500
Contingency	6,335	2,320	-	-	4,015
Total Information Capital	3,277,954	448,226	6,067	19,419	2,804,242

Pikes Peak Library District
 Capital Reserve Fund
 For the Month Ended January 31, 2020

Account Description	Multi-Year Budget	Expenditures			Available Budget
		2019	2020	Encumbrances	
Video Studio Capital					
Wireless mic kit	1,300	-	-	1,287	13
Audio recorder	300	-	-	272	28
Audio recorder kit	1,200	-	-	1,064	136
Video equipment and accessories	1,620	-	-	-	1,620
Video projectors replacement and additions	5,000	-	-	-	5,000
Cameras - Studio21c	37,500	-	-	33,668	3,832
DSLR cameras - checkout	5,700	-	-	-	5,700
Teleprompter	1,550	-	-	868	682
Video cam kit - checkout	3,000	-	-	2,235	765
GoPro kits	1,500	-	-	1,490	10
Tripod system	320	-	-	-	320
Photo roller system	1,000	-	-	1,000	0
Checkout equipment - L21c	3,900	-	-	3,236	664
Chargeable batteries	1,620	-	-	-	1,620
Isolation booth 21C studio	20,000	20,000	-	-	-
Total Video Studio Capital	85,510	20,000	-	45,120	20,390
Creative Services Capital					
Equipment initiatives	27,900	-	-	-	27,900
Cricut machines	1,200	412	-	30	758
Sand Creek-vinyl record cutter	9,000	-	-	-	9,000
Sand Creek-larger kiln	3,000	-	-	-	3,000
East-larger laser cutter	18,000	17,440	-	-	560
New maker kits	1,000	-	-	-	1,000
Equipment replacement	3,500	792	-	-	2,708
Contingency	51,386	-	-	-	51,386
Total Creative Services Capital	114,986	18,644	-	30	96,312
Total Expenditures	\$ 4,664,107	\$ 939,065	6,067	\$ 109,068	\$ 3,609,906
Excess Revenues over Expenditures			(6,067)		
Fund Balance - January 1, 2020			1,820,648		
Fund Balance - January 31, 2020			<u>\$ 1,814,581</u>		

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

	COLOTRUST Investments	US Bank Checking	Total Cash
Cash and Investments Balance January 1, 2020	\$ 13,719,084	\$ 203,572	\$ 13,922,656
Receipts January 2020			
Property Taxes	318,360	-	318,360
Daily Cash Receipts	-	13,503	13,503
Credit Card Receipts	-	9,837	9,837
Interest	20,175	-	20,175
Disbursements January 2020			
Payment of Bills week of 01/03/2020	-	(46,920)	(46,920)
Payment of Bills week of 01/10/2020	-	(440,296)	(440,296)
Payment of Bills week of 01/17/2020	-	(174,997)	(174,997)
Payment of Bills week of 01/24/2020	-	(146,341)	(146,341)
Payment of Bills week of 01/31/2020	-	(630,612)	(630,612)
Payroll 01/10/2020	-	(654,987)	(654,987)
Payroll 01/24/2020	-	(666,648)	(666,648)
End of Month Payroll Payments	-	(234,777)	(234,777)
Transfer between funds	(2,650,000)	2,650,000	-
Cash and Investments Balance January 31, 2020	<u>\$ 11,407,619</u>	<u>\$ (118,666)</u>	<u>\$ 11,288,953</u>

Public Services Report February 26, 2020

Community

Visiting librarians from Belarus toured several PPLD libraries including Library 21c, East, Penrose, High Prairie, Calhan, Ute Pass, Old Colorado City, Sand Creek, and Fountain. They were hosted by a team of directors including Teona Shainidze-Krebs, Hillary Dodge, Brett Lobello, Abby Simpson, and Tammy Sayles.

Melody Alvarez from Children's Services met with The Resource Exchange (TRE) and CPCD (with Nancy Maday and Lance James) to discuss a possible partnership with LENA Start. An issue that continues to come up is child care for the classes, both space and staff. We use volunteers from Pi Beta Phi for Kinderspark and the Bumps, Books, and Babes Resource Fair. Melody continues to pursue community partnerships to provide this much needed childcare service to our parent patrons to enable them to participate in many of our programs and events.

Creative Services has been contacted for guidance from multiple libraries and schools recently, including the Air Force Academy on 3D printing practices, Idaho Falls Public Library on starting a Repair Café, School District 20 on 3D printing resources and modeling, and the Colorado State Penitentiary on audiovisual studio practice.

Meredith Moore and Liz Turner from Monument Library were able to help Lewis-Palmer Middle School on short notice this month for half a day. Teachers needed four classes of students to have access to our Opposing Viewpoints database. Students needed their PPLD library card and PIN to complete this research project and many were unprepared. In addition to database instruction, Meredith and Liz were able to update cards, issue cards, share PINs, etc. on the spot so that students could get right to work on their research.

At Penrose Library, YA Librarian Mikaela Fortune worked on building relationships with Inside/Out and The Place. She will be giving tours with each organization and will be working to introduce new ways for Penrose to work with each organization.

