



PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
MARCH 13, 2018, 4 PM
PENROSE LIBRARY

- I. CALL TO ORDER
- II. ITEMS TOO LATE FOR THE AGENDA
- III. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- IV. Group Photo
- V. CORRESPONDENCE AND COMMUNICATIONS
 - A. Minutes (p. 1)
 - B. Correspondence
 - C. Events & Press Clippings (p. 9)
 - D. Presentation: PPLD Security Manager David Glenn
- VI. REPORTS
 - A. Friends of the Pikes Peak Library District Report (p. 11)
 - B. Pikes Peak Library District Foundation Report (p. 12)
 - C. Board Reports
 - 1. Governance Committee Report
 - 2. Internal Affairs Committee Report
 - 3. Public Affairs Committee Report
 - 4. Adopt-a-Department Reports
 - 5. Board President's Report
 - D. Financial Report (p. 14)
 - E. Public Services Report (p. 30)
 - F. Circulation Report (p. 32)
 - G. Chief Librarian's Report
- VII. BUSINESS ITEMS
 - A. Consent Items: Decision 18-3-1
Consent items shall be acted upon as a whole, unless a specific item is called for discussion. Any item called for discussion shall be acted upon separately as "New Business".
 - 1. New Hires (p. 34)
 - B. Unfinished Business
 - C. New Business
 - 1. Penrose Campus Project: Discussion
- VIII. ADJOURNMENT

MINUTES
PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
February 13, 2018
4 pm
Penrose Library

MEMBERS PRESENT

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

PIKES PEAK LIBRARY DISTRICT STAFF and OTHERS PRESENT

Chief Librarian & CEO John Spears, Director of Library Services Tim Blevins, Makerspace Librarian Amber Cox, Chief Development Officer & Foundation Executive Officer Dolores Cromeens, Creative Services Division Head Becca Cruz, Debbie English, Friends of Pikes Peak Library District Board President Dora Gonzales, El Paso County Commissioner Longinos Gonzalez, Assistant to the Chief Librarian Sue Hammond, Chief HR & OD Officer Sally Jensen, Administrative Assistant Colleen Lark, Chief Information Officer Richard Peters, Director of Branches Lynne Proctor, Chief Facilities Management Officer Gary Syling, Caleb Taylor, Scott Taylor, Chief Financial Officer Michael Varnet,

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Owings called the February 13, 2018 meeting of the Pikes Peak Library District Board of Trustees to order at 4:04 p.m.

ITEMS TOO LATE FOR THE AGENDA

There were no items to add to the agenda.

PUBLIC COMMENT

There was no public comment.

CORRESPONDENCE AND COMMUNICATIONS

Minutes

The minutes of the January 9, 2018 meeting of the Board of Trustees were presented for review.

Motion: Keith Clayton moved to approve the minutes of the January 9, 2018 meeting of the Board of Trustees as presented.

- Second:** The motion was seconded by Ken Beach.
Vote: The motion was approved unanimously.

Correspondence

A note to Library staff from a patron expressing gratitude that PPLD graciously welcomes him into Library facilities was included in the packet.

Events & Press Clippings

Upcoming events and recent press clippings were included in the Board packet.

Special Collections' "First 100 Days" photo documentary exhibit has opened at East Library. The exhibit was envisioned and collected by Bill Thomas of Special Collections and Debbie Vitulli of Penrose Circulation and documents our community's response to the first 100 days of the Trump administration.

Upcoming events of particular note include PPLD Staff Development Day on February 19, another concert in the Shivers Concert Series on March 2, and the third PPLD "Human Library" on March 10 at East Library.

Presentation

Creative Services Division Head Becca Cruz and Makerspace Librarian Amber Cox reported on their September 2017 visit to the New York Maker Faire. Take-aways from the event that can enrich maker activities at PPLD include:

- The social good aspect of making – teaching new skills that help citizens improve their communities
- A push to become more involved with area schools through outreach and in-service
- The idea that libraries can utilize makerspaces to help individuals to be prepared for jobs that have not yet been invented

REPORTS

Friends of the Pikes Peak Library District

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends of the Pikes Peak Library District Board President Dora Gonzales thanked Trustees Owings and Vanderschuere for attending the Friends Annual Meeting in January. Ms. Gonzales offered kudos to the PPLD Adult Education Department for the Career Online High School program. The Friends are currently involved in preparations for their annual Literary Awards event on April 21 at the Antlers. The 2018 Frank Waters Award will be given to Mary Taylor Young and the 2018 Golden Quill award will honor Kay Esmiol. The Friends are also busy judging mystery stories written by students in grades 6-12 for the Betty Field Youth Writing Contest. The next Friends Booksale is scheduled for March 16-18 at East Library.

Pikes Peak Library District Foundation

Chief Librarian John Spears prefaced the PPLD Foundation report with an announcement that Chief Development Officer & Foundation Executive Officer Dolores Cromeens will retire on February 19, 2018. He recognized Ms. Cromeens for her many outstanding contributions to PPLD and the community it serves during her fourteen years with the Library District.

President Owings thanked Ms. Cromeens for her many years of dedication and hard work.

The PPLD Foundation Report was included in the Board packet. Chief Development Officer & Foundation Executive Officer Dolores Cromeens began her report with praise for the Friends of the Library and the wonderful work that they do in support of PPLD. She noted that the Foundation raised nearly \$1,000,000 in 2017, pointing out that seventy PPLD staff members made donations to the Foundation in 2017.

Board Reports

Governance Committee

Governance Committee Chair Katherine Spicer reported that the Governance Committee met on January 24, 2018 to review and finalize annual goals for Chief Librarian Spears. The goals will be presented for approval later on this agenda.

Internal Affairs Committee

Internal Affairs Committee Chair Ken Beach reported that the Internal Affairs Committee met on January 24, 2018 to review personnel policy updates that will be presented for approval later on this agenda.

Public Affairs Committee

Past Public Affairs Committee Chair Cathy Grossman reported that the Committee did not meet in January.

Board President

President Owings welcomed new Board appointees Debbie English and Scott Taylor. With appointee Mina Liebert, all three hope to be officially appointed by the Board of County Commissioners and the Colorado Springs City Council prior to the March PPLD Board meeting. President Owings thanked Ms. Hammond for her work in support of the Board member selection process.

President Owings attended the Friends Annual Meeting in January, a retirement event for Sean Anglum and interviews for new Board members.

President Owings noted that Adopt-a-Department reports will continue after the new trustees have been assigned to Library departments.

Financial Report

The financial report for the period ending December 31, 2017 was included in the Board packet. Chief Financial Officer Michael Varnet reported that 2017 was a good year financially for PPLD with revenues 6.2% greater than in 2016 and expenditure's 6% greater.

Public Services Report

Director of Library Services Tim Blevins offered a personal story about why, as a patron and a parent, he values the library. Mr. Blevins credits PPLD for his son's academic success.

Director of Branches Lynne Proctor reported that Sand Creek and Fountain Branch Manager Abby Simpson has been selected as a 2018 Rising Star by the Colorado Springs Business Journal. Eight candidates for the three new Regional Library Manager positions will be interviewed. Those interviews begin within the next two weeks.

Circulation Report

Chief Librarian Spears noted that circulation of physical materials like CD music and DVDs continues to decrease as this type of material is becoming readily available streaming online. Mr. Spears pointed out that online resources are not equally available to all and that PPLD will continue to look at circulation trends in a facility-by-facility approach to be sure that we are meeting the needs of all patrons.

A report on Colorado Library Card (CLC) circulation for the year of 2017 was included in the packet. Although CLC circulation has shown a trend of annual decrease, PPLD's Fountain and Ute Pass Branches continue to circulate large percentages of their materials to patrons living outside of the Pikes Peak Library District. Mr. Spears hopes that these trends provide a basis for opportunities for partnering with library districts like Security and Rampart as we move forward.

Chief Librarian's Report

Chief Librarian Spears introduced Communications Department Administrative Assistant Colleen Lark. Ms. Lark along with Finance Specialist Merry Zumwalt will shadow Ms. Hammond's activities related to the Board packet and Board meetings.

Mr. Spears provided a report on the current state of the American Library Association which held its Midwinter Conference last week in Denver. ALA has approximately 60,000 members, a \$60 million budget and about 300 staff. As ALA searched for a new executive director, the decision was made to remove the requirement for a Masters in Library Science which has resulted in a great deal of turmoil amongst the membership. Attendance at Midwinter is down by double digit percentages, and a committee is evaluating the future of the conference. LLAMA, LITA and ALCTS are considering merging, and the entire organization is now looking to LLAMA to plan a complete reorganization of ALA. Chief Librarian Spears is currently serving on the ALA Nominating Committee. He notes that the nominating committee is discussing only considering candidates who do not come forward with initiatives and who are willing to see a reorganization process through to completion.

Chief Librarian Spears also reported that the current administration's 2019 Budget proposal has zeroed out funding for Institute of Museum and Library Services. This will have a tremendous impact on all libraries, bringing an end to Library Services and Technology Act grants that support statewide initiatives and cooperative agreements between public, school, academic, research and special libraries and would have a negative long term impact upon PPLD.

BUSINESS ITEMS

Decision 18-2-1: Consent Items

Consent Items Presented:

1. New Hires

Motion: Cathy Grossman moved to approve all items in the consent agenda as presented.

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was approved unanimously.

Unfinished Business

Decision 18-2-2: Finalization of 2018 Goals for Chief Librarian & CEO

2018 goals for Chief Librarian & CEO John Spears were presented. The Board suggested several small amendments. The amended goals read as follows:

1. Lead and monitor the implementation of the PPLD Strategic Plan.
2. Continue implementation of the Singer Study.
3. Evaluate current facilities and infrastructure plans and develop and implement the plans as appropriate.
4. Develop plans to increase awareness of Library programs and services.
5. Develop and implement a Leadership Team Succession Plan that includes professional development, mentoring, and industry and local community involvement.
6. Brief the Board quarterly about the progress of these goals.

Motion: Katherine Spicer moved that the Board of Trustees Approve the 2018 Goals for Chief Librarian Spears as amended.

Second: Cathy Grossman seconded the motion.

Vote: The motion was approved unanimously.

