

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
FEBRUARY 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. 5)
 - D. Presentations
 1. PPLD Facilities Department
- V. REPORTS
 - A. Friends of the Pikes Peak Library District Report (enclosed p. 6)
 - B. Pikes Peak Library District Foundation Report (enclosed p. 7)
 - C. Board Reports
 1. Governance Committee
 2. Internal Affairs Committee
 3. Public Affairs Committee
 4. Board President
 - D. Financial Report (enclosed p. 8)
 1. Banking RFP Informational Report (enclosed p. 9)
 - E. Library Services and Branch Services Report (enclosed p. 10)
 - F. Executive Director's Report
- VI. BUSINESS ITEMS
 - A. Consent Items: Decision 17-2-1
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. 12)
 - B. Unfinished Business
 - C. New Business
 1. 2017 Downtown Roadway Project: Decision 17-2-2: S. Edmondson (enclosed p. 13)
 2. Sand Creek Library Makerspace RFP: Decision 17-2-3: G. Syling (enclosed p. 17)
 3. Changes to Financial Guidelines: Decision 17-2-4: M. Varnet (enclosed p. 19)
- 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)

New Business Continued
 4. Actions Relevant to Executive Director's Performance Appraisal: Decision 17-2-5
- VIII. ADJOURNMENT

**MINUTES
PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
January 10, 2017
8 am
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, Foundation & Development Officer Dolores Cromeens, Friends of the Pikes Peak Library District Board President Laura Ettinger, Friends of the Pikes Peak Library District Board President-Elect Dora Gonzales, Executive Assistant Sue Hammond, Human Resources Division Head Sally Jensen, El Paso County Commissioner Peggy Littleton, Associate Director for Library Services Janice McPherson, Adult Services Librarian Melissa Mitchell, Penrose Facilities Supervisor Jim Nelson, Technology & Virtual Services Officer Richard Peters, Associate Director for Branches Lynne Proctor, Facilities Division Head Gary Syling, Chief Financial & Business Officer Michael Varnet

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Grossman called the January 10, 2017 meeting of the Pikes Peak Library District Board of Trustees to order at 4:00 p.m.

ITEMS TOO LATE FOR THE AGENDA

There were no items to add to the agenda.

PUBLIC COMMENT

There was no public comment.

The Board left the meeting room at 4:02 p.m. to have a group photo taken.
The Board returned to the meeting room at 4:15 p.m.

President Grossman announced that a list of motions will be provided to the Board members at each Board meeting.

CORRESPONDENCE AND COMMUNICATIONS

Minutes

The minutes of the December 6, 2016 meeting of the Board of Trustees were presented for review.

Motion: Kathleen Owings moved to approve the minutes of the December 6, 2016 meeting of the Board of Trustees as presented.

Second: The motion was seconded by Keith Clayton.

Vote: The motion was approved unanimously.

Correspondence

President Grossman read a letter from recently retired Board member John Wilson. Mr. Wilson thanked the members of the Board for gifts presented to him at his farewell reception on December 6, 2016.

Events & Press Clippings

A list of recent press clippings and upcoming events was included in the Board packet.

Presentations

Adult Services Librarian Melissa Mitchell provided information about PPLD's Adult Reading Program. The program is modeled after reading programs for children, but is for adults 18 years and older. The program, which is being called "Winter Adult Reading", kicks off on January 14, 2017 with a party at East Library. Adult readers may register online or at any PPLD facility to record what they read to earn prizes. This year PPLD is partnering with Inertia Coffee, Rocky Mountain Chocolate Factory, Cole's Gourmet Popcorn, Louie's Pizza, Carmike Cinemas and the PPLD Foundation. Grand prizes include a 32 inch Samsung LED TV and an iPad Mini 4.

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 Laura Ettinger introduced incoming Friends President Dora Gonzales. The new Friends Board members will be installed at the Friends Annual Meeting on January 14, 2017.

Pikes Peak Library District Foundation

Foundation & Development Officer Dolores Cromeens took a moment to recognize the support that the Friends of the Pikes Peak Library District provide to PPLD. Ms. Cromeens reported that PPLD Foundation fundraising for 2016 reached \$793K. She noted that the work of the Foundation is truly a team effort.