Resources

In Regional History and Genealogy, Dave Wendel consolidated digitally converted films from several computers and external hard drives. He transferred files onto our network drives and one external hard drive. This redundant backup of data ensures the files protection, and the irreplaceable historic films. This work represents a significant step for the preservation and access to the film collection.

On Jan. 18, Bethany Geiger and Heidi Buljung from Adult Services hosted dialogue with several community partners (Tri-Lakes Cares, Central Colorado AHEC, AspenPoinet, Pikes Peak Area Agency on Aging, El Paso County Health) to wrap up the Discover Health Exhibit. They discussed ways we can collaborate on future health programming and on advertising our services and programs related to health. We are working on some collaborations with Alicia Kwande, our social worker, and El Paso County Health to maybe offer a tobacco cessation program, Peak Vista has also asked about bringing their mobile health services van to the library.

The children's area at Old Colorado City Library received a makeover! More space was created by eliminating a side shelf near the open space play zone, and new furniture and interactive rugs were added to the area. The new and improved space has been getting more positive feedback from families in our community and weekly volunteers to the library.

Innovation / Creativity

Creative Services, in collaboration with Library 21c, began planning for a pilot project to provide patrons with greater access to the equipment and services in our makerspaces. This project involves the creation of an elevated badging process to remove the need for a supervising staff member in our makerspaces. This will allow patrons greater time to work independently. A team has formed to brainstorm processes and solutions that support our patrons' use of the makerspaces, front-line staffing, and service point hours.

Several libraries in the District participated in a historical display of past Impeachments. The display was created by Regional History and Genealogy and featured past front pages of *The Gazette*.

Once again at Rockrimmon Library, we had another successful program utilizing programming kits designed by Services. Escape Room: Diagnosis or Die! was a lot of fun. With very little instruction, teens were given clues to unlock the escape room box and "save the patient." Most of the teens who attended did not know anyone else there, but by the end everyone had made new friends. This program not only taught them about puzzle solving and patience, but also team work, leadership, and human anatomy. Many of the teens asked when the next escape room would be and if we could have more. (The next escape room will be May 5.)

Service

The internal process for selecting public programs was revisited by a team of Services staff who worked together to redesign the current menus for consistency and ease of use. This project will have a District-wide impact that will improve the programming process for all Library locations.

Through Teen Services Underground, Shannon McDonald (East YA Librarian) discovered dyslexia-friendly character sheets that could be used for East's Dungeons and Dragons Club. The very first night, a new teen took one and Shannon was thanked by the teen's therapist and advocate. While we still offer the standard character sheet format, we're hoping that providing both will allow our teen patrons to feel more welcome in this weekly program. The sheets are not only printed in a font that's easier for folks with dyslexia, but also feature illustrations and color-coded stats to help even new players.

Melody Alvarez of Children's Services came to lead a Hip Hop Baby program at High Prairie Library. A *Gazette* photographer came and we got into the paper! We had six moms with their littles and received two follow-up emails letting us know how awesome the program was. Due to the popularity of this program, and Melody's finesse chatting with the moms, we are looking into options to provide more programming targeting parents of 0-to-1-year olds. This new programming will likely begin in August or September.

Internal – Staff

Studio 21c joined Library 21c's Public Services team in January. While the group has been working out of Library 21c for years, the team has recently split to support both District needs (internal marketing and promotion in Communications) and patron needs (classes, programs, and production assistance in Public Services). Studio 21c consists of Video Producers/Directors, Dave Franklyn and Roland Clements, and Program Logistics Assistant James Krebs.

At the beginning of January, Deb Hamilton's article on the collaborative webinar series produced by the Colorado Association of Law Libraries and the Colorado State Library was published in the American Association of Law Libraries' magazine *Spectrum*.

Hillary's Dodge's book, *Gather Round the Table: Food Literacy Programs, Resources, and Ideas for Libraries*, was released by ALA Editions on January 15.

Lisa Thomas, of Collection Management, will be serving on the 2021 Newbery Award Selection Committee.

Accountability

Becca Philipsen, from Young Adult Services, analyzed data from the 2018 time and resource assessment project to compare it to the data from November programs in 2019, with a focus on time that staff spent on programs. While the time spent in the program and cleaning up remained about the same (which was unsurprising and not something we were actively trying to impact), the time spent planning and prepping for programs decreased substantially. In 2018, the mean of time that staff spent planning and prepping per program was 2.5 hours. In 2019, that decreased to 0.9 hours per program. That is a time savings of 1.5 hours per program (on average). With Young Adult staff facilitating 1,556 programs in 2019, that is a total time savings of 2,334 hours for Library staff. We are very excited about how well the strategically planned program model works in substantially freeing up staff time.