New Business

Decision 18-2-3: Reservation System Replacement

PPLD's current computer reservation and printing software has components that require replacement in 2018, and the software's inability to migrate to the Windows 10 operating system provides an "uneven" experience to patrons across the District and requires staff to be familiar with 3 different Windows operating systems. Total Business Solutions (TBS) is the only vendor that meets PPLD's established requirements. TBS will provide an integrated kiosk allowing patrons to complete transactions for printing, copying, scanning and faxing and software for a web-based computer booking solution.

Motion: Keith Clayton moved that the Board of Trustees approve the selection of Total Business Solutions as the vendor for replacement of the existing reservation system.

Second: Ken Beach seconded the motion.

Vote: The motion was approved unanimously.

Decision 18-2-4: Policy Update: FMLA

Board Policy for the Family and Medical Leave Act (FMLA) Leaves of Absence has been updated. Amendment of a typo (change "providers" to "provides") is required.

Motion: Cathy Grossman moved to approve updates to Board Policy in the FMLA Policy as amended.

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was approved unanimously.

Decision 18-2-5: Policy Update: Medical Leave

Board Policy for PPLD's Paid Medical Leave Policy has been updated.

Motion: Cathy Grossman moved to approve updates to Board Policy in the Medical Leave Policy as presented.

Second: Ken Beach seconded the motion.

Vote: The motion was approved unanimously.

Decision 18-2-6: Policy Update: Unpaid Leave Non-benefited Employees

Board Policy for PPLD's Unpaid Leave for Non-benefited Employees has been updated.

Motion: Wayne Vanderschuere moved to approve updates to Board Policy in the Unpaid Leave Non-benefited Employees Policy as presented.

Second: Keith Clayton seconded the motion.
Vote: The motion was approved unanimously.

Decision 18-2-7: Policy Update: Vacation Leave

Board Policy for PPLD's Vacation Leave Policy has been updated.

Motion: Ken Beach moved to approve updates to Board Policy in the Vacation Leave Policy as presented.

Second: Katherine Spicer seconded the motion.
Vote: The motion was approved unanimously.

Decision 18-2-8: Policy Update: Sabbatical Leave

Board Policy for PPLD's Sabbatical Leave Policy has been updated.

Motion: Wayne Vanderschuere moved to approve updates to Board Policy in the Sabbatical Leave Policy as presented.

Second: Cathy Grossman seconded the motion.
Vote: The motion was approved unanimously.

Decision 18-2-9: Policy Update: Leaves Under Colorado Statutes

Board Policy for Leaves Under Colorado Statutes has been updated.

Motion: Katherine Spicer moved to approve updates to Board Policy in the Leaves Under Colorado Statutes Policy as presented.

Second: Ken Beach seconded the motion.
Vote: The motion was approved unanimously.

Discussion: Changes to Personnel Policies

Chief Human Resources and Organization Development Officer Sally Jensen briefly discussed changes to the following PPLD Personnel Policies. She noted that updates consist of simplification and clarification of language in the policies in the administrative policy sections. Updates to administrative policy do not require Board approval.

- 100.4 Americans with Disabilities Act (ADA)
- 100.8 Hours of Work
- 100.9 Nepotism
- 200.3 Timekeeping
- 500.3 Bereavement Leave

ADJOURNMENT

There being no further business to conduct, President Owings adjourned the meeting at 5:32 p.m.

Upcoming Events, Press Clippings. Podcasts March 13, 2018

Click on links to read/see more. Find many more listings for programs and initiatives at *What's New* on ppld.org (<https://ppld.org/whats-new/all>)

Friends Spring Book Sale – March 16, 17 and 18th @ East Library
<https://ppld.org/whats-new/friends-spring-book-sale-0>

Sunday Concert Series - Scott and Johanna Hongell-Darsee March 18, 2pm Library 21c
ppld.org/spring-break

5th Congressional District Art Award Ceremony – March 23rd 5- 6pm Library 21c

Rising Stars – Class of 2018 – March 29th Stargazers Theatre
SA/FO Library Branch Manager Abby Simpson is a recipient.

Maker in Residence – Joann Bolek March and April
<https://ppld.org/whats-new/maker-residence-joanna-bolek>

Press Clippings

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

Wellness programs aid stress-free environment for local librarians (*Cheyenne Edition*, February 21, 2018)

Repair Cafes help Colorado Springs residents repair broken items instead of throwing them away (FOX21 News, February 18, 2018)

Pikes Peak Library District features 'First 100 Days!' of Trump in new exhibit (*Colorado Springs Gazette*, February 16, 2018)

County pension plan won't pay if an officer is killed on duty, but that could change (*Colorado Springs Independent*, February 14, 2018)

PPLD documents local response to Trump presidency in traveling photo exhibit (*Colorado Springs Independent*, February 12, 2018)

PPLD, MAC partner for Repair Café (*Pikes Peak Bulletin*, February 8, 2018)

Pikes Peak Library District Honors First Group of Career Online High School Graduates (GALE, February 6, 2018) {Full story originally posted to ppld.org, which you can read here.}

Library lending great films, too (*Colorado Springs Gazette*, February 3, 2018)

Recent PPLD TV Productions

Human Library promo (February 13, 2018; produced by Jamey Hastings)

PPLD Podcasts

All accessible through a variety of services at ppld.org/podcasts.

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

Most recent episode: Steve Wood of Concrete Couch and the Community Built Association.
(hosts Antonia Krupicka-Smith and Jeremiah Walter; produced by Dave Franklyn)

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

Most recent episode: Mary Elizabeth Ruwell – U.S. Air Force Academy & Colorado Springs Community Interaction during the Vietnam War Era; Mary Sprunger-Froese – HEAVENS NO! Dissent to Space Warfare, 1983 - Present (emcee Michael L. Olsen; produced by Tim Blevins)



Mission: To support, preserve, and promote the Pikes' Peak Library District's role in the community.

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

Friends Report March 13, 2018

Online Book Sales Year to Date:

E-commerce SALES TOTALS, Amazon and eBay combined)

- Feb '18 \$1571
- YTD \$5093

Betty Fields Writing Contest – 200 entries

Book Sale: March 16, 17, & 18, 2018 at East Library. Please stop by and support.

Book Store & Book Sale Volunteers were honored on February 17, 2018



March 13, 2018

The Knights of Columbus Hall Assessment Grant deliverables were approved by the State Historical Fund (SHF) in January. With the SHF documentation in hand, we are now able to request reimbursement of (up to) \$15,000.

The Foundation Board of Directors approved Disbursement Requests totaling \$226,858.52

| Fund Name | Amount | Purpose |
|---|-----------|--|
| Designated Funds | | |
| Alex Gilmore Endowment proceeds | \$ 500.00 | Alex Gilmore Birthday Party at Monument to support Children's programming. |
| Penrose Library Facilities Support | 16,000.00 | Reimbursement of capital expenditures |
| Cheyenne Mountain Support Fund | 7,085.00 | Reimbursement of capital expenditures |
| Fountain Library Support Fund | 1,000.00 | Reimbursement of capital expenditures |
| Green Mountain Falls Programs | 2,776.52 | Reimbursement of program expenditures |
| State of Colorado grant - Collection Management | 72,000.00 | State Grant to be used for purchases of library materials and related expenditures |
| Special Collections | 7,100.00 | Reimbursement of capital expenditures |
| Adult Education - AEFFLA Grant | 65,000.00 | Reimbursement of program expenditures |
| On Line High School | 15,000.00 | Reimbursement of program expenditures |
| Shivers Fund | 10,000.00 | Reimbursement of program expenditures |
| Ciavonne Fund | 500.00 | Reimbursement of program expenditures |
| Library 21c | 1,410.00 | Reimbursement of program expenditures |
| Children's programming | 7,240.00 | Reimbursement of program expenditures Sarah Weeks |
| Sand Creek Maker Space Grand Opening Events | 10,000.00 | Reimbursement of week-long celebration programs with Comcast grants |

| | | |
|--------------------|-----------------------------|---|
| | | |
| | | |
| SUBTOTAL | <u>215,611.52</u> | |
| Annual Fund | 1,200.00 | 3rd Annual Business Fair at PPLD. Up to 35 organizations, agencies, and B to B vendors will provide information for start-ups and small businesses. It is organized by PPLD Business Librarians |
| | 5,000.00 | Toward replacing video camera equipment for Creative Services Division at Studio 21c. |
| | 1,500.00 | Toward Black History Month programs in the East Region (Fountain, Ruth Holley, and Sand Creek). |
| | 297.00 | Sand Creek and Fountain Staff recognition event matched by Friends of Sand Creek and Fountain. |
| | 750.00 | Toward Adult Education Career On Line High School graduation and May Celebration activities. |
| | 2,500.00 | Mountain of Authors program support |
| SUBTOTAL | <u>11,247.00</u> | |
| GRAND TOTAL | <u>\$ 226,858.52</u> | |
| | | |

