PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
MARCH 14, 2017
PENROSE LIBRARY
4 PM

I. CALL TO ORDER

II. ITEMS TOO LATE FOR THE AGENDA

III. PUBLIC COMMENT (*3 Minute Time Limit per Person*)

IV. CORRESPONDENCE AND COMMUNICATIONS
- A. Minutes *(enclosed p. 1)*
- B. Correspondence
- C. Events & Press Clippings *(enclosed p. 8)*
- D. Presentations
    1. Statement of Appreciation to Susan Campbell for Long-Standing Service to PPLD *(S. Jensen & C. Grossman)*
    2. PPLD CEOO Department

V. REPORTS
- A. Friends of the Pikes Peak Library District Report *(D. Gonzales, enclosed p. 12)*
- B. Pikes Peak Library District Foundation Report *(D. Cromeens, enclosed p. 13)*
- C. Board Reports
    1. Governance Committee
    2. Internal Affairs Committee
    3. Public Affairs Committee
    4. Board President
- D. Financial Report *(M. Varnet, enclosed p. 16)*
- E. Library & Branch Services Report *(J. McPherson, L. Proctor, enclosed p. 14)*
- F. Executive Director's Report

VI. BUSINESS ITEMS
- A. Consent Items: Decision 17-3-1

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 *(enclosed p. 31)*

- B. New Business
    1. Meeting Room Policy Revision: Decision 17-3-2 *(J. McPherson, enclosed p. 32)*
    2. Filming/Photographing in Library Facilities: Decision 17-3-3 *(J. Spears, enclosed p. 40)*

VII. EXECUTIVE SESSION Executive Session to discuss personnel matters related to the annual performance evaluation of the Executive Director as authorized by C.R.S. § 24-6-402(4)(f)

- C. Unfinished Business
    1. Actions Relevant to Executive Director's Performance Appraisal: Discussion

VIII. ADJOURNMENT

MINUTES
PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
February 14, 2017
4 pm
Penrose Library

MEMBERS PRESENT

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

PIKES PEAK LIBRARY DISTRICT STAFF and OTHERS PRESENT

Executive Director John Spears, Community Engagement & Outreach Officer Sean Anglum, Ryan Brown *(arrived at 4:30 pm)*, C3 Manager Becca Cruz, Downtown Partnership President/CEO Susan Edmondson, Friends of the Pikes Peak Library District Board President Dora Gonzales, El Paso County Commissioner Longinos Gonzalez, Jr., Executive Assistant Sue Hammond, Human Resources Division Head Sally Jensen, El Paso County Commissioner Peggy Littleton, Technology & Virtual Services Officer Richard Peters, Associate Director for Branches Lynne Proctor, Fountain and Sand Creek Libraries Manager Abby Simpson, Facilities Division Head Gary Syling, Chief Financial & Business Officer Michael Varnet, PPLD Facilities Staff: Tony Bonino, Dan Collins, Rich Egan, Dave Garcia, Robin Hammitt, Dave Nagle, Jim Nelson, Randy Osborne, John Rubolino, Domingo Ruiz, Lindsay Sosa

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REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Grossman called the February 14, 2017 meeting of the Pikes Peak Library District Board of Trustees to order at 4:00 p.m.

ITEMS TOO LATE FOR THE AGENDA

There were no items to add to the agenda.

PUBLIC COMMENT

El Paso County Commissioner Peggy Littleton introduced El Paso County Commissioner Longinos Gonzalez, Jr. who will serve as co-liaison between PPLD and the El Paso County Commissioners.

Commissioner Littleton thanked Executive Director Spears for his participation with the group applying for a Complex Coordinated Terrorists Attacks federal grant. She also thanked everyone at PPLD for their great service to the citizens of El Paso County.

Ryan Brown commented on a recent experience at Penrose Library when he was told that the lack of a Black History Month display in the children's area was the result of "oversight". Mr. Brown

believes that children of all races should be able to come to the Library and see a reflection of their cultures. He asked that PPLD make more of an effort to ensure that that happens.

CORRESPONDENCE AND COMMUNICATIONS

Minutes

The minutes of the January 10, 2017 meeting of the Board of Trustees were presented for review.

Motion: Ken Beach moved to approve the minutes of the January 10, 2017 meeting of the Board of Trustees as presented.

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

Correspondence

There was no correspondence to report.

Events & Press Clippings

A list of recent press clippings and upcoming events was included in the Board packet. PPLD Staff Development Day will take place on February 20, 2017. Marcellus Turner, City Librarian of Seattle Public Library will be the keynote speaker.

Presentations

Facilities Division Head Gary Syling brought the members of the Facilities Department to meet the Board. Tony Bonino, Dan Collins, Rich Egan, Dave Garcia, Robin Hammitt, Dave Nagle, Jim Nelson, Randy Osborne, John Rubolino, Domingo Ruiz, and Lindsay Sosa each explained what he/she does in the Department. Mr. Syling noted that he is extremely proud of the work that these individuals do in the District, adding that they are a committed group with great attitudes.

Tony Bonino, Dan Collins, Rich Egan, Dave Garcia, Robin Hammitt, Dave Nagle, Jim Nelson, Randy Osborne, John Rubolino, Domingo Ruiz, and Lindsay Sosa left the meeting at 4:12 pm.

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 pointed out that the November/December 2016 edition of *Colorado Springs Lifestyle* contains an article by Friends Board member Linda DuVal about Manitou Springs artist Charles Rockey. Rockey will be honored by the Friends at the 2017 Frank Waters/Golden Quill awards event.

Ms. Gonzales also noted that Friends online book sales are "going gangbusters"!

Pikes Peak Library District Foundation

The PPLD Foundation Report was included in the Board packet.

Board Reports

Governance Committee

Governance Committee Chair Katherine Spicer reported that the committee met on February 8, 2017 to plan for Executive Director Spears' performance appraisal.

Internal Affairs Committee

Internal Affairs Committee Chair Ken Beach reported that the committee did not meet in January.

Public Affairs Committee

Public Affairs Committee Chair Kathleen Owings reported that the committee met on February 8, 2017. The committee discussed the "Adopt-a-Branch" program. Each Board member will sign-up to support 3 PPLD departments. A list of key events that would benefit from Board representation was distributed at the meeting. The list will be updated monthly. Board members should let Ms. Hammond know when they plan to attend an event. The committee also met with PPLD Foundation & Development Officer D. Cromeens to discuss PPLD's focus in 2017, which is to expand services to meet the needs of 21st century Library patrons.

Board President

President Grossman did not have a report.

Financial Report

The financial report for the period ending December 31, 2016 was included in the Board packet. Chief Financial & Business Officer Michael Varnet noted that increases to revenues like specific ownership taxes and interest income are indicative of an improving economy.

Banking Services RFP

Information about the recently completed RFP for banking services was included in the Board packet. An RFP for banking services has been completed and based upon the results of the RFP US Bank has been selected to provide PPLD's banking services for the period of April 1, 2017 – December 30, 2020 (a non-appropriation clause is included in the contract). US Bank provided the lowest bid ($573/month).

PPLD will be evaluating the use of a Purchasing Card program separately from the banking RFP.

Library Services and Branch Services Report

The Library Services and Branch Services Report was included in the Board packet. This was the debut of this report, it will appear monthly in the packet. Associate Director for Branches Lynne Proctor pointed out the high level of community collaborations going on throughout the entire District.

Executive Director's Report

Executive Director John Spears provided the Board with updates on library facilities and progress on the Compensation Study being done by the Singer Group.

The conceptual designs for the redesign of the Manitou Springs Library were presented to the Manitou Springs community for feedback. Feedback was very positive. A concern from a neighbor worried about increased traffic in the parking area was raised. The Manitou Springs City Council has voted to move forward with the project. The City of Manitou Springs will need to do a great deal of fundraising for this project.

Calhan community members would like to establish a community center in Calhan. They have asked PPLD to consider collaborating on the project.

Schriever AFB currently does not have a community center or a library. They have asked PPLD to discuss a joint-use project.

The Compensation Study being undertaken by the Singer Group is moving towards final recommendations which will be presented at a special PPLD Board meeting on March 28. Executive Director Spears reported that results of the study show that the majority of PPLD positions are under market, with some as much as 40% under. He noted that implementation of the compensation recommendations may take a few years, but that PPLD is committed to paying its staff what they deserve. He added that PPLD will no longer allow library services to the community to be subsidized through sub-standard pay. Mr. Spears also shared insights on what some of the expected recommendations coming out of the Singer Group may include:

- A move to matrix management operations
- Building managers at EA, PE and LI who will also be responsible for branch clusters
- No staff will lose jobs or pay, but some may have different jobs
- Across-the-board elevation of staff duties
- MLS librarians will move away from desk duties and into community engagement
- Possible new positions including Organizational Development Officer, Director of Strategy and Innovation, social worker

L. Gonzalez left the meeting at 5:00 pm.
Peggy Littleton left the meeting at 5:05 pm.
Ryan Brown left the meeting at 5:08 pm.

BUSINESS ITEMS

Decision 17-2-1: Consent Items

Consent Items Presented:

1. New Hires

Motion: Molly Dippold moved to approve the Consent Items as presented.

Second: Wayne Vanderschuere seconded the motion.
Vote: The motion was approved unanimously.

Unfinished Business

There was no unfinished business to conduct.