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Penrose	27,043												27,043
Mobile Libraries	7,962												7,962
Calhan	1,282												1,282
Cheyenne	22,045												22,045
Fountain	10,276												10,276
High Prairie	16,419												16,419
Ruth Holley	17,255												17,255
Manitou Springs	2,403												2,403
Monument	21,604												21,604
Old Colorado City	11,218												11,218
Palmer Lake	2,357												2,357
Rockrimmon	21,133												21,133
Sand Creek	16,345												16,345
Ute Pass	1,575												1,575
Senior Van	1,259												1,259
East	78,498												78,498
Library 21c	51,876												51,876
Total	310,550	0	0	0	0	0	0	0	0	0	0	0	310,550

YTD CIRC Comparison	2020	2019	% Change
Penrose	27043	31554	-14.3%
Mobile Libraries	7962	7615	4.6%
Calhan	1282		
Cheyenne	22045	24795	-11.1%
Fountain	10276	10692	-3.9%
High Prairie	16419	18507	-11.3%
Ruth Holley	17255	20746	-16.8%
Manitou Springs	2403	2972	-19.1%
Monument	21604	22829	-5.4%
Old Colorado City	11218	13187	-14.9%
Palmer Lake	2357	2210	6.7%
Rockrimmon	21133	22716	-7.0%
Sand Creek	16345	20906	-21.8%
Ute Pass	1575	1708	-7.8%
Senior Van	1259	1464	-14.0%
East	78498	83737	-6.3%
Library 21c	51876	56576	-8.3%
Total Physical Materials	310550	342214	-9.3%

Current Month CIRCULATION Comparison by Facility	2020	2019	% Change
Penrose	27043	31554	-14.3%
Mobile Libraries	7962	7615	4.6%
Calhan	1282		
Cheyenne	22045	24795	-11.1%
Fountain	10276	10692	-3.9%
High Prairie	16419	18507	-11.3%
Ruth Holley	17255	20746	-16.8%
Manitou Springs	2403	2972	-19.1%
Monument	21604	22829	-5.4%
Old Colorado City	11218	13187	-14.9%
Palmer Lake	2357	2210	6.7%
Rockrimmon	21133	22716	-7.0%
Sand Creek	16345	20906	-21.8%
Ute Pass	1575	1708	-7.8%
Senior Van	1259	1464	-14.0%
East	78498	83737	-6.3%
Library 21c	51876	56576	-8.3%
Total Physical Materials	310550	342214	-9.3%

Current Month e-materials & Summary	2020	2019	% Change
Overdrive	189700	167140	13.5%
RB Digital Mags	4862	5910	-17.7%
eReaders	3	4	-25.0%
1-Click Audio	427	460	-7.2%
Hot Spots	40	58	-31.0%
Total e-materials	195032	173572	12.4%
ILL	1960	2037	-3.8%
Cameras/Equip	98	65	50.8%
Physical Materials	310550	356391	-12.9%
Total Monthly Circ without Renewals	507640	532065	-4.6%

Circulation without Renewals January 2020

Current Month Comparison VISITORS	2020	2019	% Change
Penrose	46440	61911	-25.0%
Mobile Libraries	3260	3033	7.5%
Calhan	579		#DIV/0!
Cheyenne	15404	15965	-3.5%
Fountain	8526	7541	13.1%
High Prairie	7496	8395	-10.7%
Ruth Holley	12990	14109	-7.9%
Manitou	3924	3981	-1.4%
Monument	13953	14402	-3.1%
Old Colorado City	10567	11147	-5.2%
Palmer Lake	1626	1266	28.4%
Rockrimmon	14081	15009	-6.2%
Sand Creek	18723	21088	-11.2%
Ute Pass	1248	1438	-13.2%
East	41856	46144	-9.3%
21c	43854	41968	4.5%
KCH	25	0	
TOTAL Visitors	244552	267397	-8.5%
Special Collections	1820	1617	12.6%

2020 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	46017	0	0	0	0	0	0	0	0	0	0	0	46017
Mobile Libraries Total	12345	0	0	0	0	0	0	0	0	0	0	0	12345
Calhan	1968	0	0	0	0	0	0	0	0	0	0	0	1968
Cheyenne	34646	0	0	0	0	0	0	0	0	0	0	0	34646
Fountain	16500	0	0	0	0	0	0	0	0	0	0	0	16500
High Prairie	26621	0	0	0	0	0	0	0	0	0	0	0	26621
Holley	27844	0	0	0	0	0	0	0	0	0	0	0	27844
Manitou	3821	0	0	0	0	0	0	0	0	0	0	0	3821
Monument	33995	0	0	0	0	0	0	0	0	0	0	0	33995
Old Colorado City	18133	0	0	0	0	0	0	0	0	0	0	0	18133
Palmer Lake	4035	0	0	0	0	0	0	0	0	0	0	0	4035
Rockrimmon	33473	0	0	0	0	0	0	0	0	0	0	0	33473
Sand Creek	28479	0	0	0	0	0	0	0	0	0	0	0	28479
Ute Pass	2331	0	0	0	0	0	0	0	0	0	0	0	2331
Senior Van	1638	0	0	0	0	0	0	0	0	0	0	0	1638
Bookmobiles	10707	0	0	0	0	0	0	0	0	0	0	0	10707
East	130730	0	0	0	0	0	0	0	0	0	0	0	130730
Library 21c	85159	0	0	0	0	0	0	0	0	0	0	0	85159
Parenting	101	0	0	0	0	0	0	0	0	0	0	0	101
Total Physical Materials	506198	0	0	0	0	0	0	0	0	0	0	0	506198