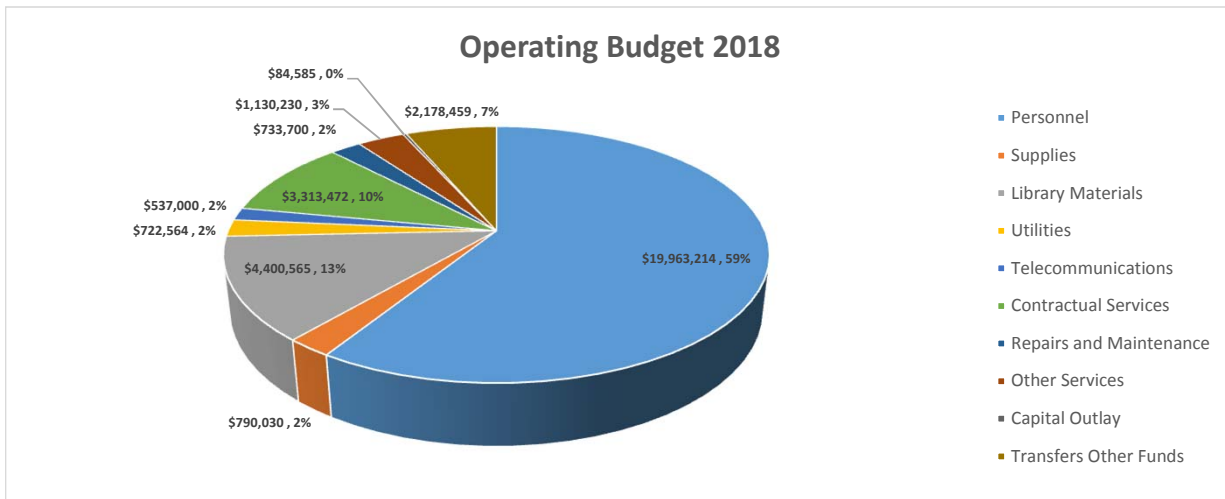
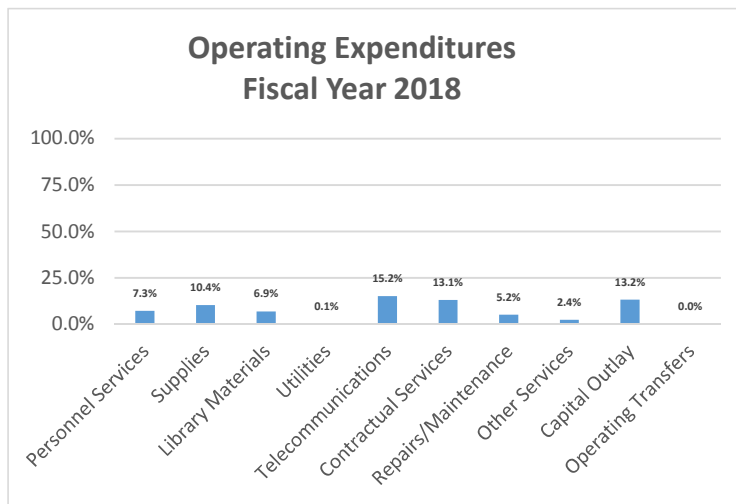
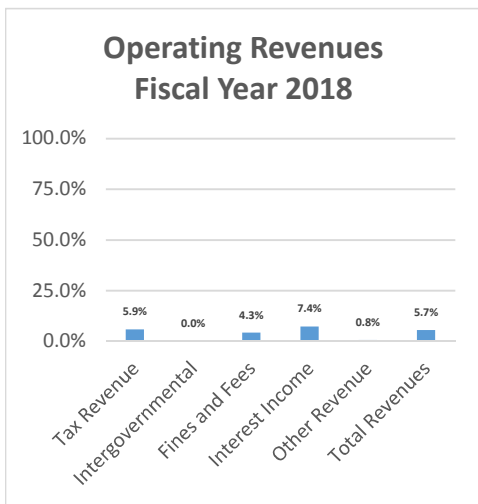
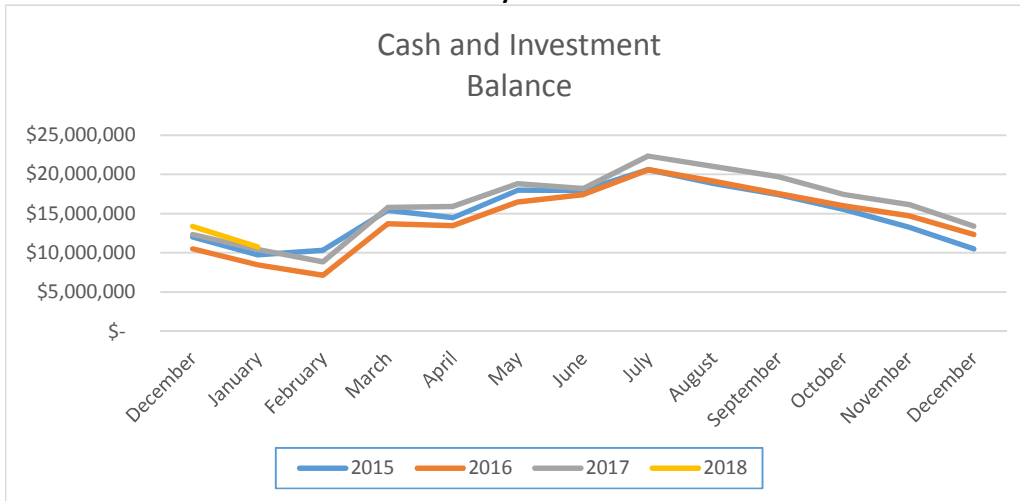
In addition to creating transition and procedural manuals (notebooks) for the department, we are focusing on building prospect lists. These efforts will support future development activities such as capital campaign planning. Special efforts are will focus on identifying loyal donors. Conventional wisdom points out the effectiveness and efficiencies of identifying loyal donors. This pool of supporters has received extra attention in the past and will continue to do so.

I will be submitting a grant request to the Kirkpatrick Family Fund to support Teen Services plans to bring Matt de la Pena, a Newbery Award-winning author of six young adult novels and four picture books. The author will present to local students and teachers.

Social media messaging attracted 1059 likes and ended with 1066 with 45 posts. The majority of the posts for the month were related shares from other library pages (internal and external) and library events.

Pikes Peak Library District Financial Dashboard

January 2018



Pikes Peak Library District

January 2018 Financial Report

Presented to Board of Trustees March 13, 2018

**Pikes Peak Library District
General Fund Summary
For the Month Ended January 31, 2018 and 2017**

Percent of Year 8.3%

| General Fund | Year-To-Date | | | | Notes |
|--------------------------|---------------------|---------------------|-------------------|--------------|-------|
| | 2018 | 2017 | Change | % Chg. | |
| Revenues | | | | | |
| Property Taxes | \$ 1,531,451 | \$ 769,333 | \$ 762,118 | 99.1% | |
| Specific Ownership Taxes | 263,517 | 265,761 | (2,244) | -0.8% | |
| Fines and Fees | 9,556 | 26,909 | (17,353) | -64.5% | |
| Interest Income | 15,572 | 8,968 | 6,604 | 73.6% | |
| Other Revenue | 6,880 | 5,654 | 1,226 | 21.7% | |
| Total Revenues | \$ 1,826,976 | \$ 1,076,625 | \$ 750,351 | 69.7% | |

Note - It is difficult to explain variances from 2017 to 2018 after only one month of data due to timing of activity. That being said property tax collections are higher in January 2018 compared to January 2017 primarily because some property owners wanted to prepay their 2018 taxes late in 2017 because of the changes made to the 2018 federal tax code related to deductible limits on taxes paid during 2018 (per the El Paso County Assessor's Office).

Pikes Peak Library District
Statement of Revenues
General Fund
Period 01/01/2018 - 01/31/2018

| Account Description | 2018 Budget | YTD Actual | Variance | % Used |
|------------------------------------|----------------------|---------------------|----------------------|-------------|
| Tax Revenue | | | | |
| Property Taxes - Current | \$ 27,082,219 | \$ 1,529,894 | \$ 25,552,325 | 5.6% |
| Property Taxes-Abatement | (110,000) | (338) | (109,662) | 0.3% |
| Property Taxes - Omitted | 4,000 | - | 4,000 | 0.0% |
| Property Taxes - Delinquent | 15,000 | 1,796 | 13,204 | 12.0% |
| Penalty/Interest-Del Property | 33,000 | 99 | 32,901 | 0.3% |
| Specific Ownership Taxes | 3,400,000 | 263,517 | 3,136,483 | 7.8% |
| Local Gov In Lieu Of Tax | 10,500 | - | 10,500 | 0.0% |
| Total Tax Revenue | 30,434,719 | 1,794,968 | 28,639,751 | 5.9% |
| Intergovernmental | | | | |
| Federal - eRate Funding | 225,000 | - | 225,000 | 0.0% |
| State Grant - Library Materials | 145,000 | - | 145,000 | 0.0% |
| Total Intergovernmental | 370,000 | - | 370,000 | 0.0% |
| Fines and Fees | | | | |
| Fines And Fees | 220,800 | 9,556 | 211,244 | 4.3% |
| Interest Income | | | | |
| Interest Earnings | 210,000 | 15,572 | 194,428 | 7.4% |
| Other Revenue | | | | |
| Donations-PPLD Foundation | 659,725 | - | 659,725 | 0.0% |
| Donations - Civic Organization | 15,000 | - | 15,000 | 0.0% |
| Donations - Other Categories | 20,000 | 66 | 19,934 | 0.3% |
| Copier Charges | 36,600 | 2,887 | 33,713 | 7.9% |
| Patrn Mgmt System Printer | 48,400 | 2,327 | 46,073 | 4.8% |
| Parking Lot Collections | 34,000 | 1,351 | 32,649 | 4.0% |
| Merchandise Sales | 4,800 | 189 | 4,611 | 3.9% |
| Miscellaneous | 15,200 | 15 | 15,185 | 0.1% |
| Sales Of Assets - Gen Capital | 4,200 | 45 | 4,155 | 1.1% |
| Total Other Revenue | 837,925 | 6,880 | 831,045 | 0.8% |
| Total General Fund Revenues | \$ 32,073,444 | \$ 1,826,976 | \$ 30,246,468 | 5.7% |

**Pikes Peak Library District
General Fund Summary
For the Month Ended January 31, 2018 and 2017**

| General Fund | Year-To-Date | | | | Notes |
|------------------------------------|---------------------|---------------------|-------------------|--------------|-------|
| | 2018 | 2017 | Change | % Chg. | |
| Expenditures | | | | | |
| Personnel | \$ 1,455,553 | \$ 1,249,221 | \$ 206,332 | 16.5% | |
| Supplies | 81,130 | 16,054 | 65,076 | 405.4% | |
| Library Materials | 305,559 | 259,733 | 45,826 | 17.6% | |
| Utilities | 375 | - | 375 | 100.0% | |
| Telecommunication costs | 77,004 | - | 77,004 | 100.0% | |
| Contractual Services | 433,274 | 220,646 | 212,628 | 96.4% | |
| Repairs and Maintenance | 40,655 | 11,579 | 29,076 | 251.1% | |
| Other Services | 27,645 | 20,535 | 7,110 | 34.6% | |
| Capital Outlay | 11,165 | 3,355 | 7,810 | 232.8% | |
| Operating Transfers To Other Funds | - | - | - | 0.0% | |
| Total Expenditures | \$ 2,432,360 | \$ 1,781,123 | \$ 651,237 | 36.6% | |

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,

Please note the balance under Personnel Services for 2018 is reflective of all pay adjustments (hourly rate adjustments) made during 2017 as a result of the compensation study.