Executive Director Spears thanked Ms. Cromeens for all of her efforts in 2016.

Board Reports

Governance Committee

Governance Committee Chair Katherine Spicer reported that the Governance Committee has not met in 2017.

Internal Affairs Committee

Internal Affairs Committee Chair Ken Beach reported that the committee has not met in 2017.

Public Affairs Committee

Public Affairs Committee Chair Kathleen Owings reported that she will begin representing the Board of Trustees at Friends Board meetings.

Board President

President Grossman announced that a list of key Library events in 2017 will be available at the February Board meeting. She hopes that each Board member will attend at least 1-2 of these events.

President Grossman would like the Board to reintroduce the "Adopt-a-Branch" program. More info on this program will be coming at the February Board meeting.

Financial Report

The financial report for the period ending November 30, 2016 was included in the Board packet. Chief Financial & Business Officer Michael Varnet noted that specific ownership tax revenues in December 2016 were about \$50K higher than in the previous year, bringing PPLD close to its TABOR limit. Interest income is also doing better than in previous years. Expenses are tracking as expected.

Executive Director's Report

Executive Director John Spears discussed some directions that PPLD will take in the coming year.

- **Security:** In an effort to break the cycle of incidents at Penrose Library and to validate the perception of Penrose Library as a safe place for staff and patrons, an off-duty, uniformed police officer will be hired to patrol during all open hours for 12 weeks.
- **Policies:** A new photo/filming policy is in development. PPLD's meeting rooms policy will be updated, removing fees for meeting rooms across the District. All PPLD policies will be examined in 2017 with the goal of removing barriers to access for the public.
- **Social Workers in Libraries:** PPLD will look into collaborating with colleges to bring Masters of Social Work students into our libraries to complete internships.
- **Programming:** PPLD will gear programming to bring the community together.

- Strategic Planning: In 2017 PPLD will involve the entire community in a strategic planning process, utilizing the *Aspen Report* as a model for the process.

BUSINESS ITEMS

Decision 17-1-1: Consent Items

Consent Items Presented:

1. New Hires
2. Resolution to Apply for 2017-2018 AEFLA Grant
3. Resolution Designating Posting Places for 2017 Board Meetings
4. Resolution Designating the Official Custodian of Records
5. Disposition of PPLD Property
6. 2017 Contract/Vendor Approval
7. Conflict of Interest Statement
8. Insurance Policies
9. Auditor for Audit of 2016 Financial Records

Trustee Vanderschuere recused himself from the vote on Consent Item #6, 2017 Contract/Vendor Approval. For that reason, item 17-1-1-6 was pulled from the Consent Agenda to be considered as a separate item in New business.

Motion: Kathleen Owings 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 17-1-2: 2017 Contract/Vendor Approval

This item was moved from the Consent Agenda.

Motion: Ken Beach moved that the Board approve the list of 2017 Contracts/Vendors as presented.

Second: Keith Clayton seconded the motion.

Vote: Trustee Vanderschuere recused himself from the vote. Trustees Beach, Clayton, Dippold, Grossman, Owings and Spicer voted to approve the motion. The motion passed. (1 abstained, 6 in favor)

ADJOURNMENT

There being no further business to conduct, President Grossman adjourned the meeting at 5:05 p.m.

Upcoming Events February 14, 2017

Second Sunday Concert Series, Pikes Peak Highlanders, Sun., Feb. 12, 2 p.m., Venue @ Library 21c

Shiver's Fund Concert Series, Tickets \$50, Fri., Feb. 17, 6 p.m., Venue @ Library 21c (6 p.m. – Social Hour/Hors d'oeuvres, 7 p.m. – Concert, 8:30 p.m. – Meet the Artists Dessert Reception)

PPLD Staff Development Day, Mon., Feb. 20 (President's Day), Library 21c

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

Photographer Robin Schneider Exhibition, HELD OVER through Feb. 28, Library 21c Gallery (Upper Level)

Black History Month "Negro Baseball League and Sam Hairston" photography exhibition, through Feb. 28, Library 21c Gallery (Main Level)

Philanthropizza, continuing through Feb. 28, California Pizza Kitchen (use your Philanthropizza card to support PPLD programs with each purchase)