YTD CIRC Comparison	2020	2019	% Change
Penrose	46017	47527	-3.2%
Mobile Libraries Total	12345	11278	9.5%
Calhan	1968		#DIV/0!
Cheyenne	34646	30604	13.2%
Fountain	16500	13965	18.2%
High Prairie	26621	24346	9.3%
Holley	27844	27152	2.5%
Manitou	3821	3756	1.7%
Monument	33995	30228	12.5%
Old Colorado City	18133	16491	10.0%
Palmer Lake	4035	2970	35.9%
Rockrimmon	33473	30572	9.5%
Sand Creek	28479	25926	9.8%
Ute Pass	2331	2081	12.0%
Senior Van	1638	1567	4.5%
Bookmobiles	10707	9711	10.3%
East	130730	112093	16.6%
Library 21c	85159	72298	17.8%
Parenting	101	180	-43.9%
Total Physical Materials	506198	451467	12.12%

Current Month Comparison CIRCULATION	2019	2018	% Change
Penrose	46017	47527	-3.2%
Mobile Libraries Total	12345	11278	9.5%
Calhan	1968		
Cheyenne	34646	30604	13.2%
Fountain	16500	13965	18.2%
High Prairie	26621	24346	9.3%
Holley	27844	27152	2.5%
Manitou	3821	3756	1.7%
Monument	33995	30228	12.5%
Old Colorado City	18133	16491	10.0%
Palmer Lake	4035	2970	35.9%
Rockrimmon	33473	30572	9.5%
Sand Creek	28479	25926	9.8%
Ute Pass	2331	2081	12.0%
Senior Van	1638	1567	4.5%
Bookmobiles	10707	9711	10.3%
East	130730	112093	16.6%
Library 21c	85159	72298	17.8%
Parenting	101	180	-43.9%
Total Physical Materials	506198	451467	12.12%

**Circulation Report
By Facility
January 2020**

Current Month Comparison VISITORS	2020	2019	% Change
Penrose	46440	61911	-25.0%
Mobile Libraries Total	3260	3033	7.5%
Calhan	579		
Cheyenne	15404	15965	-3.5%
Fountain	8526	7541	13.1%
High Prairie	7496	8395	-10.7%
Holley	12990	14109	-7.9%
Manitou	3924	3981	-1.4%
Monument	13953	14402	-3.1%
Old Colorado City	10567	11147	-5.2%
Palmer Lake	1626	1266	28.4%
Rockrimmon	14081	15009	-6.2%
Sand Creek	18723	21088	-11.2%
Ute Pass	1248	1438	-13.2%
Knights of Columbus Hall	25	0	
East	41856	46144	-9.3%
Library 21c	43854	41968	4.5%
TOTAL	244552	267397	-8.5%
Special Collections	1820	1617	12.6%

2020 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	315363	0	0	0	0	0	0	0	0	0	0	0	315363
DVD	149235	0	0	0	0	0	0	0	0	0	0	0	149235
CD Music	14132	0	0	0	0	0	0	0	0	0	0	0	14132
CD Book	14743	0	0	0	0	0	0	0	0	0	0	0	14743
Playaway	6793	0	0	0	0	0	0	0	0	0	0	0	6793
Kit	1667	0	0	0	0	0	0	0	0	0	0	0	1667
Game	4265	0	0	0	0	0	0	0	0	0	0	0	4265
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Physical Items	506198	0	0	0	0	0	0	0	0	0	0	0	506198
ILL	1960	0	0	0	0	0	0	0	0	0	0	0	1960
CyberShelf-OverDrive	189700	0	0	0	0	0	0	0	0	0	0	0	189700
RB Digital Magazines	4862	0	0	0	0	0	0	0	0	0	0	0	4862
eReader	3	0	0	0	0	0	0	0	0	0	0	0	3
OneClick Audio	427	0	0	0	0	0	0	0	0	0	0	0	427
Hot Spots	40	0	0	0	0	0	0	0	0	0	0	0	40
Cameras & Equipment	98	0	0	0	0	0	0	0	0	0	0	0	98
													0
TOTAL STATE Circ	703288	0	0	0	0	0	0	0	0	0	0	0	703288
One Play				0	0	0	0	0	0	0	0	0	0
Freegal Music	6130	0	0	0	0	0	0	0	0	0	0	0	6130
Freeding	109	0	0	0	0	0	0	0	0	0	0	0	109
DVD Player	124	0	0	0	0	0	0	0	0	0	0	0	124
Hoopla	1959	0	0	0	0	0	0	0	0	0	0	0	1959
Comics	384	0	0	0	0	0	0	0	0	0	0	0	384
Kanopy	1664	0	0	0	0	0	0	0	0	0	0	0	1664
													0
CLC	11453	0	0	0	0	0	0	0	0	0	0	0	11453
Laptop Use	1024	0	0	0	0	0	0	0	0	0	0	0	1024
Active Users	278568	0	0	0	0	0	0	0	0	0	0	0	

Monthly Circ by Format			
	2020	2019	Change
Print	315363	277784	14%
DVD	149235	134871	11%
CD Music	14132	12862	10%
CD Book	14743	14932	-1%
Playaway	6793	6258	9%
Kit	1667	1582	5%
Game	4265	3178	34%
	0	0	
TOTAL Physical Items	506198	451467	12.12%
ILL	1960	2037	-4%
CyberShelf-OverDrive	189700	167140	13%
RB Digital Magazines	4862	5910	-18%
eReader	3	4	-25%
OneClick Audio	427	460	-7%
Hot Spots	40	58	-31%
Cameras & Equipment	98	65	
Total e-materials	195032	173572	12%
Freegal Music	6130	7065	-13%
Freeding	109	108	1%
DVD Player	124	160	-23%
Hoopla	1959	1948	1%
Comics	384	341	13%
Kanopy	1664	838	99%
CLC	11453	9990	15%
Laptop Use	1024	1373	-25%
Active Users	278568	255131	9%