The balance under Contractual Services for 2018 includes the annual payments for several support maintenance agreements made in January for the full year, whereas in 2017, the same payments were made later in the year.

**Pikes Peak Library District
Statement of Expenditures
General Fund
Period 01/01/2018 - 01/31/2018**

| Account Description | 2018 Budget | YTD Actual | Available Budget | % Used |
|---------------------------------|--------------------|-------------------|-------------------------|---------------|
| Personnel Services | | | | |
| Regular Employees | \$ 15,835,397 | \$ 1,063,817 | \$ 14,771,580 | 6.7% |
| Temporary Employees | 51,934 | 696 | 51,238 | 1.3% |
| Substitute Employees | 191,529 | 34,723 | 156,806 | 18.1% |
| Work-Study And Internship | 30,439 | - | 30,439 | 0.0% |
| Social Security Contributions | 1,096,789 | 80,309 | 1,016,480 | 7.3% |
| Retirement Contributions | 831,126 | 59,266 | 771,860 | 7.1% |
| Health Plan Contributions | 1,650,000 | 150,803 | 1,499,197 | 9.1% |
| Unemployment Compensation | 45,000 | - | 45,000 | 0.0% |
| Workers Compensation | 85,000 | 58,690 | 26,310 | 69.0% |
| Vision Plan Ins Contributions | 55,000 | 4,086 | 50,914 | 7.4% |
| Life A&D Ins Contributions | 51,000 | 3,163 | 47,837 | 6.2% |
| Tuition Reimbursement | 40,000 | - | 40,000 | 0.0% |
| Total Personnel Services | 19,963,214 | 1,455,553 | 18,507,661 | 7.3% |
| Supplies | | | | |
| General Supplies | 190,344 | 8,253 | 182,091 | 4.3% |
| Microform Supplies | 2,450 | - | 2,450 | 0.0% |
| Software Purchases | 252,000 | 59,687 | 192,313 | 23.7% |
| Computer Supplies | 36,000 | - | 36,000 | 0.0% |
| Processing Supplies | 95,000 | - | 95,000 | 0.0% |
| Office Supplies | 145,350 | 11,116 | 134,234 | 7.6% |
| Other Supplies | 58,386 | 2,074 | 56,312 | 3.6% |
| Total Supplies | 779,530 | 81,130 | 698,400 | 10.4% |
| Library Materials | | | | |
| Audio-Visual Materials | 808,300 | 34,153 | 774,147 | 4.2% |
| Books | 1,424,679 | 37,323 | 1,387,356 | 2.6% |
| E-Materials | 1,308,000 | 70,495 | 1,237,505 | 5.4% |
| Library Materials - Other | 261,000 | 10,265 | 250,735 | 3.9% |
| Microforms | 5,000 | - | 5,000 | 0.0% |
| Periodicals | 110,250 | 84,381 | 25,869 | 76.5% |
| Serials | 28,000 | 9,036 | 18,964 | 32.3% |
| Databases - On-Line Services | 455,336 | 59,715 | 395,621 | 13.1% |
| Memorial Materials | - | 191 | (191) | 100.0% |
| Total Library Materials | 4,400,565 | 305,559 | 4,095,006 | 6.9% |
| Utilities | | | | |
| Gas | 103,558 | 375 | 103,183 | 0.4% |
| Electric | 509,688 | - | 509,688 | 0.0% |
| Water And Sewer | 110,602 | - | 110,602 | 0.0% |
| Total Utilities | 723,848 | 375 | 723,473 | 0.1% |
| Telecommunications | | | | |
| Data Telecommunications | 356,000 | 73,634 | 282,366 | 20.7% |

Pikes Peak Library District
Statement of Expenditures
General Fund
Period 01/01/2018 - 01/31/2018

| Account Description | 2018 Budget | YTD Actual | Available Budget | % Used |
|--------------------------------------|--------------------|-------------------|-------------------------|---------------|
| Voice Telecommunications | 70,000 | 3,210 | 66,790 | 4.6% |
| Cellular Telecommunicati | 76,000 | 160 | 75,840 | 0.2% |
| Telecommunications Expansion | 5,000 | - | 5,000 | 0.0% |
| Total Telecommunications | 507,000 | 77,004 | 429,996 | 15.2% |
| Contractual Services | | | | |
| Janitorial Services | 282,000 | 22,988 | 259,012 | 8.2% |
| Carpet Cleaning Services | 117,000 | 11,059 | | |
| Rental-Library Facilitie | 556,434 | 43,580 | 512,854 | 7.8% |
| Common Area Mntn Costs | 152,485 | 12,808 | 139,677 | 8.4% |
| Rental-Storage Area | 16,800 | 1,350 | 15,450 | 8.0% |
| Audit | 43,500 | - | 43,500 | 0.0% |
| Legal | 50,000 | - | 50,000 | 0.0% |
| Consultant | 241,000 | 3,374 | 237,626 | 1.4% |
| Cataloging | 50,600 | - | 50,600 | 0.0% |
| Trash Removal | 20,819 | 1,680 | 19,139 | 8.1% |
| Copier Services | 51,000 | - | 51,000 | 0.0% |
| Courier Services | 211,850 | 9,725 | 202,125 | 4.6% |
| Ins-Not Employee Benefit | 185,000 | 144,798 | 40,202 | 78.3% |
| Collection Agency Fees | 35,000 | - | 35,000 | 0.0% |
| Printing | 101,200 | - | 101,200 | 0.0% |
| Programming | 342,404 | 3,468 | 338,936 | 1.0% |
| Treasurer Fees | 402,122 | 22,977 | 379,145 | 5.7% |
| Microfilming Services | 19,600 | 12 | 19,588 | 0.1% |
| Computer Support Agreement | 110,500 | 62,979 | 47,521 | 57.0% |
| Maintenance-Computer Equipment | 230,000 | 91,181 | 138,819 | 39.6% |
| Software Licenses | 19,000 | 1,295 | 17,705 | 6.8% |
| Employee Assistance Program | 20,000 | - | 20,000 | 0.0% |
| Parking | 42,375 | - | 42,375 | 0.0% |
| Total Contractual Services | 3,300,690 | 433,274 | 2,761,475 | 13.1% |
| Repairs and Maintenance | | | | |
| Grounds Maintenance | 73,500 | - | 73,500 | 0.0% |
| Vehicle Operating Supplies | 57,000 | 962 | 56,038 | 1.7% |
| Maintenance-Equipment | 365,000 | 33,856 | 331,144 | 9.3% |
| Repairs-Equipment | 119,350 | - | 119,350 | 0.0% |
| Repairs-Furniture | 31,000 | 2,785 | 28,215 | 9.0% |
| Repairs-Buildings | 137,850 | 3,052 | 134,798 | 2.2% |
| Total Repairs and Maintenance | 783,700 | 40,655 | 743,045 | 5.2% |
| Other Services | | | | |
| Translation Services | 2,500 | - | 2,500 | 0.0% |
| Advertising | 2,750 | - | 2,750 | 0.0% |
| Bank And Trustee Fees | 16,600 | - | 16,600 | 0.0% |
| Information Listing | 15,000 | 11,220 | 3,780 | 74.8% |

Pikes Peak Library District
Statement of Expenditures
General Fund
Period 01/01/2018 - 01/31/2018

| Account Description | 2018 Budget | YTD Actual | Available Budget | % Used |
|---|----------------------|---------------------|-------------------------|---------------|
| Mileage/Travel Reimbursment | 71,259 | - | 71,259 | 0.0% |
| Employee Recruitment | 42,500 | - | 42,500 | 0.0% |
| Employee Testing | 500 | - | 500 | 0.0% |
| Dues/Membership/Bus Functions | 62,126 | 3,902 | 58,224 | 6.3% |
| Merchandising | 5,000 | - | 5,000 | 0.0% |
| Employee Recognition/Excellence | 20,525 | 1,206 | 19,319 | 5.9% |
| Board Of Trustees | 3,000 | 472 | 2,528 | 15.7% |
| Community Outreach | 70,000 | - | 70,000 | 0.0% |
| Training | 230,450 | 1,710 | 228,740 | 0.7% |
| Signage | 8,000 | 356 | 7,644 | 4.5% |
| Bindery | 5,000 | 333 | 4,667 | 6.7% |
| Summer Reading Club | 44,006 | 5,923 | 38,083 | 13.5% |
| Patron Reimbursement | 1,000 | - | 1,000 | 0.0% |
| Postage | 92,500 | 2,520 | 89,980 | 2.7% |
| Volunteer Program | 5,900 | - | 5,900 | 0.0% |
| Safety & Wellness | 18,500 | - | 18,500 | 0.0% |
| Other Grant Designated Fund Exp | 381,225 | - | 381,225 | 0.0% |
| Administrative Support | 10,500 | - | 10,500 | 0.0% |
| Rental-Equipment | 1,000 | 28 | 972 | 2.8% |
| Other Expenses | 22,389 | (25) | 22,414 | -0.1% |
| Total Other Services | 1,132,230 | 27,645 | 1,104,585 | 2.4% |
| Capital Outlay | | | | |
| Buildings | 45,200 | 11,165 | 34,035 | 24.7% |
| Equipment | 8,000 | - | 8,000 | 0.0% |
| Furniture | 14,600 | - | 14,600 | 0.0% |
| Capital Outlay-Other Expenditures | 16,785 | - | 16,785 | 0.0% |
| Total Capital Outlay | 84,585 | 11,165 | 73,420 | 13.2% |
| Operating Transfers to Other Funds | | | | |
| Fund Transfers Out | 2,178,459 | - | 2,178,459 | 0.0% |
| Total Expenditures | \$ 33,853,821 | \$ 2,432,360 | \$ 31,315,520 | 7.2% |