Friends March Book Sale, March 17-20, East Library

Women, Wealth and Wisdom, March 25, Library 21c

Press Clippings

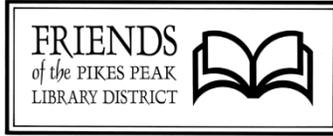
["Inside/Out Youth Services launches first satellite program"](#) (*Colorado Springs Independent*; January 12, 2017)

[January Compliments](#) (Compiled by Amy Rodda, Adult Services Manager, February 1, 2017)

Jamey produced a couple of great testimonial videos about our Adult Education program that might be good to share:

[PPLD Adult Education: Empowered for Success - Todd](#) (PPLD TV, January 31, 2017)

[PPLD Adult Education: Empowered for Success - Marissa](#) (PPLD TV, February 1, 2017)



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.

Friends 2017 Officers: President Dora Gonzales, Vice-President Carolena Jackson, Secretary Pat Webb, & Treasurer Patty Froehle

Friends interviewed three new possible board members. The Board will vote to accept at the March meeting.

March Book Sale will be held on March 17, 18, & 19. Friday March 17 is for Friends membership with Sunday March 19 having a special sale of \$5.00 for a grocery bag full of books.

Plans for the 2017 Frank Waters/Golden Quill Luncheon are underway.

Plans for the 2017 Latina Voices program have begun.

We continue to work with the Center for Nonprofit Excellence to schedule a board retreat.

Online Book Sales 1/19/2017

SALES TOTALS (Month, Year, Project-Amazon only)

MTD	\$1,028 (56% FBA)	25 units (48% FBA)	\$41.11 avg. sale (\$47.75 FBA)
2016	\$25,842	1,012 units	\$25.59 avg. sale
PTD	\$29,571	1,134 units	\$26.12 avg. sale

INVENTORY

820 active Merchant-Fulfilled SKUs are currently online

169 active (plus 21 in transit/processing) Fulfilled by Amazon SKUs are currently online

1 small cart of items for eBay/etsy

Approximately 8 tubs of items waiting to be listed on the basement shelves



End of year analysis points to a very successful fundraising year. In a year that focused more on fundraising for programs, the outcome reflects successful efforts to build our donor base through impact messaging (the results of donations), regular communications (the Report to the Community, thank you correspondence, personal visits, special events, and Facebook postings. For example, thanks to the members of the Board, the Foundation added personal, handwritten notes to the end-of-year solicitation letters.

Funds raised and applied gift in kind donations totaled: \$754,433, well over the projected \$500,000 to \$600,000 goal, that was estimated based on the end of the capital campaign and no significant capital projects. There were 658 donors in 2016, a 23% increase over 2015 with overall 2016 gifts averaging \$944, compared to \$1,536 in 2015, the final year of the Capital Campaign. Donations to the annual fund (“where needed most”) totaled \$49,176, compared to \$13,147 in the last year of the 21st Century Capital Campaign, signifying a satisfactory return to pre-capital campaign totals. The overall 23% increase in donors indicates good progress toward building the donor base.

Major grants included the Adult Education Family Literacy Act, the State Grants to Libraries, the Comcast Grant, the State Historical Assessment Grant and the El Pomar Grant.

We also enjoyed a strong response to our end-of-year solicitations that included more robust social media outreach, a tighter direct mail strategy and promotion that tied each into the other, so that donors received similar messaging and options to give by check, on line, or via one of the two outside campaigns, Indy Gives and Colorado Gives.

Sand Creek Library Maker Space donations stand at \$88,000 or almost 90% of the \$100,000 goal set by the Library District. In addition, another major initiative about to be launched at PPLD, the Career On-Line High School, the Foundation has secured \$22,793 toward the \$30,000 goal set by the Library District.

The Foundation held its first quarterly meeting of the new year and welcomed 5 new Board members. A new Board member orientation is scheduled at the Sand Creek Library.

Social media activity was flat in January, starting with 1033 Likes on 27 Facebook posts and ending with 1031 in December.

Women, Wealth and Wisdom is scheduled on March 25 and *Geeks who Drink* is scheduled for Sept. 8.