New Business

Decision 17-2-2: 2017 Downtown Roadway Project

Downtown Partnership President and CEO Susan Edmondson attended the meeting to request that the Board support the 2017 Downtown Roadway Projects. The *Experience Downtown Master Plan* hopes to create a walkable and bike-friendly center through safe and accessible multimodal networks. Many of the projects capitalize on upcoming planned roadwork. Two public meetings to discuss the plan are scheduled.

Motion: Keith Clayton moved that the Pikes Peak Library District Board of Trustees sign a letter in support of the Downtown Roadway Project as it has been presented.

Second: Kathleen Owings seconded the motion.
Vote: The motion was approved unanimously.

S. Edmondson left the meeting at 5:17 pm.

Decision 17-2-3: Sand Creek Library Makerspace RFP

An RFP for the design/build of the makerspace at Sand Creek Library received bids from 2 teams. The team of GE Johnson/Humphries Poli provided well-thought-out options for utilizing a number of spaces and offered good solutions to some of the challenges that could arise during the project. The GE Johnson/Humphries Poli team demonstrated vision as well as capability. The PPLD staff group evaluating the RFPs considered cost differences deeply, but the confidence instilled by GE Johnson/Humphries Poli assured staff that they were the best choice for the project.

Motion: Kathleen Owings moved that the Pikes Peak Library District Board of Trustees award the contract for the Sand Creek Makerspace to the design/build team of GE Johnson/Humphries Poli at the cost of $83,195 to the District.

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

Decision 17-2-4: Changes to Financial Guidelines

Immediate updates to the current Financial Guidelines are recommended to increase efficiencies. Updates include more reasonable limits and moving some responsibility away from upper management, empowering middle level managers to have more budgetary responsibility. The Financial Guidelines will be completely reviewed and updated later in 2017.

Motion: Molly Dippold moved that the Pikes Peak Library District Board of Trustees approve the changes to the Financial Guidelines as presented.

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

EXECUTIVE SESSION

Motion: Keith Clayton moved that the Pikes Peak Library District Board of Trustees go into Executive Session to discuss personnel matters related to the annual performance evaluation of the Executive Director as authorized by C.R.S. § 24-6-402(4)(f).

Second: Kathleen Owings seconded the motion.
Vote: The motion was approved unanimously.

Motion: Kathleen Owings moved that the Pikes Peak Library District Board of Trustees reconvene in open session.

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

The Board reconvened in open session at 6:42 pm.

Decision 17-2-5: Actions Relevant to Executive Director's Performance Appraisal

CRS 24-90-109 states that the library board of trustees is responsible to employ a librarian. Having employed John Spears as Executive Director in January 2016, the Pikes Peak Library District Board of Trustees conducted, in executive session, an annual appraisal of Executive Director Spears' performance.

The Board found Executive Director Spears' performance in the past year to be exemplary. The Board is very pleased with Executive Director Spears' strong leadership and performance and the Board sees no areas of concern.

Executive Director Spears has requested that his compensation be maintained at its current level.

Motion: Ken Beach moved that it be duly noted that the Pikes Peak Library District Board of Trustees recognizes and thanks Executive Director John Spears for his exemplary

performance for the period January 2016-January 2017. At Executive Director Spears' request, there will be no increase to his current salary.

Second: Wayne Vanderschuere seconded the motion.
Vote: The motion was unanimously approved.

ADJOURNMENT

There being no further business to conduct, President Grossman adjourned the meeting at 6:44 p.m.

Events & Press Clippings
March 14, 2017

Pikes Peak Women *Wine, Women & Chocolate* @ Junior Achievement – Tues., Mar. 14, 5:30-7:30pm

PPLD *Friends Spring Book Sale* @ East Library – Sat., Mar. 18, 10:00am-5:00pm & Sun., Mar. 19, 11:00am-3:00pm

Book Lover's Mixer *Alexander Hamilton* *w/ Hal Bidlack* @ Library 21c, Venue – Sat., Mar. 18, 3:30-5:30pm

PPLD *Human Library* @ Penrose Library, Carnegie Reading Room – Sun., Mar. 19, 1:00-4:30pm

PPLD 15th Book Release *Disasters of the Pikes Peak Region* @ Penrose Library, Carnegie Reading Room – Thurs., Mar. 23, 2:00-3:00pm (book signing will follow)

PPLD Foundation *Women, Wealth & Wisdom* @ Library 21c, Sat., Mar. 25, 8:30am-12 noon

PPLD Adult Reading Program, continues through March 15, district wide

Big Cool Science Festival @ Colorado College campus – Sat., Apr. 8, 10:00am-4:00pm

PPLD *11th Annual Mountain of Authors* @ Library 21c – Sat., Apr. 8, 11:00am-5:00pm

PPLD *One Book 4 Colorado Party!* @ Monument Lib. - Sat. Apr. 8, 2:30-3:30pm

Press Clippings

February Compliments (Compiled by Amy Rodda, Adult Services Manager, March 1, 2017)

"Pikes Peak Library District introduces Career Online High School" (*Colorado Springs Independent*, March 1, 2017)

"State Parks backpack available at the library" (Pikes Picks {second item}, *The Gazette*, March 1, 2017)

"Community approach to target teen substance abuse in Fountain" (*The Gazette*, February 26, 2017)

Human Library Event Promo (Video by Jamey Hastings, PPLD TV, February 24, 2017)

"Cheyenne Mountain Library hosts vision board workshop" (*Cheyenne Edition*, February 22, 2017)

PPLD Adult Education Testimonial: Empowered for Success - Elena (Video by Jamey Hastings, PPLD TV, February 14, 2017)

PPLD Adult Education: Empowered for Success - Ursula & William (Video by Jamey Hastings, PPLD TV, February 9, 2017)

PPLD Adult Education: Empowered for Success – Emilia (Video by Jamey Hastings, PPLD TV, February 7, 2017)

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: Dave Khaliqi discusses mountain climbing, maker culture, STEM education, and adventures in teaching both in Colorado and abroad.

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: Disasters of the Pikes Peak Region Part 1

Join your friendly PPLD Librarians Christine, Heidi, and Melissa for our **PPLD in the Stacks** podcast! Learn about Library resources to help you find your next great read and find out what fun events are coming up at the Library.

- Most recent episode: This month's genre spotlight is on Sci-Fi!

PPLD Associated Events Calendar 2017

- Dates and details subject to change
- Events to be added throughout year.
- For details on specific events, contact Sean Anglum, CEOO Officer, sanglum@ppld.org

FEBRUARY

Shiver's Fund Concert & Dessert Reception @ 21c – Fri., Feb. 17 (later 2017 dates TBA), 7:00pm
PPLD Staff Development Day @ 21c – Mon., Feb. 20 (President's Day)
GalaxyFest @ the Antlers – Fri.-Sun., Feb. 24-26

MARCH

Care and Share Luncheon @ Broadmoor – Thurs., Mar. 2, 12 noon
Pikes Peak Women *Wine, Women & Chocolate* @ Junior Achievement – Tues., Mar. 14, 5:30-7:30pm
PPLD *Friend Spring Book Sale* @ East Library – Sat., Mar. 18, 10:00am-5:00pm & Sun., Mar. 19, 11:00am-3:00pm
Book Lover's Mixer *Alexander Hamilton w/ Hal Bidlack* @ Library 21c, Venue – Sat., Mar. 18, 3:30-5:30pm
PPLD *Human Library* @ Penrose Library, Carnegie Reading Room – Sun., Mar. 19, 1:00-4:30pm
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PPLD Foundation *Women, Wealth & Wisdom* @ Library 21c, Sat., Mar. 25, 8:30am-12 noon

APRIL

Big Cool Science Festival @ Colorado College campus – Sat., Apr. 8, 10:00am-4:00pm
PPLD *11th Annual Mountain of Authors* @ Library 21c – Sat., Apr. 8, 11:00am-5:00pm
PPLD *One Book 4 Colorado Party!* @ Monument Lib. - Sat. Apr. 8, 2:30-3:30pm
Arts Business Education (ABE) Luncheon @ the Antlers – Thurs., Apr. 27, 11:30am
Frank Waters / Golden Quill Luncheon @ the Antlers – Sat., Apr. 29, 12 noon
Healthy Kids Day @ the Y (District wide) – Sat., Apr. 29
Pikes Peak Poet Laurette Event (Date & location TBA)

MAY

PPLD *New York Times Crossword Tournament* @ 21c – Sat., May 20
Meadowgrass Music Festival @ La Foret Center/Black Forest – Fri.-Sun., May 26-28

JUNE

PPLD *Summer Adventure* (Summer Reading) Kickoff – Thurs., Jun. 1
RMPBS/KTSC-TV *KidsFest* @ Acacia Park – Sat., Jun. 3
PPLD History Symposium *Enduring Legacies and Forgotten Landmarks* @ 21c - -Sat., Jun. 10
Juneteenth Caribbean Heritage Festival @ Hillside Community Center – Sat., Jun. 17
Children's Hospital Colorado / *Climb for Courage* @ Falcon Stadium – Sat., Jun. 24
Denver Comic Con @ Colorado Convention Center – Fri.-Sun., Jun.30, Jul. 1,2

JULY

PPLD *Summer Adventure* Parties – (various dates & locations.)