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

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

**Circulation Report
By Item Type
January 2020**

Communications Department: Report for February 2020

News coverage and media highlights

- Total features:
 - Last month: 62
- Highlighted coverage for the month (from the [full interactive report](#)):
 - One year after Pikes Peak Library District enacted new **overnight rules**, [KKTV did a follow up story](#) to talk about its impact in downtown Colorado Springs.
 - The **expansion of Safe Place** to all Library locations and local YMCAs was covered in the [Colorado Springs Independent](#) and on [FOX21 News](#).
 - **New Board of Trustees member** Dora Gonzales was covered by the [Colorado Springs Gazette](#), the [Tri-Lakes Tribune](#), the [Woodmen Edition](#), and the [Cheyenne Edition](#).
 - This month's Library Limelight column discussed using the Library to **accomplish your New Year's goals**. It ran in the [Woodmen Edition](#), [Cheyenne Edition](#), and the [Tri-Lakes Tribune](#).

Digital marketing statistics and highlights

- PPLD.org website statistics:
 - **Monthly totals:** 132,759 users, with 223,996 being new; 245,830 sessions; and 450,889 pageviews
 - **Most popular web page for last month**, besides the home page: ppld.org/jobs
- District-wide social media statistics:
 - **Facebook:** 8,257 total page likes; 19,681 engagement and 185,140 reach last month
 - **Twitter:** 5,143 total followers; 43,700 impressions last month
 - **Instagram:** 1,636 total followers; 980 for total daily engagement last month
 - **LinkedIn:** 986 total followers; 96 for total daily engagement last month
- Social media highlights:
 - **Facebook:** We exceeded our 2020 follower goal of 8,000 in January, with 8,250 total page likes. Plus, PPLD's reach and engagement have been growing, too! The libraries had fun with [#LibraryShelfieDay](#), and this [fun reshare post](#) received 277 likes, 19 comments, and 58 shares.
 - **Instagram:** We earned about 100 new followers last month! [PPLD Teens' Instagram](#) is becoming more active with new content and videos. and trying new things.
 - **Twitter:** Our [response to Jimmy Kimmel's #AddaWordRunaBook](#) won won top tweet of the month. Our tweet with a [time lapse of our laser engraver cutting foam hearts](#) for our Valentine's Day contest did quite well, too.



- **Valentine's contest:** All libraries, including Mobile Library Services, participated in creating a valentine heart display for their patrons. A PPLD selection committee will award the top 3, and we're awaiting voting results for the "[People's Choice](#)" award.

Community partnerships, events & other happenings

- Totals for 2020:
 - **Community partnerships:** 25
 - **Outreach activities:** 3 (excludes school visits)
 - **Known outreach impressions:** 243
- **Join PPLD in celebrating [Black History Month](#)!** There are events scheduled through the end of February, as well as several reading lists.
- PPLD's [Winter Adult Reading Program: Imagine Your Story](#) is happening now! The annual program runs through March 31. Participants can read books and attend Library programs to win prizes.
- It's tax time! Now through April 14, **AARP Foundation's Tax-Aide program offers free [tax preparation services](#)** with the help of a team of IRS-certified volunteers at Library 21c in the Ent Conference Center on Tuesdays and Thursdays.
- **Call for local authors!** PPLD is preparing for [Mountain of Authors](#), which will be hosted on Sat., May 2. Authors can apply to participate through Fri., Feb. 21.
- The 13th annual [Teen Art Contest](#) is open to middle and high school students who are residents of El Paso County. This year's theme is 20/20 vision, and submissions are due by Sun., Feb. 16. The awards ceremony taking place on Sun., March 29, at 2 p.m. in Library 21c's venue.
- The entry deadline for PPLD's [Jean Ciavonne Poetry Contest](#) is Tues., March 3. The contest is open to 4th and 5th grade students in the Pikes Peak region, and this year's theme is "Poetry Stew: Poems About Food." Six winners will each receive \$50 and a book of poetry during the award ceremony on Sat., April 11.
- **Join us for [Human Library](#) from 1-4 p.m. on Sat., March 7!** The location has been changed from East Library to Knights of Columbus Hall. With a collection of people from all walks of life, the annual program is designed to build a positive framework for conversations that can challenge stereotypes and prejudices through dialogue. Individuals serve as human "books," and participants can "read" the book by engaging in a conversation with the book on loan. It aims to establish a safe and conversational space where difficult questions are expected, appreciated, and hopefully answered.
- Meet and learn from our current [Makers in Residences](#), **Liz Kettle and Ruth Chandler of Textiles West!** They will host various classes, beginning Mon., March 9, where you can create a fabric collage or help create a community art installation, all focusing on the beauty of the Pikes Peaks region.
- The **Friends of PPLD will host their annual [Spring Book Sale](#)** from March 13-15 at East Library. Friday's sale is only available for members, while Saturday and Sunday hours will be open to the public.