Pikes Peak Library District
 General Fund Summary
 For the Year Ended December 31, 2016

Percent of year: 100.00%

General Fund	2016 Budget	Actual	% Budget	Encumb.	Percent of Budget	December			Year-To-Date			Notes
						2016	2015	% Chg.	2016	2015	% Chg.	
Revenues												
Property Taxes	\$ 24,783,827	\$ 24,790,186	100.03%			\$ 10,359	\$ 3,389	205.7%	\$ 24,790,186	\$ 24,146,679	2.7%	
Specific Ownership Taxes	2,800,000	2,892,197	103.29%			251,154	243,093	3.3%	2,892,197	2,765,049	4.6%	
Fines and Fees	502,500	493,532	98.22%			42,836	37,302	14.8%	493,532	529,897	-6.9%	
Interest Income	25,000	96,038	384.15%			9,980	2,775	259.7%	96,038	23,420	310.1%	1
Other Revenue	1,147,174	856,104	74.63%			130,432	48,639	168.2%	856,104	1,678,096	-49.0%	2
Total Revenues	\$ 29,258,501	\$ 29,128,056	99.55%			\$ 444,760	\$ 335,197	32.7%	\$ 29,128,056	\$ 29,143,140	-0.1%	
Expenditures												
Personnel	\$ 17,072,542	\$ 16,032,964	93.91%	\$ 24,234	94.1%	\$ 1,787,182	\$ 1,611,846	10.9%	\$ 16,032,964	\$ 15,707,410	2.1%	
Supplies	938,147	668,483	71.26%	59,570	77.6%	47,937	33,864	41.6%	668,483	673,849	-0.8%	
Library Materials	4,573,039	4,418,963	96.63%	275,174	102.6%	608,214	595,982	2.1%	4,418,963	4,401,676	0.4%	
Utilities	631,853	539,344	85.36%	61,836	95.1%	99,749	88,897	12.2%	539,344	537,366	0.4%	
Telecommunication costs	448,533	324,867	72.43%	648	72.6%	35,700	77,852	-54.1%	324,867	381,477	-14.8%	3
Contractual Services	3,088,268	2,855,790	92.47%	140,689	97.0%	224,348	165,418	35.6%	2,855,790	2,651,894	7.7%	
Repairs and Maintenance	757,603	589,710	77.84%	66,337	86.6%	67,116	66,293	1.2%	589,710	488,167	20.8%	4
Other Services	807,018	656,628	81.36%	53,663	88.0%	100,748	88,773	13.5%	656,628	657,727	-0.2%	
Capital Outlay	518,208	147,683	28.50%	28,181	33.9%	41,688	43,798	-4.8%	147,683	131,978	11.9%	5
Operating Transfers To Other Funds	1,259,088	1,259,088	100.00%	-	100.0%	-	-	0.0%	1,259,088	1,133,652	11.1%	6
Total Expenditures	\$ 30,094,299	\$ 27,493,520	91.36%	\$710,331	93.7%	\$3,012,684	\$2,772,722	8.7%	27,493,520	26,765,195	2.7%	

Financial Statement Notes

- For the past several years, interest rates have been at historical lows. Interest rates for 2016 are relatively much higher than the interest rates were for 2015.
- In 2015, as part of the mid-year budget resolution, a total of \$919,300 was transferred to the General Fund from the Penrose Renovation Fund and the North Facility Fund, both Capital Projects Funds.
- In 2015, after a thorough RFP process, PPLD switched its telecommunications vendor from CenturyLink to Comcast. For a period of time, CenturyLink did not shut off all of the services that needed to be shut off when the switch to Comcast was made. PPLD ended up ultimately receiving a credit from CenturyLink for approximately \$30,000. In addition, the monthly charges payable to Comcast were lower than what was charged by CenturyLink.
- Total paid on maintenance for equipment in 2016 is \$346,972. The amount paid during 2015 was \$270,742. All payments made are within budget for 2016.
- The majority of capital expenditures are reported in Capital Projects Funds. The balances recorded here pertain to expenditures made from Designated Funds (funds received and set aside for specific purposes. Projects can and do vary from year to year.
- All operating transfers to other funds have been made in accordance with the approved 2016 budget.