**Pikes Peak Library District
Special Revenue Funds
Period 01/01/2018 - 01/31/2018**

| | |
|--|-------------------|
| Fund Balance - January 1, 2018 | \$ 231,580 |
| Budgeted Expenditures | - |
| Fund Balance - January 31, 2018 | <u>\$ 231,580</u> |

Fund Balance - By Fund

| | |
|-------------------------------------|-------------------|
| Annual Fund | \$ 212 |
| Cheyenne Mountain Library Fund | 812 |
| Fountain Branch Library Fund | 18,725 |
| High Prairie Library Fund | 174,574 |
| Sand Creek Library Fund | 30,772 |
| 1905 Carnegie Library Facility Fund | 4,374 |
| Carnegie Garden Support Fund | 998 |
| Special Collections Support Fund | 1,113 |
| | <u>\$ 231,580</u> |

Pikes Peak Library District
 East Library Capital Projects Fund
 Period 01/01/2018 - 01/31/2018

| Account Description | Original Approp | Carryover | Revised Budget | Ytd Expended | Encumbrances | Available Budget | % Used |
|--|--------------------|--------------------|--------------------|-------------------|--------------------|------------------|--------------|
| Expenditures | | | | | | | |
| 2018 Budget | | | | | | | |
| Roof Inspection And Repairs | \$ 3,500 | \$ - | \$ 3,500 | \$ - | \$ - | \$ 3,500 | 0% |
| Canvas Roll-Up Awning Mater | 6,000 | - | 6,000 | - | 6,000 | - | 100% |
| Replace Public Water Fountains | 5,200 | - | 5,200 | - | - | 5,200 | 0% |
| Replace Staff Lounge Blinds | 5,500 | - | 5,500 | - | 5,102 | 398 | 93% |
| Replace Storytime Room Divider | 18,000 | - | 18,000 | - | 18,000 | - | 100% |
| Laminator | 2,000 | - | 2,000 | - | - | 2,000 | 0% |
| Additional Study Room Chairs | 3,500 | - | 3,500 | - | - | 3,500 | 0% |
| Reface Cabinets In Story Office | 15,000 | - | 15,000 | - | - | 15,000 | 0% |
| Tractor Replacement | 12,000 | - | 12,000 | - | - | 12,000 | 0% |
| Sub-Total | 70,700 | - | 70,700 | - | 29,102 | 41,598 | 41% |
| Carryover From 2017 | | | | | | | |
| Water Treatment System | - | 3,000 | 3,000 | - | - | 3,000 | 0% |
| Roof Inspection And Repairs | - | 3,385 | 3,385 | - | - | 3,385 | 0% |
| Blinds For Esl Office | - | 27 | 27 | - | - | 27 | 0% |
| Blinds For Erc/Maker Space | - | 959 | 959 | - | - | 959 | 0% |
| Window Leak-2Nd Floor | - | 7,500 | 7,500 | - | - | 7,500 | 0% |
| Additional Meeting Room Chairs | - | 817 | 817 | - | - | 817 | 0% |
| Teen Center-Interior Paint | - | 757 | 757 | - | - | 757 | 0% |
| Ea Update Security Equipment | - | 5,000 | 5,000 | - | - | 5,000 | 0% |
| Paint Shelves | - | 945 | 945 | - | - | 945 | 0% |
| Mural | - | 183 | 183 | - | - | 183 | 0% |
| Chair Replacement | - | 958 | 958 | - | - | 958 | 0% |
| It Equipment | - | 2,071 | 2,071 | - | - | 2,071 | 0% |
| Sub-Total | - | 25,603 | 25,603 | - | - | 25,603 | 0% |
| Total Expenditures | 70,700 | 25,603 | 96,303 | - | 29,102 | 67,202 | 30.2% |
| Sources of Funds | | | | | | | |
| Operating Transfer - General Fund | - | - | - | - | - | - | 0.0% |
| Excess Revenues over Expenditures | \$ (70,700) | \$ (25,603) | \$ (96,303) | - | \$ (67,202) | | |
| Fund Balance - January 1, 2018 | | | | 107,746 | | | |
| Fund Balance - January 31, 2018 | | | | <u>\$ 107,746</u> | | | |

Pikes Peak Library District
 Penrose Library Capital Projects Fund
 Period 01/01/2018 - 01/31/2018

| Account Description | Original Approp | Carryover | Revised Budget | Ytd Expended | Encumbrances | Available Budget | % Used |
|--|-------------------|--------------------|--------------------|------------------|---------------|--------------------|-------------|
| Expenditures | | | | | | | |
| 2018 Budget | | | | | | | |
| Roof Inspection And Repairs | \$ 3,500 | \$ - | \$ 3,500 | \$ - | \$ - | \$ 3,500 | 0% |
| Meeting Room - Lower Level | 275,000 | - | 275,000 | - | - | 275,000 | 0% |
| Additional Power/Data In Readi | 15,000 | - | 15,000 | - | - | 15,000 | 0% |
| Uv Film On Reading Room | 13,000 | - | 13,000 | - | - | 13,000 | 0% |
| Carpet Repl - Reading Room | 15,000 | - | 15,000 | - | - | 15,000 | 0% |
| Upgrade Two Interior Elevators | 58,000 | - | 58,000 | - | 49,534 | 8,466 | 85% |
| Chiller Replacement | 55,000 | - | 55,000 | - | - | 55,000 | 0% |
| 27" Laminator | 2,500 | - | 2,500 | - | - | 2,500 | 0% |
| Hvac Heating Loop & Glycol | 17,000 | - | 17,000 | - | - | 17,000 | 0% |
| Reconfigure Children'S Desk | 5,000 | - | 5,000 | - | - | 5,000 | 0% |
| Furniture Children'S Area | 7,000 | - | 7,000 | - | - | 7,000 | 0% |
| End Caps & Canopies For Shelvi | 20,000 | - | 20,000 | - | - | 20,000 | 0% |
| Koc Renovation | 865,000 | - | 865,000 | - | - | 865,000 | 0% |
| Sub-Total | 1,351,000 | - | 1,351,000 | - | 49,534 | 1,301,466 | 3.7% |
| Carryover From 2017 | | | | | | | |
| Building Improvement - Penrose | - | 5,280 | 5,280 | - | - | 5,280 | 0% |
| Roof Inspection And Repairs | - | 2,280 | 2,280 | - | - | 2,280 | 0% |
| Replace Floors In Elevators | - | 108 | 108 | - | - | 108 | 0% |
| Window Caulking | - | 4,028 | 4,028 | - | - | 4,028 | 0% |
| Roof Maintenance | - | 985 | 985 | - | 415 | 570 | 42% |
| Window Blinds For Ea | - | 236 | 236 | - | - | 236 | 0% |
| Replace Existing Parking Meter | - | 50,000 | 50,000 | - | - | 50,000 | 0% |
| Facade Repair | - | 350 | 350 | - | - | 350 | 0% |
| Elevator Modernization - Cab | - | 8,914 | 8,914 | - | - | 8,914 | 0% |
| Convert Pea Gravel Walk | - | 2,000 | 2,000 | - | - | 2,000 | 0% |
| Wood Repairs & Scaffolding | - | 3,430 | 3,430 | - | - | 3,430 | 0% |
| Shelving Signage | - | 2,000 | 2,000 | - | - | 2,000 | 0% |
| Replace 4 Staff Chairs | - | 104 | 104 | - | - | 104 | 0% |
| Capital Outlay-Other Expenses | - | 464 | 464 | - | - | 464 | 0% |
| Sub-Total | - | 80,179 | 80,179 | - | 415 | 79,764 | 0.5% |
| Total Expenditures | 1,351,000 | 80,179 | 1,431,179 | - | 49,949 | 1,381,230 | 3.5% |
| Sources of Funds | | | | | | | |
| Fundraising | 11,000 | - | 11,000 | - | - | 11,000 | 0% |
| Operating Transfer - General Fund | 1,335,841 | - | 1,335,841 | - | - | 1,335,841 | 0% |
| Total Sources of Funds | 1,346,841 | - | 1,346,841 | - | - | 1,346,841 | 0% |
| Excess Revenues over Expenditures | \$ (4,159) | \$ (80,179) | \$ (84,338) | \$ - | \$ - | \$ (34,389) | |
| Fund Balance - January 1, 2018 | | | | 84,338 | | | |
| Fund Balance - January 31, 2018 | | | | <u>\$ 84,338</u> | | | |

Pikes Peak Library District
Library 21c Capital Projects Fund
Period 01/01/2018 - 01/31/2018