- PPLD will host a [community conversations series](#) throughout the year! Join us for a panel discussion and community dialogue about urban renewal in the Stratton Meadows and Ivywild neighborhoods. It will take place on Wed., March 18, from 6-7:30 p.m. at Meadows Park Community Center.

Meeting and study room statistics

- Room usage last month:
 - Patron reservations: 3,751
 - Staff-hosted public programs: 974
- Library Market and other related use (reservations and cancellations) last month:
 - PPLD.LibraryMarket.com: 46,638 users; 65,049 sessions; and 215,684 pageviews
 - Online requests: 5,832
 - Phone and email inquiries: 626

Other key updates

- Staffing:
 - We welcomed **Nathan Enos** to our team on Jan. 6. He will serve as one of two graphic designers for the whole Library District.
 - **Danny Walter, a longtime PPLD employee, will retire on Feb. 21.** He's served in various capacities over the past 20+ years, including video production, photography, and A/V and Studio21c support. Our team is in the process of confirming departmental and organizational needs, so we can craft a new job description for hiring.
- Community needs assessment:
 - We shared the **final reports and supplemental appendix** with all staff, as well as with the Boards for PPLD, Friends of PPLD, and the PPLD Foundation, during January.
 - We're in the process of finalizing the **public report and traveling presentation deck**, which will provide a macro-level look for community stakeholders and partners. It should be ready for release by late February or early March.

Facilities Department Report February 26, 2020

Projects

The East Library back-up generator has been delivered to the contractor. However, there has been a production delay in the fuel tank. The anticipated ship date is now set at February 28. Generator installation appears to be setback to mid-March.

The architecture firm, Design Edge has completed design for the new Learning Lab planned for the Ruth Holley Library. Currently we're working on a Request for proposal with a targeted release date of February 25, 2020. If necessary, proposal recommendation will be presented to the Board of Trustees in March for review and approvals.

East Security Office expansion design drawings are complete and were sent out to General Contractors for bidding on February 18, 2020 with a due date of March 3. This space is planned to expand into the current vending and Weigh/Win space off of the entry lobby and will provide much needed space for the Security staff at East Library.

Planning and design for replacement of the existing fire alarm panel at the East Library is ongoing. Replacement and updating of this system requires evaluation of existing system device locations (horns and strobes) in order to meet current NFPA national codes. This evaluation is detailed and time intensive.

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

- Meeting room carpet replacement at Rockrimmon Library – currently scheduling
- Planning and design for an office addition for Adult Education at Penrose Library
- Mechanical and Fire Protection design/planning for the creation of the Culinary Lab in the existing café space at 21c.
- Electrical engineering for the addition of an electrical panel at Sand Creek Library to service additional maker space equipment.
- Design for landscape improvements at Calhan Library
- Bidding for flooring improvement projects at Old Colorado City and Cheyenne Mountain Libraries.

Facilities Staff

Facilities Specialist, Marselino Calica from the crew at Library 21c has transferred to the Information Technology Department creating a vacancy in the Facilities Department. The position was posted and interviews are planned for the week of February 17.

The position for the new Facilities Project Manager has been posted with a closing date of February 20, 2020. To date, several applications have been received. An interview panel has been selected and will be reviewing applications upon closing with interviews scheduled post review.

Monthly Statistics

In January 2020, the Facilities department completed one hundred thirty-one routine visits to district library facilities. Routine visits are done weekly and allow Facilities Specialists and Supervisors to complete any pending work orders, inspect location for safety issues, address minor projects, restock building supplies and meet with managers regarding any concerns or requests.

In January 2020, Facilities staff completed one hundred forty-four demand work orders (work orders submitted by PPLD staff) accounting for 255.47 hours of staff time and one hundred eighty-five preventive maintenance work orders (work orders scheduled for equipment, etc.) to account for 156.23 hours of staff time for a total of three

hundred twenty-nine work orders. Along with work orders, Facilities on-call personnel responded to two after-hours calls. Emergency calls address issues that cannot wait until the next business day.

Over the past month, Facilities completed a total of one hundred thirty meeting room set ups at the three large libraries accounting for a total of 63.5 hours.

**Human Resources Report
February 26, 2020**

Human Resources:

Major projects included the following:

- Organizational Development (Cody Logsdon)
 - Management Team was trained on Emotional Intelligence
 - Participated in discussion with Penrose staff members on YAS and what future trainings and resources are needed
 - Facilitated Director's action planning session for 2020
 - Facilitated team building and planning session for 2020 with Regional History and Genealogy department
 - Recruitment process continues for new Training Supervisor position
 - Completed final Equity training for all PPLD staff members
- HRIS/Benefits/Compliance (Cristina Jaramillo)
 - Working on 1095s, federal deadline moved to March 2nd
 - EPCRP audit preparation
 - Open Enrollment Process Improvement Review
 - Continuing training on benefits position job duties
 - Workers Compensation: 2 new injuries were reported in January
- HR Administrative Specialist (Laurie Jackson)
 - Wellness Program: Routine Revolution Challenge is in progress from January 1- February 28 with 110 participants
 - Working to improve our Records Retention Process
- Volunteer program (Karen Goates)
 - Unpaid Internship Program Review
 - Working to find an accurate Volunteer count for the district
 - Continued research into current volunteer processes
- Recruitment (Soumya Gollapalli)