February 14, 2017

Banking Services RFP

This memo is for information only.

Background

PPLD recently completed a formal RFP for banking services for the period from April 1, 2017 to December 30, 2020 (non-appropriation clause included). PPLD's review team consisted of Michael Varnet, Chief Finance Officer, John Sittig, Finance Manager, Dee Cromeens, Foundation Executive Officer, and Rich Peters, Information Technology and Virtual Services Officer

As part of the formal RFP process, the RFP was posted on PPLD's website and notices were sent out to various banking institutions. PPLD received 5 proposals: Wells Fargo Bank, US Bank, First Bank, JP Morgan Chase Bank, UMB Bank.

Evaluation Process

The RFP included a list of minimum qualifications, a series of questions on general bank information, and a request for pricing information for services required. The proposals were evaluated based on the following criteria:

1. Adequacy, completeness and responsiveness of proposal
2. Qualifications and experience of the bank
3. Pricing information
4. Implementation plan and commitment of resources
5. Interview
6. Any other items in the best interest of PPLD

Based upon the review of the proposals received, the Team concluded that each bank met the minimum qualifications and are all very capable of providing banking services to PPLD.

The Team also conducted interviews of all banks listed above. The interviews consisted of a presentation from the bank as well as additional questions asked by Team members. Again, from the interviews, the Team concluded that all of these banks are very capable of providing banking services to PPLD.

In terms of pricing, US Bank proposed the lowest service charge at \$573/month, based on a month of activity during 2016. Annualized, this cost is \$6,876. UMB was second lowest, followed by First Bank, Chase and Wells Fargo (in that order). Each bank included a proposed earnings credit (varies from bank to bank), and when that credit is included, the ranking remains the same.

The use of a Purchasing Card program (service offered by these banks) will be evaluated separately from this process.

Outcome

Based upon the results of the proposal evaluation and the interviews, the consensus of the Team was to select US Bank to provide services to PPLD through December 31, 2020.

Library Services & Branch Services Report February 14, 2017



Winter Favorite: Gloves (660) vs Mittens (368) (votes from a passive program at East)



Penrose Children Services hosted 36 programs with 500 participants/ Passive Programming: 1340 participants in December.

Becca Cruz, C³ Manager, attended the 4th quarter CAL Makerspace Interest Group meeting. C³ staff is working on video badging for patrons which will save much staff time.

Deb Hamilton, Law Librarian, submitted her chapter for *Expanding Library Relevancy* entitled "Public Libraries Helping Patrons with Legal Needs: Virtual Pro Se Clinic of Colorado." The editor commented "Overall, it is an impressive, strong chapter, with a substantially relevant subject."



Penrose Adult Services hosted the 2nd annual Colorado Springs Portrait Day with over 223 people getting their portraits taken.

At the East Library, on December 5, 100 young artists, family members, and teachers from Penrose Elementary gathered together to celebrate the school's snowman-themed art display.

East's Education Resource Center had 283 visitors in one day for a last minute book giveaway. Grandparents visited to get presents for their grandchildren. They did not know how they were going to have presents without the free books.

Christine Dyar, Adult Services Librarian, visited the **Pikes Peak Workforce Center at the Citizens Service Center** and **Springs Rescue Mission** to share PPLD services and resources for over 90 citizens.

In December, **Library Explorers** enjoyed a holiday tea complete with sugar cookie decorating and a craft. Fifty-two participants attended two programs at the East Library.

Bill Thomas, Special Collections Photo Archivist, brought to light the story of Daniel T. Griffin, the first Coloradoan killed in the attack on Pearl Harbor. Navy Petty Officer First Class Griffin was recognized with formal proclamations for his sacrifice on December 7th at the Pioneer Museum. The photo which sparked Bill's interest in the story was recognized as a **2016 Most Significant Artifact Honoree** by the Colorado Collections Connection.

This artifact is a black and white photograph by photojournalist Stan Payne of *the Colorado Springs Gazette*. It appeared on the front page of the newspaper on Saturday, 18 October 1947.