| Account Description | Original Approp | Carryover | Revised Budget | Ytd Expended | Encumbrances | Available Budget | % Used |
|--|--------------------|---------------------|---------------------|--------------|---------------|---------------------|--------------|
| Expenditures | | | | | | | |
| 2018 Budget | | | | | | | |
| Concrete Walkway Ea To South | \$ 19,500 | \$ - | \$ 19,500 | \$ - | \$ - | \$ 19,500 | 0% |
| Courtyard Improvements | 20,000 | - | 20,000 | - | - | 20,000 | 0% |
| Roof Repairs | 3,000 | - | 3,000 | - | - | 3,000 | 0% |
| Ent & Make li Window Treatment | 9,000 | - | 9,000 | - | - | 9,000 | 0% |
| Roof Replacement (Fully Adhere | 60,000 | - | 60,000 | - | - | 60,000 | 0% |
| New Teen Service Desk | 1,200 | - | 1,200 | - | - | 1,200 | 0% |
| Cafe Table Public Area | 19,500 | - | 19,500 | - | - | 19,500 | 0% |
| Install Additional Can Lights | 1,200 | - | 1,200 | - | - | 1,200 | 0% |
| New Display Case With Lighting | 3,500 | - | 3,500 | - | - | 3,500 | 0% |
| Av Equipment Maintenance | 12,000 | - | 12,000 | - | - | 12,000 | 0% |
| Increase Stage Size | 15,000 | - | 15,000 | - | - | 15,000 | 0% |
| Studio Noise Mitigation | 25,000 | - | 25,000 | - | - | 25,000 | 0% |
| Venue Led Lighting | 10,000 | - | 10,000 | - | - | 10,000 | 0% |
| Production Music | 1,600 | - | 1,600 | - | - | 1,600 | 0% |
| Public Equipment Eol Replacem | 4,000 | - | 4,000 | - | - | 4,000 | 0% |
| New Public Equipment Inventory | 4,000 | - | 4,000 | - | - | 4,000 | 0% |
| Sub-Total | 208,500 | - | 208,500 | - | - | 208,500 | 0.0% |
| Carryover From 2017 | | | | | | | |
| Parking Repairs | - | 7,446 | 7,446 | - | 3,458 | 3,988 | 46% |
| Install Ceiling Fans In Childr | - | 1,750 | 1,750 | - | - | 1,750 | 0% |
| Sound Dampening Of Amh Space | - | 3,000 | 3,000 | - | - | 3,000 | 0% |
| Improv Teen Gaming Room | - | 18,134 | 18,134 | - | 18,134 | - | 100% |
| Ada Fixtures | - | 36 | 36 | - | - | 36 | 0% |
| Audio Booth | - | 2,000 | 2,000 | - | - | 2,000 | 0% |
| Contingency | - | 35,868 | 35,868 | - | - | 35,868 | 0% |
| Staging | - | 4,675 | 4,675 | - | - | 4,675 | 0% |
| Audio/Lighting | - | 4,000 | 4,000 | - | - | 4,000 | 0% |
| Signage | - | 5,000 | 5,000 | - | - | 5,000 | 0% |
| Patron Registration | - | 3,000 | 3,000 | - | - | 3,000 | 0% |
| Portable Projectors | - | 13,000 | 13,000 | - | - | 13,000 | 0% |
| Audio Room - Mikes Hanging | - | 1,500 | 1,500 | - | - | 1,500 | 0% |
| Munis Record Management Syst | - | 30,000 | 30,000 | - | - | 30,000 | 0% |
| Sub-Total | - | 129,409 | 129,409 | - | 21,592 | 107,817 | 16.7% |
| Total Expenditures | 208,500 | 129,409 | 337,909 | - | 21,592 | 316,317 | 6.4% |
| Sources of Funds | | | | | | | |
| Donations | 167,128 | - | 167,128 | - | - | 167,128 | 0.0% |
| Excess Revenues over Expenditures | \$ (41,372) | \$ (129,409) | \$ (170,781) | - | - | \$ (149,189) | |
| Fund Balance - January 1, 2018 | | | | 177,499 | | | |
| Fund Balance - January 31, 2018 | | | \$ 177,499 | | | | |

Pikes Peak Library District
 Capital Reserve Fund
 Period 01/01/2018 - 01/31/2018

| Account Description | Original Approp | Carryover | Revised Budget | Ytd Expended | Encumbrances | Available Budget | % Used |
|----------------------------------|-----------------|-----------|----------------|--------------|--------------|------------------|-----------|
| Expenditures | | | | | | | |
| 2018 Budget | | | | | | | |
| Upgrade Children's Area Lighting | \$ 4,000 | \$ - | \$ 4,000 | \$ - | \$ - | \$ 4,000 | 0% |
| DW- Concrete Replacement | 12,000 | - | 12,000 | - | - | 12,000 | 0% |
| DW - Asphalt Repairs | 15,000 | - | 15,000 | - | - | 15,000 | 0% |
| Upgrade Fire System Dialers | 15,000 | - | 15,000 | - | - | 15,000 | 0% |
| Furniture Replacement | 10,600 | - | 10,600 | - | - | 10,600 | 0% |
| Childr&Teen Area Furnit | 7,000 | - | 7,000 | - | - | 7,000 | 0% |
| Bo - Senior Van | 125,000 | - | 125,000 | - | - | 125,000 | 0% |
| Replace Generator For Bookmobile | 12,500 | - | 12,500 | - | - | 12,500 | 0% |
| Contingency | 50,000 | - | 50,000 | 1,143 | 7,920 | 40,938 | 1810% |
| Contingency - Furniture Replac | 25,000 | - | 25,000 | - | - | 25,000 | 0% |
| Self-Check Stations | 20,000 | - | 20,000 | - | - | 20,000 | 0% |
| Copiers & Printers Repl | 200,000 | - | 200,000 | - | - | 200,000 | 0% |
| Telephone Switches | 150,000 | - | 150,000 | - | - | 150,000 | 0% |
| Dibos And Camera Upgrades | 42,000 | - | 42,000 | - | - | 42,000 | 0% |
| Replace Evanced Room Booking | 50,000 | - | 50,000 | - | - | 50,000 | 0% |
| Av Equip For Audio Visual Dw | 50,000 | - | 50,000 | - | - | 50,000 | 0% |
| Contingency I/T | 23,000 | - | 23,000 | - | - | 23,000 | 0% |
| Video Projector Repl & Addit | 5,000 | - | 5,000 | - | - | 5,000 | 0% |
| Maker Machinery Purchases | 13,586 | - | 13,586 | - | - | 13,586 | 0% |
| New Machinery | 12,932 | - | 12,932 | - | - | 12,932 | 0% |
| Sub-Total | 842,618 | - | 842,618 | 1,143 | 7,920 | 833,556 | 1% |

Carryover From 2017

| | | | | | | | |
|--------------------------------|---|--------|--------|---|---|--------|----|
| Building Maint-Minor Renov Prj | - | 25,000 | 25,000 | - | - | 25,000 | 0% |
| Ma - Building Maintenance/Mino | - | 10,000 | 10,000 | - | - | 10,000 | 0% |
| Ma - Other Furn Or Equip Repl | - | 1,000 | 1,000 | - | - | 1,000 | 0% |

Pikes Peak Library District
Capital Reserve Fund
Period 01/01/2018 - 01/31/2018

| Account Description | Original Approp | Carryover | Revised Budget | Ytd Expended | Encumbrances | Available Budget | % Used |
|------------------------------|------------------------|------------------|-----------------------|---------------------|---------------------|-------------------------|---------------|
| Ho-Access Control | - | 2,473 | 2,473 | - | 473 | 2,001 | 0% |
| Mo-Access Control | - | 12,000 | 12,000 | 7,928 | 372 | 3,700 | 0% |
| Ro-Access Control | - | 267 | 267 | - | - | 267 | 0% |
| Sa-Access Control | - | 1,100 | 1,100 | - | 491 | 609 | 0% |
| Dw- Concrete Replacement | - | 11,560 | 11,560 | - | - | 11,560 | 0% |
| Dw - Asphalt Repairs | - | 20,973 | 20,973 | - | 9,000 | 11,973 | 0% |
| Mo-Painting | - | 3,388 | 3,388 | - | - | 3,388 | 0% |
| Staff Lounges Improvements | - | 30,000 | 30,000 | - | - | 30,000 | 0% |
| Adult Ed Improvements | - | 30,000 | 30,000 | - | - | 30,000 | 0% |
| Water Management System | - | 25,000 | 25,000 | - | - | 25,000 | 0% |
| Furniture Replacement | - | 15,036 | 15,036 | - | - | 15,036 | 0% |
| Standing Workstation-Garage | - | 42 | 42 | - | - | 42 | 0% |
| Ho-Study Table & Chairs | - | 43 | 43 | - | - | 43 | 0% |
| Mo-Storage Cabinets | - | 634 | 634 | - | - | 634 | 0% |
| Mo-Reupholster Mr Chairs | - | 116 | 116 | - | - | 116 | 0% |
| Pa-Storage Shed | - | 280 | 280 | - | - | 280 | 0% |
| Vehicles | - | 49,954 | 49,954 | 41,329 | - | 8,625 | 0% |
| Bo - Senior Van | - | 75,000 | 75,000 | - | - | 75,000 | 0% |
| Contingency | - | 49,621 | 49,621 | - | 11,371 | 38,250 | 0% |
| Servers-Replacements | - | 25,000 | 25,000 | - | - | 25,000 | 0% |
| Maintenance Hard&Soft | - | 13,079 | 13,079 | - | - | 13,079 | 0% |
| Replace Computers | - | 161,000 | 161,000 | - | 77,485 | 83,515 | 0% |
| Technology Refresh (Patrons) | - | 68,795 | 68,795 | - | - | 68,795 | 0% |
| Self-Check Stations | - | 5,876 | 5,876 | - | - | 5,876 | 0% |
| Barcode Scanners | - | 15,102 | 15,102 | - | - | 15,102 | 0% |
| Tipping Point Replacements | - | 5,270 | 5,270 | - | - | 5,270 | 0% |
| Firewall Replacement | - | 45,000 | 45,000 | - | - | 45,000 | 0% |
| Archival Manag System | - | 12,000 | 12,000 | - | - | 12,000 | 0% |
| Equip Init - Security | - | 58,121 | 58,121 | - | - | 58,121 | 0% |
| Phone System | - | 29,768 | 29,768 | - | - | 29,768 | 0% |
| Children'S Equipment | - | 94,000 | 94,000 | 93,537 | - | 463 | 0% |

Pikes Peak Library District
 Capital Reserve Fund
 Period 01/01/2018 - 01/31/2018

| Account Description | Original Approp | Carryover | Revised Budget | Ytd Expended | Encumbrances | Available Budget | % Used |
|-------------------------------|-----------------|-----------|----------------|--------------|--------------|------------------|--------|
| Special Collections Equip | - | 29,000 | 29,000 | - | - | 29,000 | 0% |
| Ea Library Tween Computers | - | 4,000 | 4,000 | - | - | 4,000 | 0% |
| Comp & Print Reservation | - | 50,000 | 50,000 | - | - | 50,000 | 0% |
| Telephone System Repl Project | - | 150,000 | 150,000 | - | - | 150,000 | 0% |
| Contingency I/T | - | 86,050 | 86,050 | - | - | 86,050 | 0% |
| Upgrades To Avid Liq 7.0 | - | 1,000 | 1,000 | - | - | 1,000 | 0% |
| Studio Improvement | - | 2,540 | 2,540 | - | - | 2,540 | 0% |
| Studio Flooring | - | 1,259 | 1,259 | - | - | 1,259 | 0% |
| Equipment Replacement | - | 26,000 | 26,000 | - | - | 26,000 | 0% |
| Sub-Total | - | 1,246,347 | 1,246,347 | 142,794 | 99,192 | 1,004,362 | 19% |
| Total Expenditures | 842,618 | 1,246,347 | 2,088,965 | 143,937 | 107,111 | 1,837,917 | 12% |