Recruitment / Selection Activity	January 2020
Jobs Posted	14
Newly Hired Employees	3
Promoted Employees	3
Transferred Employees	7
Separated Employees	5

- Training (Vacancy)

Training Title	Date	Time	# of Attendees
Emotional Intelligence	Jan. 9	4 hours	42
Equity Training	Jan. 31	2 hours	88

**Information Technology Department Report
February 26, 2020**

FY20 Projects

- #1 Priority: E-rate Program Request for Proposal (RFP) to replace internet and wide area network (WAN) service provider – cancelled will proceed in 2021 after revising network architecture. Continue to use existing vendors for these services.
- #2 Priority: Surveillance system replacement RFP in development.
- #3 Priority: Multifunction Device (MFD) RFP in development with resolution of facsimile services for patrons. Awaiting stakeholder agreement on requirements before moving forward for RFP release in March.

E-Rate RFPs

- Structured cabling of East library and Penrose library public spaces for board approval of vendor selection in February.
- Switch and Uninterruptable Power Supply Replacement (UPS) and installation. Previous RFP cancelled and reissued to seek “equivalent” equipment vice specific brand will seek board approval for vendor selection in March.
 - Transition to cloud storage for all servers in January significantly improving the District’s disaster recovery posture.
 - Replaced server used for auto-renewal call in for patrons.
 - Updating backup equipment for servers.
 - Core Switch Replacement at Library 21c datacenter installation and cutover completed February 17 with second data center at East Library scheduled for March 6.

Monthly Statistics

Metric	December 2019	January 2020
Computer Usage	35346	39726
Laptop Circulation	968	1024
AWE Children’s Early Literacy Computer Usage	3341	4026
Hotspot Circulation	37	40

Safety, Social Services & Security Report February 26, 2020

Safety Updates

- Safety taught 2 Stop the Bleed Classes across the district
- Safety distributed the 2020 training schedule across the district.
- Safety completed the First aid refurbishment order
- Safety received the Stop the bleed bag components and began assembly for district distribution.
- Safety began requisition of the materials for the identified staff glove and mask stations.

Social Services Update

Activities for January 2020 – Alicia Kwande

- Weekly Coordinated Entry Meetings
- Monthly CHAP meeting
- Security team meeting
- Biweekly Security appeal meetings
- Biweekly peer consultation with outreach workers
- Monthly Community CARE plan meetings
- Weekly drop-in hours (4 hours per week)
- Networking/collaboration meetings with Pikes Peak Restorative Practice; Restoring Lives Counseling (began counseling program in Library)
- Weekly CONNECT program attendance by week:
 - 1/8: 2
 - 1/15: 7
 - 1/22: 7
 - 1/29: 12
- One family in the library was housed in January (3 individuals)
- Rapid Resolution Training (homeless veterans)
- Connected at least 3 patrons to phone resource and they were able to get a phone

Security Update

- The Month of January had an estimated 5,120 patron contacts from Security officers ranging from response to emergency calls, to Assistance with directions.
- Security sponsored a Narcan training class for an entire branch recertification in utilization.
- Security met with the downtown security coordination team to learn about the Hepatitis situation in the county and collaborate on other essential response issues.
- Security sponsored the first Crisis Prevention training program in the district for the year and certified another 16 staffers.
- Security Held 2 scheduled appeal days and saw 16 suspended patrons for restorative justice/appeal considerations.
- Security taught the 2nd AED/CPR staff certification class of the year
- Statistics are attached