This month's feature is Community Outreaches and Collaborations:

Adult Ed: All Adult Education HSE and ESL classes finished on December 16 with a total of 168 post-tests completed. Fourteen HSE students obtained GEDs in December. Implementation of Career Online High School continues.

OL: The Purr-Me-Story event at Happy Cats Haven on December 11th was very successful. They had 20 people attend, 14 kids and 6 adults. This will become a quarterly event. The next one is planned for March around Spring break.

CH: We were prepping for the upcoming Jan renovation including a major decluttering and moving about a third of non-fiction and other materials out of the library to open up the space to provide much needed study areas.

Manitou/UT: Evans Army Hospital heard about Knit One, Manitou's scarf project and asked us to make blankets and clothing for premature babies and babies who are stillborn or only have hours to days to live. They said that it is comforting to the parents to hold their baby wrapped in a soft, hand-made blanket and then to be able to take the blanket home as a connection to their child's short life. They would like all of PPLD to join in this project.

MLS: We decorated 705 and participated in the Parade of Lights. We did not keep stats during the parade, but can tell we made an impact by the number of, "We love the library" and "We love PPLD," screams we heard from the crowd!

MO/PA: We started out December with an outreach with the Town of Monument's annual Small Town Christmas and Tree lighting ceremony. With our new staff laptop and hotspot we were able to issue cards on the spot along with promoting our December programs to about 90 people.

RO: The homeschool program presented a Pioneer Christmas with crafts, entertainment and cooking from the 1800s. It included everything from a banjo player to making a whirly-gig to baking gingerbread men.

HO: Victoria's School of Harp's students performed mini concerts for patrons throughout the month. Several patrons came to the desk and commented about the beautiful music and their appreciation.

HI: We hosted a "Community Mitten Tree" as our holiday tree this year and collected 31 items (hats, gloves, scarves) that were donated to the Helping Hands Pantry. Connie and Michael hosted the first Senior Advisory Board meeting, which discussed the budding Falcon Seniors program at the library, coordinated by one of our Friends volunteers.

FO: Mark and Robin provided a preschool library tour and story time for Rainbow of Friends Christian Preschool's Christmas Camp.

SA: DHS plans to leave a caseworker on site indefinitely. We hosted a community event on behalf of the Fountain Chelton Partnership. The 110 people who attended decorated cookies, watched holiday movies, and took home a free book and a water bottle. Hot chocolate was provided by the Boys and Girls Club.



Consent Agenda: New Hires

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

SarahEllen Hickle: 21c, Librarian 2 – Children’s (40 hrs)

Sherenna Shelhart: Penrose, Supervisor, Circulation & Shelving (40 hrs)

Nathan Franklin: Rockrimmin, PSA2 (20 hrs)

Paul McWhirter: 21c, CEOO Specialist (sub)

Larissa Schell: 21c, PSS (20 hrs)

We support the 2017 Downtown roadway work as detailed below. These street improvements are in alignment with the Experience Downtown Master Plan and its Goal 5 of “A Walkable and Bike-Friendly Center Connected Through Safe and Accessible Multi-modal Networks.”

Pikes Peak Avenue from Nevada to Shooks Run Trailhead, aka “Link the Loop.” This project is both for the purpose of creating a trail extension as well as creating better pedestrian protection on an extremely wide street. A redesign will include lane reduction due to low traffic volume, reallocation of parking to mirror the parking islands on the western blocks of Pikes Peak (Nevada to Cascade), the addition of protected crosswalks and center median protection for pedestrians, and the addition of protected bike lanes to connect the east and west sides of the Legacy Loop.

Pikes Peak Avenue from Nevada to Cascade “Link the Loop.” Lanes will be reduced and buffered bike lanes added. This project also meets the purposes of trail extension, and will provide continuity to the other redesigned blocks.

Weber Street from Southern Dead End/Lowell development to Pikes Peak Avenue. Addition of new bike lane facilities, reallocated parking in certain locations, and lane reduction from four to two lanes with the addition of a center turn lane.

Cascade from Colorado Avenue to Platte Avenue. There will be no lane reductions due to current traffic volumes and accessibility to I-25. On-street bike lanes will be added and some on street parking will be removed.