Sources of Funds

| | | | | | | |
|--|------------|----------------|----------------|---------------------|--------------|----|
| Operating transfer - General Fund | \$ 842,618 | \$ - | \$ 842,618 | - | \$ 842,618 | 0% |
| Excess Revenues over Expenditures | \$ - | \$ (1,246,347) | \$ (1,246,347) | \$ (143,937) | \$ (995,299) | |
| Fund Balance - January 1, 2018 | | | | 1,254,357 | | |
| Fund Balance - January 31, 2018 | | | | <u>\$ 1,110,420</u> | | |

**Pikes Peak Library District
 Receipts and Disbursements by Cash Account
 For the Month Ended January 31, 2018**

| | ColoTrust Investments | US Bank Checking | Total Cash |
|-----------------------------------|----------------------------------|-----------------------------|----------------------|
| Cash January 1, 2018 | \$ 13,086,904 | \$ 293,600 | \$ 13,380,504 |
| Receipts January 2018 | | | |
| Property Taxes | 265,726 | - | 265,726 |
| Daily Cash Receipts | - | 11,125 | 11,125 |
| Credit Card Receipts | - | 6,985 | 6,985 |
| Interest | 15,582 | - | 15,582 |
| Disbursements January 2018 | | | |
| Payment of Bills week of 1/5/18 | - | (42,610) | (42,610) |
| Payment of Bills week of 1/12/18 | - | (251,219) | (251,219) |
| Payment of Bills week of 1/19/18 | - | (134,323) | (134,323) |
| Payment of Bills week of 1/26/18 | - | (802,159) | (802,159) |
| Payment of Bills week of 1/3/18 | - | (309,955) | (309,955) |
| Payroll 1/12/18 | - | (595,719) | (595,719) |
| Payroll 1/26/18 | - | (799,478) | (799,478) |
| Transfer between funds | (2,600,000) | 2,600,000 | - |
| Cash January 31, 2018 | <u>\$ 10,768,212</u> | <u>\$ (23,753)</u> | <u>\$ 10,744,459</u> |

Library Services Report March 13, 2018

The first ever Art Adventures program was an outstanding success with 10 children ages 4-7 attending with their parents. They actively participated in the reading of Herve Tullet's *Press Here*, learning about primary and secondary colors. After the book reading, they used brightly-colored tissue shapes to create their own collages and color combinations. The parents and the kids loved it, and were excited to see the makerspace expand its offerings. Amber Cox worked with East Children's staff to make this possible.

Chris Aaby from the Catamount Institute presented *Squirm with Worms*, to 122 kids and family members during the January 19 Homeschool Science @ East program. The program included a reading aloud of *Diary of a Worm*, provided an overview of worm behaviors and characteristics, and culminated with a hands-on lab utilizing live worms during which kids could predict worm behavior, altering the worm's environment by making small changes, and making observations about the results.

All 66 participants enjoyed the music and storytelling of Willson and McKee, brought in by Alicia Gomori as a Family Fun program. Bethany Pagel, in Circulation at Library 21c, passed along a message from a patron who attended with her toddler: "She said it was wonderful and so much fun! She had not known about the concert for adults earlier this week (Sunday), but said she enjoyed the kid's program just as much as her child did! They had a great way of capturing the attention of her rambunctious little boy."

From a patron regarding Creative Services: "I had an old mirror that hung in my bedroom when I was a boy. I kept it as an adult, but, along the way, I broke the mirror. I took one of the pieces to the 21C Library and used the 3D printer to make duplicates, which I glued back onto the frame. Although the mirror is probably 90 years old, is it worth much as an antique? Probably not, but it does have sentimental value. And it was restored using modern technology, thanks to 21C's 3D printer in the makerspace area. Thank you!"

A yoga instructor wanted to develop some on-line weight training videos but had no experience with video production. With Studio 21c staff assistance she was able to create the first 3 videos in her series. She wanted us to know that we were "the maker of dreams."

Betty McDonald, Ruth Venable, and Christy Holton-Johnson, along with Melissa Mitchell, Marion Robert, and Terry Ford, planned a Volunteer Appreciation Event on January 30 which was enjoyed by 45 East Library adult volunteers and staff. Marcia Myers arranged for the Friends to donate \$100 toward this successful event, which was greatly appreciated. The volunteers also felt appreciated. Teen volunteers ate treats later that day as did the Mosaic group volunteers.

On Saturday, January 20, Special Collections staff members Takiyah Jemison and Heather Jordan assisted with the African American Historical and Genealogical Society of Colorado Springs' annual Black History Trivia and Brunch in the Carnegie Reading Room. Approximately 45 people attended the event which included brunch, a black history booth, a black history trivia game, and presentations by a local Buffalo Soldier and Kay Esmiol regarding the proposed Fannie Mae Duncan statue.

Branch Report March 13, 2018

Not a typical view of the bookmobile but it is now in good health and running well.

CH: Bike locks are now available for checkout here! A pilot program started by the Green Team for PE and CH. We adapted the Bike Lock Procedures for Cheyenne Library and all systems are a go!



HI: Our connection with Mountain View Electric proved fruitful this month as they presented to HI's homeschool group on electricity with 52 patrons in the audience.

HO: Holley has revamped our patron computer classes and is rolling out a new schedule including beginning 1 on 1's in February. Staff conducted 5 Computer Basic classes along with a Windows 10 class. 20 students in total attended the classes.

MA/UT: Skiing Off to War drew a crowd of 147 people to the Heritage Center! Col. Tom Duhs shared amazing photos and stories of the 10th Mountain Division. The crowd ranged from age 7 to people in their late 90s. Many veterans, young and old were present and have asked for a repeat.

MLS: In honor of the Chinese New Year, our program was to trace onto colored paper and cut out a handprint. The hands created the body of a dragon which spanned the length of the Mobile. A teacher at School in the Woods brought us 80 handprints from the students in his class!

MO/PA: We partnered with Who Gives a SCRAP this month to host a Scrap Exchange at the branch. The ladies of Who Gives a SCRAP also brought volunteers to teach a craft during the event which drew 180 crafters.

OL: Art & Wine – 23 people attended this first program! Chris Alvarez demonstrating a painting in an hour, then the group visited his and other artists' studios at Second Floor Studio. Finally, the group ended at the Sweet Elephant for a complimentary wine tasting.

RO: For several years, RO has been fortunate to have pull list volunteers from the LDS Missionary Community. We are happy to welcome our newest volunteer and appreciate the commitment these young men are making to PPLD. Plus, if I forget a name, I simply call them, "Elder," and I never have to remind them to dress professionally.

SA/FO: Fountain has been hosting a weekly History Colorado Lab. We store materials and trained volunteers come in and sort through artifacts from the El Pueblo trading post, a circa 1840s site on the National Register. Sand Creek hosted the Colorado Springs Black Chamber of Commerce's January After Hours Networking event.

| 2018 Circulation by Facility | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD TOTAL |
|---------------------------------|---------------|---------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|---------------|
| Penrose | 55637 | 49928 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 105565 |
| Mobile Libraries Total | 13901 | 12062 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 25963 |
| Cheyenne | 30917 | 28753 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 59670 |
| Fountain | 15729 | 13797 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 29526 |
| High Prairie | 23625 | 22093 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 45718 |
| Holley | 29729 | 27033 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 56762 |
| Manitou | 3645 | 3358 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7003 |
| Monument | 31541 | 29281 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 60822 |
| Old Colorado City | 17079 | 15944 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 33023 |
| Palmer Lake | 3431 | 3335 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6766 |
| Rockrimmon | 30015 | 27917 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 57932 |
| Sand Creek | 28798 | 26562 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 55360 |
| Ute Pass | 2331 | 2404 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4735 |
| Senior Van | 2103 | 1868 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3971 | 3971 |
| Bookmobiles | 11798 | 10194 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 21992 |
| East | 106165 | 95633 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 201798 |
| Library 21c | 78418 | 73553 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 151971 |
| Dispensers | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Parenting | 90 | 138 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 228 |
| Total Physical Materials | 471051 | 431791 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 902842 |

| YTD CIRC Comparison | 2018 | 2017 | % Change |
|---------------------------------|---------------|---------------|---------------|
| Penrose | 105565 | 121455 | -13.1% |
| Mobile Libraries Total | 25963 | 26806 | -3.1% |
| Cheyenne | 59670 | 57709 | 3.4% |
| Fountain | 29526 | 28656 | 3.0% |
| High Prairie | 45718 | 48014 | -4.8% |
| Holley | 56762 | 58414 | -2.8% |
| Manitou | 7003 | 8273 | -15.4% |
| Monument | 60822 | 61865 | -1.7% |
| Old Colorado City | 33023 | 36220 | -8.8% |
| Palmer Lake | 6766 | 7435 | -9.0% |
| Rockrimmon | 57932 | 58492 | -1.0% |
| Sand Creek | 55360 | 60418 | -8.4% |
| Ute Pass | 4735 | 5237 | -9.6% |
| Senior Van | 3971 | 3643 | 9.0% |
| Bookmobiles | 21992 | 23163 | -5.1% |
| East | 201798 | 216880 | -7.0% |
| Library 21c | 151971 | 145870 | 4.2% |
| Dispensers | 0 | 653 | |
| Parenting | 228 | 240 | -5.0% |
| Total Physical Materials | 902842 | 942637 | -4.22% |

| Current Month Comparison CIRCULATION | 2018 | 2017 | % Change |
|--------------------------------------|---------------|---------------|---------------|
| Penrose | 49928 | 56029 | -10.9% |
| Mobile Libraries Total | 12062 | 13144 | -8.2% |
| Cheyenne | 28753 | 31084 | -7.5% |
| Fountain | 13797 | 13830 | -0.2% |
| High Prairie | 22093 | 23044 | -4.1% |
| Holley | 27033 | 27612 | -2.1% |
| Manitou | 3358 | 3945 | -14.9% |
| Monument | 29281 | 29776 | -1.7% |
| Old Colorado City | 15944 | 17241 | -7.5% |
| Palmer Lake | 3335 | 3770 | -11.5% |
| Rockrimmon | 27917 | 28473 | -2.0% |
| Sand Creek | 26562 | 29847 | -11.0% |
| Ute Pass | 2404 | 2510 | -4.2% |
| Senior Van | 1868 | 1650 | 13.2% |
| Bookmobiles | 10194 | 11494 | -11.3% |
| East | 95633 | 101730 | -6.0% |
| Library 21c | 73553 | 72496 | 1.5% |
| Dispensers | 0 | 321 | -100.0% |
| Parenting | 138 | 104 | 32.7% |
| Total Physical Materials | 431791 | 454956 | -5.09% |