Report & Suspension Increasing Totals

2019 - Reports

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

2020 - Reports

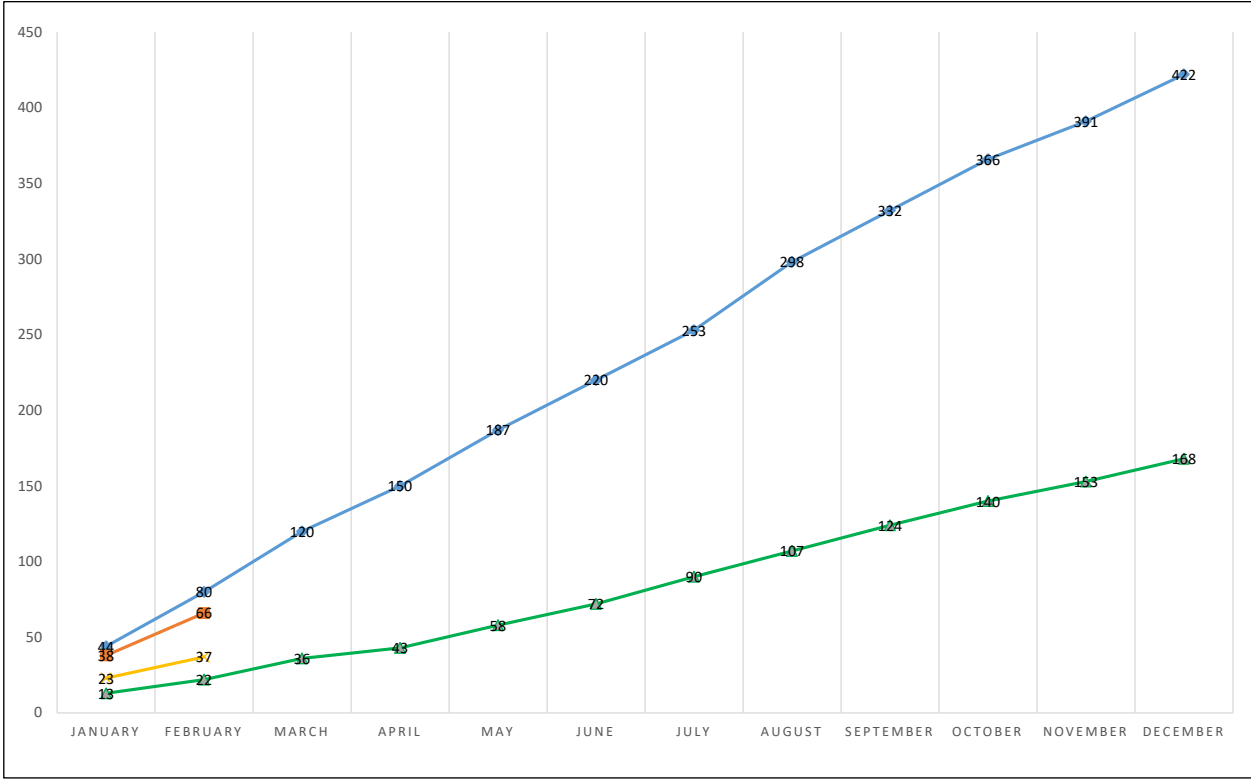
JANUARY	38
FEBRUARY	28
MARCH	-
APRIL	-
MAY	-
JUNE	-
JULY	-
AUGUST	-
SEPTEMBER	-
OCTOBER	-
NOVEMBER	-
DECEMBER	-

2019 - Suspensions

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

2020 - Suspensions

JANUARY	23
FEBRUARY	14
MARCH	-
APRIL	-
MAY	-
JUNE	-
JULY	-
AUGUST	-
SEPTEMBER	-
OCTOBER	-
NOVEMBER	-
DECEMBER	-

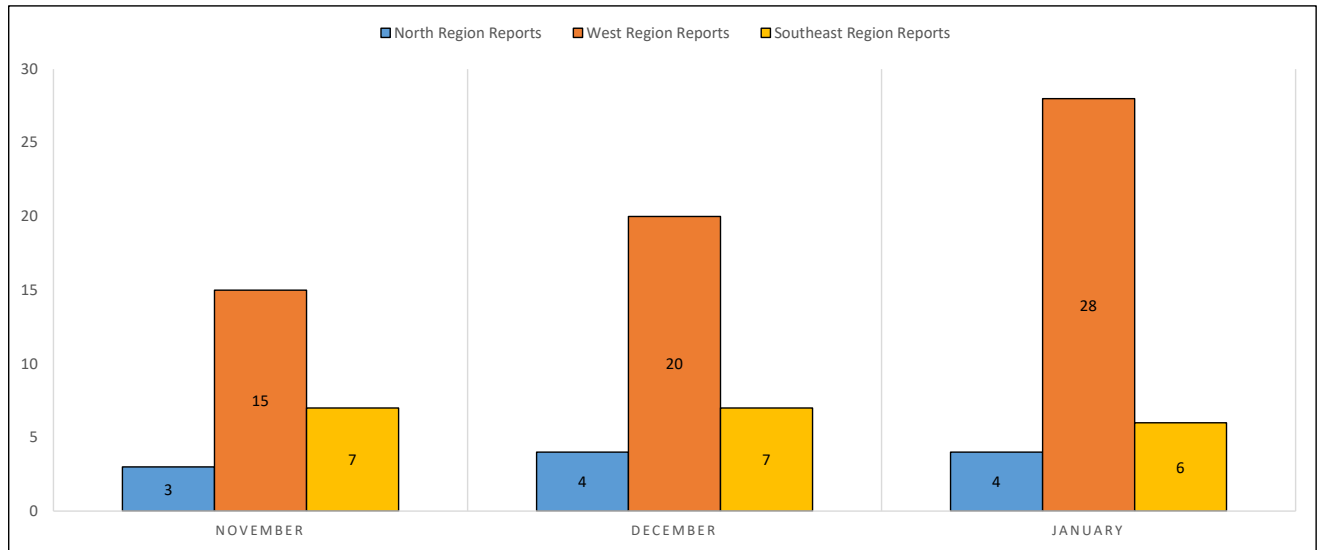


Reports - Regional Monthly Comparison

North Region Reports	
NOVEMBER	3
DECEMBER	4
JANUARY	4

West Region Reports	
NOVEMBER	15
DECEMBER	20
JANUARY	28

Southeast Region Reports	
NOVEMBER	7
DECEMBER	7
JANUARY	6



Reports - Regional Monthly Comparison

North Region Suspensions	
NOVEMBER	0
DECEMBER	1
JANUARY	3

West Region Suspensions	
NOVEMBER	10
DECEMBER	8
JANUARY	16

Southeast Region Suspensions	
NOVEMBER	3
DECEMBER	6
JANUARY	4