Friday, July 14, 10 a.m. to noon - North Party @ Palmer Lake Village Green

Friday, July 21, 10 a.m. to noon – South Party in Fountain @ John Metcalf Park

Friday, July 28, 10 a.m. to noon – Central Party @ George Fellows Park behind the East Library

U.S. Naturalization Ceremony @ 21c – (Date TBA)

AUGUST

Dragon Theatre Productions *Jungle Book* @ 21c – Sat. & Sun., Aug. 5,6, 12, 13

PPLD *Homeschool Fair* @ 21c – Fri., Aug. 11

DOH *Back to School Fair* @ Springs Church – Sat., Aug. 12

Destination Fort Carson @ Fort Carson (contact Sean/CEOO for instructions) – Thurs., Aug. 24

SEPTEMBER

Geeks Who Drink Trivia Fundraiser @ 21c– Fri., Sept. 8

What IF Festival of Innovation & Imagination / Downtown Colorado Springs – Sat., Sept. 9

APPR book & author events – (Various dates & locations. Sept.-Nov., TBA)

OCTOBER

Successful Aging Expo @ Doubletree – Sat., Oct. 7

Colorado Springs Science Festival/*Carnival Day* @ UCCS – Sat., Oct. 14

Makers & Friends @ Pikes Peak Makerspace - Wed., Oct. 18

Colorado Springs *Mini Maker Faire* @ 21c – Sat., Oct. 21

Malloween @ Chapel Hills Mall – Tues., Oct. 31 (Halloween)

DECEMBER

Festival of Lights Parade / Downtown Colorado Springs – Sat., Dec. 2

Noon Year's Eve @ Pikes Peak Expo Center – Sun., Dec. 31

Update 3/1/17

Mission: To support, preserve, and promote our public library system.

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

March Book Sale will be held on March 17, 18, & 20. Friday March 17 is for Friends membership with Sunday March 20 having a special sale of $5.00 for a grocery bag full of books.

Plans for the 2017 Frank Waters/Golden Quill Luncheon finalized. Charles Rockey selected for the Golden Quill Award and C. J. Box selected for the Frank Waters Award. Luncheon will be held on Saturday, April 29, 2017 at the Antlers at noon. Make your reservations at **tinyurl.com/FWaters**.

Friends of PPLD approved $32,000 toward PPLD projects.

Online Book Sales 2/27/2017
SALES TOTALS (Month, Year, Project-Amazon only)

•MTD	$1,769 **(32% FBA)**	60 units **(27% FBA)**	$29.48 avg. sale **($35.66 FBA)**
• YTD	$5,193	163 units	$31.86 avg. sale
• PTD	$33,736	1,272 units	$26.56 avg. sale

INVENTORY

- 805 active MF SKUs are currently listed on Amazon
- 121 active FBA SKUs are currently online
- 1 small cart plus two shelves of items for eBay/etsy
- eBay – the encyclopedia set is still listed, the Chinese books didn't sell (http://www.ebay.com/usr/pikespeaklibraryfriends)
- Approximately 4 tubs plus 1 small cart of items waiting to be listed

NOTE: **FBA** means "Fulfilled By Amazon". **MF** means "Merchant Fulfilled"

The Adult Education and Family Literacy Act and Workforce Innovation and Opportunity Act (WIOA) Grant application in the amount of $122,175 was submitted on February 21. Huge thanks to Adult Education staff for completing the lengthy and detailed technical portions of the grant and to Finance staff for preparing the Budget. This Federal grant, managed through the Colorado Department of Education is designed to expand and improve the current system of delivering adult education and literacy services through evidence-based practices and continuous improvement in order to:

- Build career pathways providing adults with basic and secondary education to enable them to earn a high school equivalency diploma, transition into postsecondary education or training, and/or gain or advance in employment in order to achieve self-sufficiency.
- Provide parents and guardians with sufficient skills to become full partners in the educational development of their children.

Further, eligible providers that receive grants under the Adult Education and Family Literacy Act Grant Program will be designated as one-stop partners and are required to align and contribute to the one-stop delivery systems in Local Workforce Development Areas. Specifically, one-stop partners are required to provide access through the one-stop delivery system providing academic and job application or career services.

Approximately $5.2 million is estimated to be available for adult education and literacy (WIOA Sec. 222(a)(1)) for the 2017-2018 fiscal year (July 1, 2017 – June 30, 2018). Applicants will be notified of final award status no later than **Monday, May 1, 2017**.

The State Historical Assessment Grant Contract was completed and returned to the State Historical Fund for processing. The Library will have 2 years to complete the terms of the grant in assessing the condition of the Knights of Columbus Building.

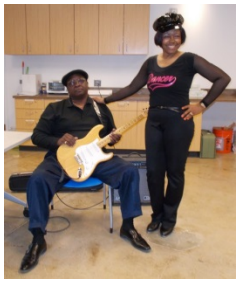
Additional grant application activities include the NASA @ My Library grant for STEM training and program kits and a possible $25,000 grant application to the ECMC Foundation toward support of Adult Education. A $5,000 request supporting the Sand Creek Maker Space was submitted to the Ent Credit Union YES grant program.

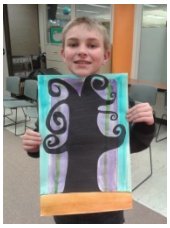
A representative of the Comcast Corporation conducted a site visit to the Sand Creek Library and proposed Maker Space. Comcast would like to provide support for the grand opening to be held in late July or early August.

Women, Wealth and Wisdom is scheduled on March 25 and *Geeks who Drink* partnership (sponsorship solicitation is underway. It is scheduled for Sept. 8. There were 37 posts for the month, about 9 per week.

Library Services & Branch Services Report

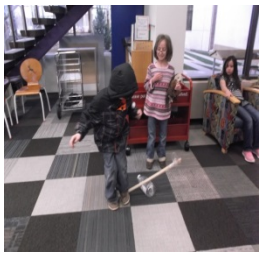
The January Maker in Residence program at Library 21c featured Ron and Dr. Wanda Cousar. 37 people visited during studio hours, which is incredible. Studio hours aren't always a big draw, but with the nature of their residency being music and dance, they created themes for each of the sessions and talked with patrons specifically about that part of their expertise.





At the East Library, 45 children created Klimt-inspired trees of life using sharpie and watercolor.

Penrose Children's hosted their first Elementary S.A.L.T. (Science Art Literature Technology) program and it was a smashing success with 40 people in attendance. Children and parents had a great time with all kinds of interesting art, building and tech projects. The parents were very excited that PPLD staff created a program for their school age children afterschool.



Terry Zarsky, Business Librarian, was a speaker for 4 events with 87 people in attendance. The groups included SCORE SmartStart, Northern Business Connection, Fort Carson Boots to Business, and USAFA TAP.

Melanie Wehrle, Senior Connections Librarian, attended the quarterly Senior Resource Council (SRC) member meeting where she was introduced as a SRC board member. There were approximately 75 in attendance. She also attended the monthly Senior Resource Council Board of Directors meeting.

Bill Thomas, Special Collections Photo Archivist, attended and photographed the January 21, 2017, Women's March in Colorado Springs. The event photographs will be developed into a new collection to be added to the existing digital collections site.

Community Libraries and Adult Ed – New self-checks have been installed in all locations.

Adult Ed: Implementation of Career Online High School (COHS) continued with the official launch of the program at the February 27th event. CEOO is working on marketing. There are 107 people enrolled in ESL classes.

CH: The big news in January was the renovation! Despite losing power due to the heavy winds 10 minutes into the project, everybody pulled together to get it done on time and within budget. The major changes were replacing the carpet throughout the library, installing self-checks, opening the space up by reducing the service area footprint, removing and moving some shelving and adding another security camera.

HI: Many adult and adolescent patrons have been spending more time in the library, sitting, reading or working on their laptops. Patrons have started to use the Community Meeting Room as overflow for seating when we do not have a meeting or program going on in the room.

HO: We are working on many technology upgrades-created inventory list of PCs and printers for IT, expedited wireless printing and instruction, upgraded AV laptop and speakers in meeting room, mapped all staff PCs to all drives so work can be done on the desk and moved copier to lab to centralize "tech" needs.

MA/UT: Chi Ito won the Civic Achievement Award at the 3rd Annual Manni Awards in Manitou Springs recently. The Civic Achievement Award is given to a community member who shows outstanding service and dedication to making Manitou Springs the best it can be.

MLS: The County Mobile had more repairs this month including the doors, stairs and fuel gauges. Winter weather and the repairs played havoc with schedules but staff stayed flexible and received training for working safely in alternate vehicles. MLS has received 6 requests for additional stops.

MO/PA: Liz has had two micro outreaches to local gathering spots and issued a few library cards as well. The hotspot and staff laptop are great for these types of outreaches. Drew made contact with the new Tri-Lakes YMCA director and the nonprofit group UpaDowna. Palmer Lake had multiple facilities issues (plumbing and heating) which Linda coordinated with the Town to fix.

OL: Trish was invited to become an Old Colorado City Foundation board member and three staff went to the CAL winter workshop. The historic Bancroft Park stage was a victim of fire. The park is across from OL.

RO: We installed a second art display area in the lobby. It will be used to hang community art, art from area schools, etc. This will open up new opportunities for outreach.

SA: We made progress on planning for our makerspace, both with design/construction and some staffing decisions. Our fax machine continues to be very popular. It is very rewarding to be able to provide this patron service and that is a definite morale boost for staff as well.