**Circulation Report
By Facility
February 2018**

| Current Month Comparison VISITORS | 2018 | 2017 | % Change |
|-----------------------------------|---------------|---------------|--------------|
| Penrose | 42014 | 41932 | 0.2% |
| Mobile Libraries Total | 3297 | 3508 | -6.0% |
| Cheyenne | 16144 | 16692 | -3.3% |
| Fountain | 8078 | 7719 | 4.7% |
| High Prairie | 8215 | 9000 | -8.7% |
| Holley | 16031 | 16654 | -3.7% |
| Manitou | 3570 | 3725 | -4.2% |
| Monument | 14867 | 14680 | 1.3% |
| Old Colorado City | 10611 | 11807 | -10.1% |
| Palmer Lake | 1630 | 1841 | -11.5% |
| Rockrimmon | 14351 | 20451 | -29.8% |
| Sand Creek | 20939 | 19981 | 4.8% |
| Ute Pass | 1484 | 1561 | -4.9% |
| Knights of Columbus Hall | 288 | | |
| East | 42679 | 43527 | -1.9% |
| Library 21c | 40509 | 37005 | 9.5% |
| TOTAL | 244707 | 250083 | -2.1% |
| Special Collections | 2804 | 2854 | -1.8% |

| 2018 Circulation ITEM Summary | | | | | | | | | | | | | |
|-------------------------------|---------------|---------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------------|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD TOTAL |
| Print | 282740 | 262364 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 545104 |
| DVD | 144635 | 130072 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 274707 |
| CD Music | 15390 | 13395 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 28785 |
| CD Book | 17438 | 16193 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 33631 |
| Playaway | 5120 | 4912 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10032 |
| Kit | 1657 | 1723 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3380 |
| Game | 4071 | 3132 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7203 |
| Software | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL Physical Items | 471051 | 431791 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 902842 |
| ILL | 2092 | 2112 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4204 |
| CyberShelf-OverDrive | 134584 | 122184 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 256768 |
| Zinio | 3787 | 4023 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7810 |
| eReader | 27 | 23 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 50 |
| OneClick Audio | 491 | 440 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 931 |
| Hot Spots | 74 | 74 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 148 |
| Cameras & Equipment | 46 | 69 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 115 |
| | | | | | | | | | | | | | 0 |
| TOTAL STATE Circ | 612106 | 560647 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1172753 |
| Freegal Music | 9425 | 7672 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 17097 |
| Freeding | 105 | 81 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 186 |
| DVD Player | 94 | 149 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 243 |
| Hoopla | 1851 | 1585 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3436 |
| ComicsPlus | 475 | 240 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 715 |
| Kanopy | 122 | 291 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 413 |
| | | | | | | | | | | | | | 0 |
| CLC | 10955 | 9852 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 20807 |
| Laptop Use | 1434 | 1467 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2901 |
| Active Users | 258251 | 257716 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |

| Monthly Circ by Format | | | |
|-----------------------------|---------------|---------------|---------------|
| | 2018 | 2017 | Change |
| Print | 262364 | 266674 | -2% |
| DVD | 130072 | 145671 | -11% |
| CD Music | 13395 | 15656 | -14% |
| CD Book | 16193 | 16935 | -4% |
| Playaway | 4912 | 4458 | 10% |
| Kit | 1723 | 1788 | -4% |
| Game | 3132 | 3774 | -17% |
| | 0 | 0 | |
| TOTAL Physical Items | 431791 | 454956 | -5.09% |
| ILL | 2112 | 2144 | -1% |
| CyberShelf-OverDrive | 122184 | 108639 | 12% |
| Zinio | 4023 | 4090 | -2% |
| eReader | 23 | 38 | -39% |
| OneClick Audio | 440 | 499 | -12% |
| Hot Spots | 74 | 67 | 10% |
| Cameras & Equipment | 69 | | |
| Total e-materials | 126721 | 113295 | 12% |
| | | | |
| TOTAL STATE Circ | 560647 | 570433 | -1.7% |
| Freegal Music | 7672 | 10388 | -26% |
| Freeding | 81 | 58 | 40% |
| DVD Player | 149 | 137 | 9% |
| Hoopla | 1585 | 1404 | 13% |
| ComicsPlus* | 240 | 169 | 42% |
| Kanopy | 291 | | |
| | | | |
| CLC | 9852 | 10985 | -10% |
| Laptop Use | 1467 | 1581 | -7% |
| Active Users | 257716 | 259722 | -1% |

| MTD Total | 2018 | 2017 | Change |
|-----------|--------|--------|--------|
| January | 612106 | 616749 | -0.8% |
| February | 560647 | 570433 | -1.7% |
| March | 661785 | | -100% |
| April | 602424 | | -100% |
| May | 631090 | | -100% |
| June | 662704 | | -100% |
| July | 656366 | | -100% |
| August | 641563 | | -100% |
| September | 599252 | | -100% |
| October | 608892 | | -100% |
| November | 588463 | | -100% |
| December | 559133 | | -100% |

| YTD Total | 2018 | 2017 | Change |
|-----------|---------|---------|--------|
| January | 612106 | 616749 | -0.8% |
| February | 1172753 | 1187182 | -1.2% |
| March | | 1848967 | -100% |
| April | | 2451391 | -100% |
| May | | 3082481 | -100% |
| June | | 3745185 | -100% |
| July | | 4401551 | -100% |
| August | | 5043114 | -100% |
| September | | 5642366 | -100% |
| October | | 6251258 | -100% |
| November | | 6849721 | -100% |
| December | | 7408854 | -100% |

Circulation Report
By Item Type
February 2018

Consent Agenda: New Hires

The following individuals were hired by the Pikes Peak Library District for the positions indicated during the period of February 1, 2018 – February 28, 2018.

Trevor Elmore: Library Associate, PE (20 hrs)

Lacey Palmrose: Shelver, EA (20 hrs)

Sarah Davis: Library Assistant, OL (20 hrs)

Taylor Hunter: Security Officer, PE (40 hrs)

Amanda Glenn: Admin Assistant-Temp, Foundation (10 hrs)

Discussion: Penrose Library Campus Improvements – Design Services

The Penrose Library campus including Penrose Library, the 1905 Carnegie Library and Knights of Columbus Hall (KCH) require building-specific improvements to provide better service and enhanced opportunities to our community. Improvements include reorganization of service desks for Circulation Services, Adult Services and Children's Services, the addition of offices for Penrose Security, a social worker and the Penrose Circulation Services Supervisor and the planning, design and construction of large, flexible meeting spaces.

Improvements to the 1905 Carnegie will be primarily aesthetic with limited electrical/data added to the reading room in order to return this space to its original purpose.

Knights of Columbus Hall will undergo a partial building occupancy change to allow for increased occupancy with ensuing wider community use. This will include major mechanical, fire systems and ADA upgrades.

To bring these three components together in one construction project, management will utilize a design-bid-build project, aligning the desired outcomes and allowing review of existing budgeted resources for sufficiency.

Background

Each of these building improvement projects originated individually through different stake holder needs.

PPLD's vision for Knights of Columbus Hall is to provide space to a wide variety of community groups and individuals for self-directed activities and events. Current allowable occupancy for KCH is limited to 49 people due to the existing fire code. Upgrades and changes will allow us to increase occupancy to A-3(occupancy for assembly). Work will be targeted to the main hall area. The other areas of the building will remain at B-occupancy which is sufficient for smaller uses.

As part of the plan for KCH, Special Collections will vacate their current space in KCH, moving into the Carnegie Reading Room. In a domino effect, the move into the Carnegie Reading Room will eliminate a large meeting space that is in high demand by the downtown community. We are considering the lower level of Penrose as the location for a new meeting room.

In addition to a large meeting space, Penrose library improvements also will include the consolidation of service points (circulation and information) on the main level. This will create better flow through the building and provide a single point of service for Penrose patrons. For these improvements to take place, it will be necessary to remove the current Penrose Security desk. The Security desk relocation is currently being considered for the north end of the west reading bay area. Security would be provided with office space for private conversations as well as video monitoring.

In addition to the security office in the area, the current plan includes office space for a social worker who will need to work closely with Security staff. An additional office for the Circulation Services Supervisor on the upper level of the library is needed for privacy and staff counseling.

The final piece of the project will be the reconfiguration of the Children’s Services desk area. The existing desk does not meet adequate height and electrical requirements for staff. Removal of the existing desk, new electrical and data improvements and better ergonomic work stations are planned.

Initially, a design-build project was considered but as the recommendations and scope of work increased it was determined that in order to bring all components together uniformly, a design-bid-build approach would allow our best opportunity for success. Bringing all stakeholders together for discussion and planning ensures that all specific improvements will complement the overall needs and objectives. It also provides the ability to review funding resources currently available for this project.

An RFP for Design Services was developed and released on Monday, February 5, 2018. A mandatory pre-proposal meeting was conducted on Tuesday, February 13, 2018. Two (2) architectural firms, Humphries Poli Architects and CSNA Architects, submitted proposals. The proposals were reviewed by a PPLD team that included several members of Leadership Team. The team found that both firms met all requirements of the RFP and exhibited impressive design experience and background.

The team has selected Humphries Poli Architects for this project as a cost of \$98,500. Humphries Poli Architects has a long history of successful projects with Pikes Peak Library District.

| Company | Proposal | Est. Reimbursables | Total |
|----------------|-----------------|---------------------------|--------------|
| Humphries Poli | \$95,000 | \$3,800 | \$98,500 |
| CSNA | \$143,947 | Included | \$143,947 |