FO: The Winter Adult Reading Program is a favorite for Fountain staff. They enjoy the hustle and their joy is infectious to patrons. Chester was recognized by the Green Team for his efforts to reduce waste and be more eco-friendly at FO. They sent him a nice gift including an etched plate.

Pikes Peak Library District

January 2017 Financial Report

Presented to Board of Trustees March 14, 2017

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

Account Description	Original Approp	Ytd Expended	Available Budget	% Used
Tax Revenue				
Property Taxes - Current	$ 25,844,236	$ 768,764	$ 25,075,472	3.0%
Property Taxes-Abatement	(95,000)	(2,008)	(92,992)	2.1%
Property Taxes - Omitted	3,150	175	2,975	5.6%
Property Taxes - Delinquent	15,000	2,367	12,633	15.8%
Penalty/Interest-Del Property	30,000	35	29,965	0.1%
Specific Ownership Taxes	2,825,000	265,761	2,559,239	9.4%
Local Gov In Lieu Of Tax	9,250	-	9,250	0.0%
Total Tax Revenue	28,631,636	1,035,094	27,596,542	3.6%
Intergovernmental				
State Grant - Library Materials	145,000	-	145,000	0.0%
Federal - eRate Funding	225,000	-	225,000	0.0%
Total Intergovernmental	370,000	-	370,000	0.0%
Fines and Fees				
Fines And Fees	326,420	26,723	299,697	8.2%
Collection Agency Fees	3,580	186	3,394	5.2%
Other Fees	1,500	-	1,500	0.0%
Total Fines and Fees	331,500	26,909	304,591	8.1%
Interest Income				
Interest Earnings	100,000	8,968	91,032	9.0%
Other Revenue				
Donations-PPLD Foundation	801,753	-	801,753	0.0%
Donations - Civic Organization	15,000	-	15,000	0.0%
Donations - Other Categories	20,000	13	19,987	0.1%
Copier Charges	30,450	1,527	28,923	5.0%
Patrn Mgmt System Printer	24,550	752	23,798	3.1%
Parking Lot Collections	34,000	2,384	31,616	7.0%
Merchandise Sales	5,500	92	5,408	1.7%
Meeting Room Rental	-	150	(150)	100.0%
Miscellaneous	13,000	321	12,679	2.5%
Sales Of Assets - Gen Capital	4,200	120	4,080	2.9%
Sales Of Assets-Lost Library Mat	20,800	294	20,506	1.4%
Total Other Revenue	969,253	5,654	963,599	0.6%
Total General Fund Revenues	$ 30,402,389	$ 1,076,625	$ 29,325,764	3.5%

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

Account Description	Fy 2017 Budget	Ytd Expended	Available Budget	% Used
Personnel Services				
Regular Employees	$ 13,878,794	$ 923,068	$ 12,955,726	6.7%
Temporary Employees	148,820	6,996	141,824	4.7%
Substitute Employees	511,243	40,105	471,138	7.8%
Work-Study And Internship	32,439	-	32,439	0.0%
Social Security Contributions	1,009,721	70,513	939,208	7.0%
Retirement Contributions	757,517	52,883	704,633	7.0%
Health Plan Contributions	1,617,000	149,024	1,467,976	9.2%
Unemployment Compensation	44,000	-	44,000	0.0%
Workers Compensation	97,000	-	97,000	0.0%
Vision Plan Ins Contributions	54,000	3,881	50,119	7.2%
Life A&D Ins Contributions	51,000	2,751	48,249	5.4%
Tuition Reimbursement	30,000	-	30,000	0.0%
Total Personnel Services	18,231,533	1,249,221	16,982,313	6.9%
Supplies				
General Supplies	200,884	10,538	190,346	5.2%
Microform Supplies	2,450	-	2,450	0.0%
Software Purchases	302,104	-	302,104	0.0%
Computer Supplies	46,000	-	46,000	0.0%
Processing Supplies	95,000	-	95,000	0.0%
Office Supplies	140,950	5,516	135,434	3.9%
Other Supplies	40,501	-	40,501	0.0%
Total Supplies	827,889	16,054	811,835	1.9%
Library Materials				
Audio-Visual Materials	886,800	33,319	853,481	3.8%
Books	1,529,750	49,385	1,480,365	3.2%
E-Materials	1,093,500	47,916	1,045,584	4.4%
Library Materials - Other	261,000	12,102	248,898	4.6%
Microforms	5,000	-	5,000	0.0%
Periodicals	120,443	91,363	29,080	75.9%
Serials	28,000	13,859	14,141	49.5%
Databases - On-Line Services	401,211	11,705	389,506	2.9%
Memorial Materials	-	83	(83)	100.0%
Total Library Materials	4,325,704	259,733	4,065,971	6.0%
Utilities				
Gas	99,713	-	99,713	0.0%
Electric	477,480	-	477,480	0.0%
Water And Sewer	102,525	-	102,525	0.0%
Total Utilities	679,718	-	679,718	0.0%
Telecommunications				
Data Telecommunications	193,880	-	193,880	0.0%

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

Account Description	Fy 2017 Budget	Ytd Expended	Available Budget	% Used
Voice Telecommunications	57,600	-	57,600	0.0%
Cellular Telecommunicati	73,200	-	73,200	0.0%
Computer Support - Internet	135,000	-	135,000	0.0%
Telecommunications Expansion	10,000	-	10,000	0.0%
Total Telecommunications	469,680	-	469,680	0.0%
Contractual Services				
Janitorial Services	401,200	-	401,200	0.0%
Rental-Library Facilitie	527,287	42,279	485,008	8.0%
Common Area Mntn Costs	139,745	11,792	127,953	8.4%
Rental-Storage Area	16,200	-	16,200	0.0%
Audit	41,450	-	41,450	0.0%
Legal	50,000	-	50,000	0.0%
Consultant	179,500	2,090	177,410	1.2%
Cataloging	50,600	-	50,600	0.0%
Trash Removal	22,799	1,469	21,330	6.4%
Copier Services	45,000	-	45,000	0.0%
Courier Services	200,800	-	200,800	0.0%
Ins-Not Employee Benefit	181,000	149,743	31,257	82.7%
Collection Agency Fees	41,000	-	41,000	0.0%
Printing	100,200	-	100,200	0.0%
Programming	273,169	1,703	271,466	0.6%
Treasurer Fees	386,656	11,570	375,086	3.0%
Microfilming Services	19,600	-	19,600	0.0%
Computer Support Agreement	140,500	-	140,500	0.0%
Maintenance-Computer Equipment	208,882	-	208,882	0.0%
Software Licenses	94,000	-	94,000	0.0%
Employee Assistance Program	17,000	-	17,000	0.0%
Parking	42,375	-	42,375	0.0%
Total Contractual Services	3,178,963	220,646	2,958,317	6.9%
Repairs and Maintenance				
Grounds Maintenance	71,400	2,283	69,117	3.2%
Vehicle Operating Supplies	54,750	373	54,377	0.7%
Maintenance-Equipment	501,198	8,004	493,194	1.6%
Repairs-Equipment	20,850	128	20,722	0.6%
Repairs-Furniture	32,500	-	32,500	0.0%
Repairs-Buildings	140,850	792	140,058	0.6%
Total Repairs and Maintenance	821,548	11,579	809,969	1.4%
Other Services				
Translation Services	2,500	-	2,500	0.0%
Advertising	2,750	-	2,750	0.0%
Bank And Trustee Fees	26,600	1,875	24,725	7.0%
Information Listing	15,000	8,237	6,763	54.9%

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

Account Description	Fy 2017 Budget	Ytd Expended	Available Budget	% Used
Mileage/Travel Reimbursemant	70,959	-	70,959	0.0%
Employee Recruitment	39,500	500	39,000	1.3%
Employee Testing	500	-	500	0.0%
Dues/Membership/Bus Functions	58,996	3,443	55,554	5.8%
Merchandising	5,000	-	5,000	0.0%
Employee Recognition/Excellence	20,525	-	20,525	0.0%
Board Of Trustees	5,000	819	4,181	16.4%
Community Outreach	70,000	213	69,787	0.3%
Training	228,516	2,092	226,424	0.9%
Signage	8,000	-	8,000	0.0%
Bindery	5,000	-	5,000	0.0%
Summer Reading Club	42,506	-	42,506	0.0%
Patron Reimbursement	1,000	-	1,000	0.0%
Postage	92,500	2,680	89,820	2.9%
Volunteer Program	5,900	-	5,900	0.0%
Safety & Wellness	18,500	-	18,500	0.0%
Other Grant Designated Fund Exp	352,884	500	352,384	0.1%
Administrative Support	10,500	-	10,500	0.0%
Rental-Equipment	1,000	-	1,000	0.0%
Other Expenses	14,589	177	14,412	1.2%
Total Other Services	1,098,225	20,535	1,077,690	1.9%
Capital Outlay				
Video Equip & Access	4,000	-	4,000	0.0%
Land Improvement	17,184	-	17,184	0.0%
Buildings	83,465	-	83,465	0.0%
Equipment	264,000	-	264,000	0.0%
Furniture	34,500	3,355	31,145	9.7%
Shelving	2,000	-	2,000	0.0%
Capital Outlay-Other Expenditures	17,500	-	17,500	0.0%
Total Capital Outlay	422,649	3,355	419,294	0.8%
Operating Transfers to Other Funds				
Fund Transfers Out	736,341	-	736,341	0.0%
Total Expenditures	$ 30,792,250	$ 1,781,123	$ 29,011,127	5.8%

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

Fund Balance - Januaru 1, 2017	$	296,848
Budgeted Revenues		-
Budgeted Expenditures		-
Fund Balance - January 31, 2017	$	296,848

Fund Balance - By Fund

Annual Fund	$	7,000
Cheyenne Mountain Library Fund		9,067
Fountain Branch Library Fund		18,725
High Prairie Library Fund		176,075
Old Colorado City Library Fund		11,372
Palmer Lake Library Fund		306
Sand Creek Library Fund		60,546
Mobile Library Services Fund		1,916
1905 Carnegie Library Facility Fund		8,736
Carnegie Garden Support Fund		1,887
Special Collections Support Fund		1,113
Other Programs Fund		105
	$	296,848

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

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
Expenditures							
2017 Budget							
Roof Inspection And Repairs	$ 3,500	$ -	$ 3,500	$ -	$ -	$ 3,500	0.0%
Blinds For ESL Office	2,200	-	2,200	-	-	2,200	0.0%
Blinds For Erc/Maker Space	4,500	-	4,500	-	-	4,500	0.0%
Window Leak-2nd Floor	7,500	-	7,500	-	-	7,500	0.0%
Additional Meeting Room Chairs	2,250	-	2,250	-	-	2,250	0.0%
Teen Center-Interior Paint	4,000	-	4,000	-	-	4,000	0.0%
Furnishings/Barrier Tween Area	4,000	-	4,000	-	-	4,000	0.0%
Mural	5,000	-	5,000	-	-	5,000	0.0%
Chair Replacement	3,500	-	3,500	-	2,542	958	72.6%
Sub-Total	36,450	-	36,450	-	2,542	33,908	7.0%
Carryover From 2016							
Water Treatment System	-	3,000	3,000	-	-	3,000	0.0%
Roof Inspection And Repairs	-	2,375	6,000	3,625	-	2,375	60.4%
Ea Update Security Equipment	-	5,000	5,000	-	-	5,000	0.0%
Paint Shelves	-	945	3,937	2,992	945	0	100.0%
Cabinetry Upgrades In Arts & C	-	18,500	18,500	18,500	-	0	100.0%
Educational Resource Center	-	3,733	14,242	10,509	160	3,573	74.9%
IT Equipment	-	2,071	8,435	5,670	-	2,765	67.2%
Sub-Total	-	35,624	59,114	41,295	1,105	16,714	71.7%
Total Expenditures	36,450	35,624	95,564	41,295	3,647	50,622	47.0%
Sources of Funds							
Operating Transfer - General Fund	$ 27,500	$ -	$ 27,500	-	$ -	$ 27,500	0.0%
Excess Revenues over Expenditures				(41,295)		$ (23,122)	
Fund Balance - January 1, 2017				128,219			
Fund Balance - January 31, 2017				$ 86,924			

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

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
Expenditures							
2017 Budget							
Additional Lighting	1,000	-	1,000	-	-	1,000	0.0%
Roof Maintenance	3,500	-	3,500	-	-	3,500	0.0%
Window Blinds For EA	3,200	-	3,200	-	-	3,200	0.0%
Replace Existing Parking Meter	50,000	-	50,000	-	-	50,000	0.0%
Facade Repair	16,000	-	16,000	-	-	16,000	0.0%
Elevator Modernization - Cab	45,000	-	45,000	-	-	45,000	0.0%
Convert Pea Gravel Walk	2,000	-	2,000	-	-	2,000	0.0%
Wood Repairs & Scaffolding	40,000	-	40,000	-	-	40,000	0.0%
Shelving Signage	2,000	-	2,000	-	-	2,000	0.0%
Replace 4 Staff Chairs	1,500	-	1,500	-	-	1,500	0.0%
Sub-Total	164,200	-	164,200	-	-	164,200	0.0%
Carryover From 2016							
Roof Inspection And Repairs	-	2,280.00	2,280.00	-	-	2,280	0.0%
Replace Floors In Elevators	-	3,500.00	3,500.00	-	-	3,500	0.0%
Window Caulking	-	53,013.00	53,013.00	-	-	53,013	0.0%
Furniture And Equipment	-	464.00	464.00	-	-	464	0.0%
Sub-Total	-	59,257	59,257	-	-	59,257	0.0%
Total Expenditures	164,200	59,257	223,457	-	-	223,457	0.0%
Sources of Funds							
Operating Transfer - General Fund	$ 59,690	$ -	$ 59,690	-	$ -	$ 59,690	0.0%
Excess Revenues over Expenditures				-		$ (163,767)	
Fund Balance - January 1, 2017				167,926			
Fund Balance - January 31, 2017				$ 167,926			

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

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
Expenditures							
2017 Budget							
Parking Repairs	$ 570,000.00	$ -	$ 570,000.00	$ -	$ -	$ 570,000.00	0.0%
Sound Attenuation	5,000	-	5,000	-	1,851	3,149	37.0%
Improve Teen Gaming Room	30,000	-	30,000	-	-	30,000	0.0%
Install Electrical Outlets	5,000	-	5,000	-	-	5,000	0.0%
ADA Fixtures	10,000	-	10,000	-	-	10,000	0.0%
Signage	5,000	-	5,000	-	-	5,000	0.0%
Patron Registration	3,000	-	3,000	-	-	3,000	0.0%
Taz 3D Pronter	10,000	-	10,000	-	-	10,000	0.0%
Portable Projectors	13,000	-	13,000	-	-	13,000	0.0%
Munis Record Management Syst	30,000	-	30,000	-	-	30,000	0.0%
Sub-Total	681,000	-	681,000	-	1,851	679,149	0.3%
Carryover From 2016							
Parking Repairs	-	30,000	30,000	-	-	30,000	0.0%
Install Ceiling Fans In Childr	-	1,750	1,750	-	-	1,750	0.0%
Sound Dampening Of Amh Space	-	3,000	3,000	-	-	3,000	0.0%
Contingency	-	37,868	37,868	-	-	37,868	0.0%
Staging	-	4,675	4,675	-	-	4,675	0.0%
Audio/Lighting	-	4,000	4,000	-	-	4,000	0.0%
Audio Room - Mikes Hanging	-	1,500	1,500	-	-	1,500	0.0%
Sub-Total	-	82,793	82,793	-	-	82,793	0.0%
Total Expenditures	681,000	82,793	763,793	-	1,851	761,942	0.2%
Sources of Funds							
Donations	$ 30,000	$ -	$ 30,000	-	$ -	$ 30,000	0.0%
Excess Revenues over Expenditures				-		$ (731,942)	
Fund Balance - January 1, 2017				777,665			
Fund Balance - January 31, 2017				$ 777,665			

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

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
Expenditures							
2017 Budget							
Ho-Access Control	5,700	-	5,700	-	-	5,700	0.0%
Mo-Access Control	12,000	-	12,000	-	-	12,000	0.0%
Ro-Access Control	2,000	-	2,000	-	-	2,000	0.0%
Sa-Access Control	1,100	-	1,100	-	-	1,100	0.0%
Upgrade Intrusion Alarm System	20,000	-	20,000	-	-	20,000	0.0%
Mo-Carpet Replacement	30,000	-	30,000	-	-	30,000	0.0%
Dw- Concrete Replacement	12,000	-	12,000	-	-	12,000	0.0%
Dw - Asphalt Repairs	15,000	-	15,000	-	-	15,000	0.0%
Mo-Painting	10,000	-	10,000	-	-	10,000	0.0%
Staff Lounges Improvements	30,000	-	30,000	-	-	30,000	0.0%
Adult Ed Improvements	30,000	-	30,000	-	-	30,000	0.0%
Water Management System	25,000	-	25,000	-	-	25,000	0.0%
Furniture Replacement	25,000	-	25,000	-	-	25,000	0.0%
Standing Workstation-Garage	1,000	-	1,000	-	-	1,000	0.0%
Ho-Study Table & Chairs	9,000	-	9,000	-	-	9,000	0.0%
Mo-Storage Cabinets	1,500	-	1,500	-	-	1,500	0.0%
Mo-Reupholster Mr Chairs	1,600	-	1,600	-	-	1,600	0.0%
Pa-Storage Shed	2,800	-	2,800	-	-	2,800	0.0%
Pa-Reupholster Patron Chairs	1,000	-	1,000	-	-	1,000	0.0%
Vehicles	50,000	-	50,000	-	-	50,000	0.0%
Bo - Senior Van	75,000	-	75,000	-	-	75,000	0.0%
Contingency	25,000	-	25,000	-	-	25,000	0.0%
Servers-Replacements	40,000	-	40,000	-	-	40,000	0.0%
Maintenance Hard&Soft	52,323	-	52,323	-	-	52,323	0.0%
Maintenance Datadomains	24,000	-	24,000	-	-	24,000	0.0%
Primary Storage	25,000	-	25,000	-	-	25,000	0.0%
Offsite Backup System	20,000	-	20,000	-	-	20,000	0.0%

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

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
Replace Computers	80,000	-	80,000	-	-	80,000	0.0%
Upgrades To Avid Liquid 7.0	1,000	-	1,000	-	-	1,000	0.0%
Laptops, Tablets, Netbooks	25,000	-	25,000	-	-	25,000	0.0%
Self-Check Stations	82,434	-	82,434	-	-	82,434	0.0%
Other Peripheral-Video Project	12,000	-	12,000	-	-	12,000	0.0%
Telecom Switches	60,000	-	60,000	-	-	60,000	0.0%
Firewall Replacement	45,000	-	45,000	-	-	45,000	0.0%
Update Security Equip - Pe	5,000	-	5,000	-	-	5,000	0.0%
Ut-Ceiling Projector	1,000	-	1,000	-	-	1,000	0.0%
Dibos And Camera Upgrades	50,000	-	50,000	-	-	50,000	0.0%
Children'S Equipment	52,000	-	52,000	-	-	52,000	0.0%
Computer Commons Equipment	26,000	-	26,000	-	-	26,000	0.0%
Special Collections Equip	29,000	-	29,000	-	-	29,000	0.0%
Cloud Computing Transition	15,000	-	15,000	-	-	15,000	0.0%
Mo Library It Infrastruct	50,000	-	50,000	-	-	50,000	0.0%
Ea Library Tween Computers	4,000	-	4,000	-	-	4,000	0.0%
Ch Patron Laptops	5,000	-	5,000	-	-	5,000	0.0%
Sub-Total	1,088,457	-	1,088,457	-	-	1,088,457	0.0%
Carryover From 2016							
Building Maint-Minor Renov Prj	-	25,000	25,000	-	-	25,000	0.0%
Ch Carpet Replacement	-	30,000	30,000	-	23,520	6,480	78.4%
Ho - Rolling Wall Partition	-	2,200	2,200	-	-	2,200	0.0%
Ma - Building Maintenance/Mino	-	10,000	10,000	-	-	10,000	0.0%
Ma - Other Furn Or Equip Repl	-	1,000	1,000	-	-	1,000	0.0%
Mo-Drive Up Book Drop Improv	-	6,583	6,583	-	-	6,583	0.0%
Mo-Restroom Improvements	-	1,330	1,330	-	-	1,330	0.0%
Dw- Concrete Replacement	-	7,171	7,171	-	375	6,796	5.2%
Dw - Asphalt Repairs	-	15,373	15,373	-	12,280	3,093	79.9%
Dw-Card Reading Access Accesso	-	5,300	5,300	-	-	5,300	0.0%

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

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
Vehicles	-	10,300	10,300	-	-	10,300	0.0%
New Wrap For Bookmobile 702	-	5,000	5,000	-	-	5,000	0.0%
Replace Generator For Bo	-	11,000	11,000	-	-	11,000	0.0%
Contingency	-	78,118	78,118	-	7,283	70,835	9.3%
Other Expenses	-	1,125	1,125	-	-	1,125	0.0%
Servers	-	629	629	-	-	629	0.0%
Servers-Replacements	-	15,000	15,000	-	-	15,000	0.0%
Windows Server Cal'S	-	26,582	26,582	-	-	26,582	0.0%
Maintenance Hard&Soft	-	44,276	44,276	-	32,796	11,480	74.1%
Webcams For Server Rooms	-	403	403	-	-	403	0.0%
Sirsi Test Server	-	2,532	2,532	-	-	2,532	0.0%
Cloud Hosting Support	-	11,485	11,485	-	3,999	7,486	34.8%
Maintenance Datadomains	-	7,028	7,028	-	-	7,028	0.0%
Laptops, Tablets, Netbooks	-	32,454	32,454	-	32,454	-	100.0%
Adult Literacy Depart Laptops	-	4,371	4,371	-	4,371	-	100.0%
Laptop Staff Lab - Pe	-	615	615	-	615	-	100.0%
Laptop Lab Cc	-	13,000	13,000	-	-	13,000	0.0%
Laptops - Ch	-	5,000	5,000	-	-	5,000	0.0%
Laptops-Ho	-	6,000	6,000	-	-	6,000	0.0%
Self-check stations	-	62,695	62,695	-	62,695	-	100.0%
Barcode Scanners	-	15,102	15,102	-	-	15,102	0.0%
Other Peripheral-Video Project	-	13,464	13,464	-	-	13,464	0.0%
Tipping Point Replacements	-	5,270	5,270	-	-	5,270	0.0%
Scala - Software Upgrade	-	2,602	2,602	-	-	2,602	0.0%
Mobile Device Management	-	5,200	5,200	-	-	5,200	0.0%
Archival Manag System	-	12,000	12,000	-	-	12,000	0.0%
Replace Data Domain	-	1,255	1,255	-	-	1,255	0.0%
Equip Init - Security	-	8,121	8,121	-	-	8,121	0.0%
Cash Drawer Project	-	5,000	5,000	-	-	5,000	0.0%
Network All Copiers	-	4,958	4,958	-	-	4,958	0.0%
Children'S-Ipads For Programmi	-	1,769	1,769	-	-	1,769	0.0%

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

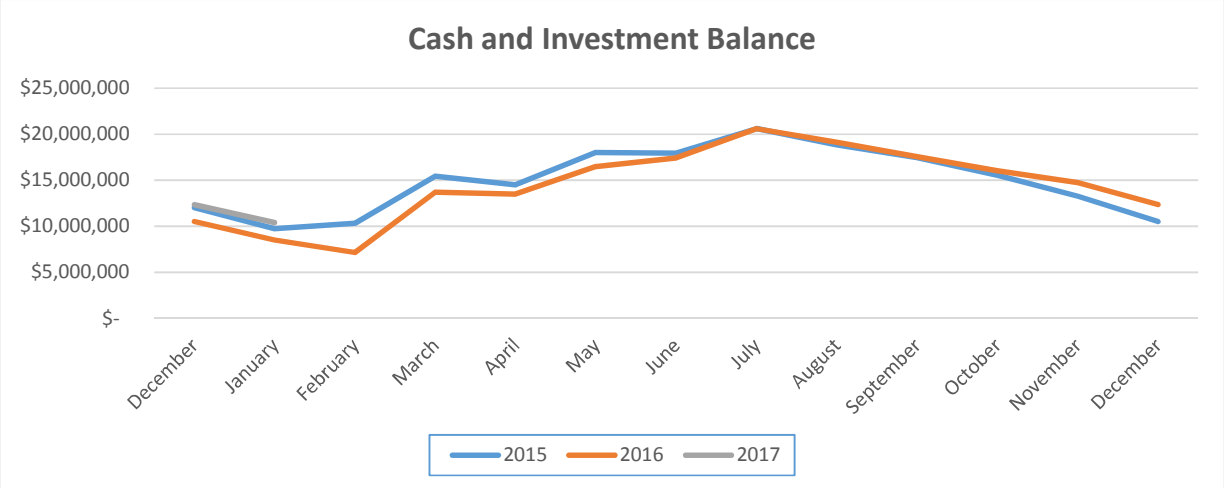
Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
Data Drops At Ho	-	1,000	1,000	-	-	1,000	0.0%
Wan Upgrades, Treaching	-	11,963	11,963	-	-	11,963	0.0%
Phone System	-	29,768	29,768	-	12,501	17,267	42.0%
Bibframe Linked Data Project	-	12,500	12,500	-	-	12,500	0.0%
Launchpad Kids App/Games/Educa	-	40,000	40,000	-	-	40,000	0.0%
Laptop For Special Collection	-	2,000	2,000	-	-	2,000	0.0%
Small Nas For Special Collecti	-	1,250	1,250	-	-	1,250	0.0%
Ma-Downstairs Pac, Cabling	-	2,000	2,000	-	-	2,000	0.0%
Replace Jamex Boxes	-	15,786	15,786	-	-	15,786	0.0%
New Computers, Apps For Childr	-	10,000	10,000	-	-	10,000	0.0%
Contingency I/T	-	17,358	17,358	-	-	17,358	0.0%
Sub-Total	-	659,936	659,936	-	192,889	467,047	29.2%
Total Expenditures	1,088,457	659,936	1,748,393	-	192,889	1,555,504	11.0%
Sources of Funds							
Operating transfer - General Fund	$ 676,651	$ -	$ 676,651	-	$ -	$ 676,651	0.0%
Excess Revenues over Expenditures				-		$ (878,853)	
Fund Balance - January 1, 2017				1,044,910			
Fund Balance - January 31, 2017				$ 1,044,910			

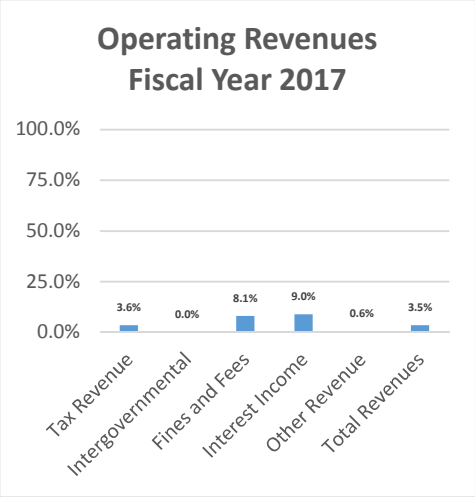
Pikes Peak Library District
Receipts and Disbursements by Cash Account
For the Month Ended January 31, 2017

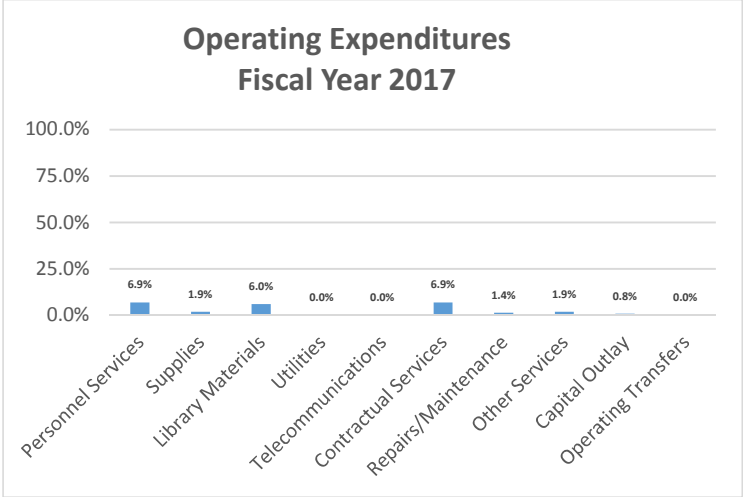
	ColoTrust Investments	Wells Fargo Checking	Total Cash
Cash January 1, 2017	$ 12,731,888	$ (379,397)	$ 12,352,491
Receipts January 2017			
Property Taxes	261,357	-	261,357
Daily Cash Receipts	-	11,865	11,865
Credit Card Receipts	-	20,987	20,987
Interest	8,968	-	8,968
Disbursements January 2017			
Payment of Bills week of 1/2/17	-	(28,108)	(28,108)
Payment of Bills week of 1/9/17	-	(64,262)	(64,262)
Payment of Bills week of 1/16/17	-	(438,626)	(438,626)
Payment of Bills week of 1/23/17	-	(360,251)	(360,251)
Payment of Bills week of 1/30/17	-	(81,772)	(81,772)
Payroll 1/13/17	-	(515,623)	(515,623)
Payroll 1/27/18	-	(551,934)	(551,934)
EOM Payroll bills	-	(198,331)	(198,331)
Bank and credit card fees	-	(1,925)	(1,925)
Transfer between funds	(2,500,000)	2,500,000	-
Cash January 31, 2017	$ 10,502,213	$ (87,377)	$ 10,414,836

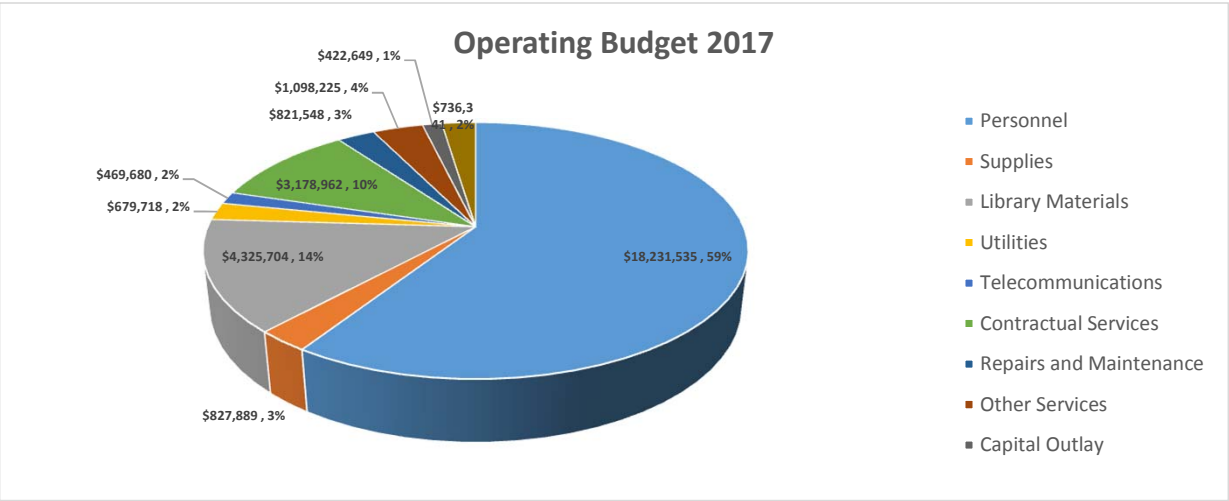
Pikes Peak Library District Financial Dashboard

January 2017









Pikes Peak Library District **17-3-1**
March 14, 2017

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, 2017 – February 28, 2017.

Cameron Riesenberger: East Library, Librarian 1 (40 hrs)
Rose Kutsch: East Library, PSA2 (16 hrs)

Meeting Room Policy Revision

BACKGROUND

The Meeting Room Policy had not been updated to reflect the many changes at PPLD. The Meeting Room Policy varied from location to location. An updated policy that is consistent across the District is needed.

Thanks to Sean Anglum, Tim Blevins, Becca Cruz, Michael Doherty, Rich Egan, David Glenn, Nancy Maday, David Nagle, Jim Nelson, Lynne Proctor, Joanna Rendon, Amy Rodda, Lindsay Sosa, and Gary Syling for contributing to this revised policy.

Aa shorter version of the policy will be created for the PPLD website. There will be a link to the full policy. Photos of the meeting rooms with specifics (i.e. capacity, equipment, etc.) will also be added to the website.

In public libraries, there are exceptions to every rule. Managers will have the discretion to make exceptions to meet the needs of our community members.

SUMMARY OF CHANGES

The following are changes to note.

I. Reservations will be made based on the priority list rather than first come first served.

III. Second paragraph added.
The library is a public space. In accordance with our mission, we encourage all groups to use our meeting rooms. If the meeting is not advertised as being "open to the public," groups using the meeting rooms have the right to limit attendance. However, library staff cannot be expected to enforce or ensure the privacy of any meeting.

V. A. A Library card is preferred not required.

V. B. Use of the meeting rooms is free. (Effective 1/2017)

V. I. Link added for the Photography Policy.

V. M. Meetings will be scheduled during the hours that the Library is open for public service. This includes set-up and take-down time. Available time ends 15 minutes prior to closing. Fountain Library is an exception due to its location and connection to the City of Fountain.

V. N. Applicants may schedule time to test the equipment. Assistance with the video/audio equipment may not be available at the meeting time.

V. P. Cleaning and/or damage fees will be charged to PPLD accounts if a library card was used. Otherwise, invoices will be sent to the applicant. Cleaning and/or damage fees will be a minimum of $50.

IX. B. Light refreshments and some examples for food are given. A list of suggested caterers will be provided. **There is no longer an exclusive caterer that staff and patrons are required to use.** There is no longer a $50 non-refundable fee for having food. Patrons leaving a room messy or with damage will be charged a minimum $50.

RECOMMENDATION

The adoption of this policy will bring consistency for the public use of the District's meeting rooms. The additional changes for posting the information on our website will improve accessibility for the policy and ease of use.

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

Pikes Peak Library District
Public Use of Meeting Rooms

BOARD POLICY

The Pikes Peak Library District (PPLD) has meeting rooms available for public use. The District's meeting rooms are designed to meet the operational needs of the District and offer accommodations for educational, informational, cultural, and civic functions of the Colorado Springs and El Paso County community.

I. PRIORITIES

Priority for meeting room spaces will be granted in the following order.

A. Educational, informational, cultural, and civic programs sponsored or co-sponsored by PPLD and relating to its collections and services, such as lectures, exhibits, panel discussions, art and music programs, informal seminars, film presentations, etc.

B. Meetings sponsored by the Library.

C. Meetings of not-for-profit community groups and organizations whose aims are for educational, cultural, or civic purposes; and civic, local government and community groups.

D. Meetings and workshops for commercial for-profit organizations.Other meetings which are appropriate to the mission of the Library.

II. ENDORSEMENT

A. Use of the meeting rooms by outside agencies does not constitute the Library's endorsement of viewpoints expressed by participants in programs. No advertisement or announcement implying such endorsement will be permitted.

B. All advertisements and postings must include the disclaimer, "This event is not endorsed by or affiliated with the Pikes Peak Library District."

III. EQUAL OPPORTUNITY

Activities taking place in the meeting rooms must not be closed to any person due to age, gender, race, religion, national origin, disabling condition, or any other legally protected category.

The library is a public space. In accordance with our mission, we encourage all groups to use our meeting rooms. If the meeting is not advertised as being "open to the public," groups using the meeting rooms have the right to limit attendance with the exception of legally protected categories. Library staff cannot be expected to enforce or ensure the privacy of any meeting.

IV. LIABILITY

A. All organizations or groups shall indemnify, defend and hold harmless the Pikes Peak Library District, its officers, agents and employees from and against any and all claims, suits, actions of any kind, resulting from any negligent act, omission or error of the user which results in personal injuries or property damage arising from the user's use of a library meeting room.

B. The applicant and/or organization will be jointly and separately liable for any breakage, damage or theft of any Library property caused by members or guests of the group or organization. Liability includes all applicable court costs and attorney fees.

C. The Library, its employees, and Trustees do not assume responsibility for personal injury or damage or loss of personal property during the applicant's use of meeting room.

V. RESERVATIONS, SCHEDULING, AND RESPONSIBILITIES

A. Reservations may be made by adults (18 years or older). Reservations made with a PPLD library card are preferred. In lieu of a library card, contact information (number of attendees, organization, contact person's name, primary phone number, email address and program description) must be entered.

B. Use of the Library's meeting rooms is free. A cleaning and/or carpet cleaning fee may be levied if rooms are not left clean.

C. Requests for the use of meeting rooms can be made from the Library's website (ppld.org) using the MEET option. Requests for the use of meeting rooms may also be made by contacting the Meeting Room Coordinator at (719) 884-9827, or using the CONTACT US option on the MEET site.

D. Time limits must be adhered to. Meeting preparations and take down must be made within the overall meeting room availability timeframes.

Meetings sponsored by the public will be scheduled during the hours that the Library is open for public service. Meeting sponsors and attendees will not be admitted to the facility before it is open to the public nor be allowed to remain in the facility after it is closed to public service. Meeting rooms can be reserved from the beginning of open hours to 15 minutes prior to closing.

Remaining in meeting rooms beyond the reserved time may result in denial of future reservations.

EXCEPTION:

Fountain Library is located in the city of Fountain Municipal building and is able to offer after hours meeting space. An authorized representative of the group who is over 21 years of age must come to the Fountain Library two weeks in advance of using the meeting room to fill out the Application for After Hours Use of the Community Room. The representative will also need to arrange to come into the library and get the "use code" 48 hours in advance of using the meeting room. Staff is not present for after-hours meetings. Call the Fountain Library for more information.

E. If a reserved room is not in use 30 minutes after the meeting start time, the Library will make the room available to other groups.

F. The applicant shall be the contact person, unless specified otherwise, and shall be the only person authorized to make changes in room arrangements.

G. The applicant must be present at the event.

H. The applicant agrees to abide by the Meeting Room policy. The applicant will be held responsible for the actions of the participants and their adherence to all guidelines set forth in this policy and all Library policies.

I. All groups of persons under 18 years of age must be under the direct and constant supervision of adults.

J. All applicants and participants must adhere to PPLD's Code of Conduct Policy.

K. All applicants and participants must adhere to PPLD's Photography Policy.

L. Reservations will be taken no more than 6 months in advance of the event.

M. Applicants can make up to 12 reservations in a 6-month period.

N. Permission to use the meeting rooms may be withheld from persons or groups that have damaged library property, caused a disturbance, or failed to comply with the Library's rules and regulations. The Library reserves the right to revoke permission for use of the meeting rooms.

O. Applicants may schedule time through the meeting room coordinator to test the equipment in the meeting room. Technical support may not be available on the day of the meeting.

P. No person or group may assign its reservation to another person or group.

Q. Cleaning and/or damage fees will be charged to the applicant's PPLD library account for payment. In lieu of a library card, invoices will be sent to the applicant booking the room. Cleaning and/or damage fees will be a minimum of $50.

R. Approval of events not included here will be determined by the Library's Executive Director, or designee, who is authorized to establish reasonable regulations governing use of the meeting rooms.

VI. CANCELLATIONS

A. Cancellations will be accepted from the original applicant only.

B. The Library reserves the right to cancel any meeting or reservation due to unforeseen circumstances, such as building or weather-related emergency.

C. The Library reserves the right to stop meetings that are disruptive to normal Library operations or other programming events.

D. Cancellations should be made at least 3 business days before the reservation time.

VII. RESTRICTIONS

A. The meeting rooms may not be reserved for:
   1. Social gatherings such as receptions, showers, birthday parties, dances, or mixers.
   2. Fundraising.
   3. Programs or gatherings which present a clear and present danger to the welfare of the participants, Library staff, patrons, or the community.
   4. Programs which would disturb Library programs, impede Library staff, endanger the Library building or interfere with the functions of the Library.

B. Organizations may not use the name, address, or telephone number of the Library, except for notifying attendees of the location of the meeting.

C. The PPLD logo may not be used on any advertisement or posting.

D. Meeting or programs from community organizations may not be posted on library bulletin boards unless the location has a community events bulletin board.

E. At Penrose Library, extended, or non-permit, parking is provided in public metered parking lots and a fee-based parking structure. At Penrose, the Library makes no special allowances for parking. Other PPLD locations have free parking.

F. Tables and chairs may not block room access or emergency exits.

G. Nothing may be attached to the walls, ceiling, equipment, or doors of the meeting rooms.

H. Use of any flames is prohibited, including matches, sterno, candles, incense, etc.

I. Smoking is not permitted anywhere in the building or on Library property.

J. Use of hazardous materials and/or weapons is not permitted.

VIII. USE/CARE OF FACILITIES AND EQUIPMENT

A. The meeting rooms are to be left as they were found. No additional furniture or equipment other than that already available in the room will be provided.

B. The use of personal furniture, chairs, etc. must have prior approval.

C. Room capacities vary. The Library will limit the capacity of each room based on current fire code requirements. See ROOM DESCRIPTIONS for specific information.

D. Chairs or tables outside the meeting rooms require prior approval.

E. Equipment, supplies, or personal effects cannot be stored in the Library's facilities before or after use.

F. Library staff does not accept delivery of materials arranged by groups holding meetings.

G. The Library does not provide any special accommodations or amenities to groups using meeting rooms such as parking, providing carts to carry supplies or equipment, making coffee, providing office supplies or photocopies.

H. All groups must provide their own support for preparation and reasonable clean-up.

I. Children under the age of eight (8) must not be left unattended during meetings. SEE Safe Child Guidelines.

J. Arts and crafts in a meeting room must be preapproved. Table coverings are required to be brought by groups that use crayons, glue, markers and/or any other materials in the room. A minimum $50 fee will be charged for any damage.

K. PPLD Facilities staff sets up meetings held in the Penrose Carnegie Room, Library 21c's Venue, and the East Library Community Meeting Room. Rooms should be left neat and clean when finished.

IX. REFRESHMENTS

A. Alcoholic beverages are not permitted anywhere in the facilities or on Library property.

B. Light refreshments may be served (coffee, doughnuts, cookies, fruit, etc.). Simple box lunches, prepackaged food and catered food are allowed. The Library provides a list of suggested caterers.

C. Library staff will not sign for, accept, or acknowledge any deliveries of food or materials arranged by groups holding meetings.

D. Open flames for cooking and grilling are not allowed. Cooking, heating or warming food is not allowed in meeting rooms.

E. Food may not be taken out of the meeting rooms. Beverages must be covered if carried outside the meeting rooms. The direct maintenance expense for the removal of carpet stains caused by food and drinks will be charged back to the user.

F. If cleaning is required, a minimum $50 charge will be assessed.

G. Consumable supplies (cups, napkins, plates, flatware, serving utensils, etc.) are not provided by the Library.

Film, Photography and Recording Policy

BACKGROUND

There is a need for a full policy on the use and permissions for film, photography and audio recording in all PPLD facilities. Due to the capabilities of any patron, from amateur to professional, to be their own videographer, photographer or recordist, a policy that is consistent across the District is needed.

Thanks to the Leadership Team (specifically John Spears, Rich Peters, Sue Hammond), David Glenn from Security, and Jeremiah Walter from the CEOO for contributing to this policy.

This policy will be included on the PPLD website and distributed to all building managers and security personnel. It is important for the safety and security of our patrons and guests that this policy is followed.

RECOMMENDATION

The adoption of this policy will bring consistency for the use of film/video, photography and audio recording in the District's facilities. The posting of this information on our website will improve accessibility for the policy and ease of use.

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

Pikes Peak Library District
Policy for Filming, Photography and Recording

BOARD POLICY

The most significant priority for Pikes Peak Library District (PPLD) is to provide library services to the Pikes Peak community, and the filming and photography described below are allowed only to the extent that they do not interfere with its Mission. PPLD understands that the Library District is within its rights to limit filming and photography within PPLD 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 programs or events for promotional 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.

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.

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 from the Community Engagement and Outreach Office (CEOO).

B. For non-Library District events and meetings, news media photographers and reporters must receive authorization from the presenting group, organization or individual and must notify CEOO 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 CEOO.

D. Photography of the Library's materials and resources is permitted with the authorization of the Executive Director 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, i.e. books, articles, PPLD meetings and events or videos about the Library

District itself, the Library District's position in the Pikes Peak region as a tourist or learning destination, or 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 Library District's CEOO 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 CEOO. 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 Video Services' studio and equipment, when these are checked out in a timely manner. This filming and photography IN STUDIO is covered under the multimedia class curriculum.

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 or staff 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. MOTION PICTURE INDUSTRY

A. PPLD will permit the motion picture industry to use its facilities for filming major entertainment projects where a library setting is called for if the project:
   i. Does not interfere with the mission of PPLD
   ii. Is in accordance with the rest of this policy
   iii. Does not advertise or promote commercial products
   iv. Avoids any relation to political campaigns or to partisan issues.

B. Motion picture industry related projects require the approval of the Executive Director or designee, with all details coordinated in advance with Library administration, CEOO 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.

VII. PHOTOGRAPHY FOR GROUPS AND NON-LIBRARY EVENTS IN MEETING AND STUDY FACILITIES

A. Groups, organizations or individuals holding meetings or events in PPLD's meeting and/or study facilities 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 holding the meeting or event.

C. Photography, filming or recording at such meetings and events is restricted to the space the organization, group or individual reserved and may not take place in other areas.

D. The organizer of such meetings or events 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 PPLD 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 violate this 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 CEOO.

C. PPLD frequently engages in photographing, filming or recording 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 are taking place.
   ii. Members of the public must immediately notify a PPLD staff member if they do not want to participate in photographs or recordings.

D. PPLD will post this announcement in each meeting and study room.