Rio Grande Street from Sierra Madre to Wahsatch Ave will have a “design clean-up” that will primarily keep the existing design, but will ensure that existing bike lanes are fully connected and safely connect through intersections all the way to the Lowell Neighborhood.

Cucharras Street from Nevada Ave east to dead end will have some changes to parking as well as the addition of bike lanes.

Cathy Grossman, President
Pikes Peak Library District Board of Trustees

Downtown roadway projects

Spring 2017

BACKGROUND

The Experience Downtown Master Plan, an update to the original Imagine Downtown land use plan, was created through an 18-month process that engaged hundreds of community stakeholders through focus groups, interviews, charrettes, online surveys and community forums. The plan was approved and adopted by City Council in November 2016. Downtown roadway projects planned for 2017 and 2018 are informed by that plan.

Experience Downtown states eight goals. Goal 5 is: *A walkable and bike-friendly center connected through safe and accessible multimodal networks*. The plan spells out opportunities and priorities to achieve this goal for connectivity and mobility Downtown – including roadways, pedestrian access, bicycle infrastructure and transit. This project aims to implement on this goal, while accomplishing other aspects of all eight goals identified in the Experience Downtown plan.

Now that goals and priorities are established, Downtown Partnership is working closely with the City of Colorado Springs to achieve the goals of the master plan.

Downtown is ideal for these projects

- Because Downtown has the highest concentration of pedestrian traffic in the city, pedestrian safety – as well as vehicular and bicycle access – are priorities of the plan and these roadway improvements.
- These projects are not “bike projects” but much more comprehensive in terms of goals for safety and connectivity for all modes.
- Current Downtown businesses as well as business prospects are increasingly stating that their workforce prefers an urban environment with connectivity for all modes of transportation.
- Not all streets Downtown that are being repaved will be reconfigured.

These projects capitalize on upcoming roadwork for efficient use of taxpayer money

- With roadway resurfacing scheduled for several streets Downtown in 2017 and 2018, this offers an opportunity to provide some roadway configurations outlined in the Experience Downtown Master Plan at no additional cost.
- Improvements outside of the already planned resurfacing roadway work (such as Pikes Peak Ave) have been long-envisioned and will be funded through other sources.

Projects designed to enhance safety and access for all users- they are designed with users in mind

- Create connectivity to trails - Pikes Peak Avenue projects are designed to “Link the Loop,” connecting to the Legacy Loop, Middle Shooks Run Trail and Pikes Peak Greenway Trail.
- Streets designated for lane reduction are low volume and can easily accommodate this configuration.
- The addition of protected crosswalks, center median protection, and reduction of lanes create better pedestrian protection on wide streets.

UPCOMING PROJECTS

Streets undergoing repaving, but no other changes:

- Boulder St from Cascade Ave to Nevada Ave
- Las Vegas St from Nevada Ave to Sierra Madre Ave
- Mill St from Weber St to Nevada Ave

- Moreno Ave from Weber St to Tejon St
- Nevada Ave from I-25 to Las Animas St
- Nevada Ave from Colorado Ave to Platte Ave

Cascade from Colorado Avenue to Platte Avenue. There will be no lane reductions due to current traffic volumes and accessibility to I-25. On-street bike lanes will be added and some on street parking will be removed.

Pikes Peak Avenue from Nevada to Shooks Run Trailhead, aka “Link the Loop.” This project is both for the purpose of creating a trail extension project, as well as creating better pedestrian protection visitor experience on an extremely wide street. A redesign will include lane reduction due to low traffic volume, reallocation of parking to mirror the parking islands on the western blocks of Pikes Peak (Nevada to Cascade), the addition of protected crosswalks and center median protection for pedestrians, and the addition of protected bike lanes as a trail extension experience. (Connectivity to Shooks Run Trail and eastern portion of the Legacy Loop.)

Pikes Peak Avenue from Nevada to Cascade “Link the Loop.” Lanes will be reduced and buffered bike lanes added. This project also meets the purposes of trail extension, and will provide continuity to the other redesigned blocks.

Weber Street from Southern Dead End/Lowell development to Pikes Peak Avenue. Addition of new bike lane facilities, reallocated parking in certain locations, and lane reduction from four to two lanes with the addition of a center turn lane. Recommendations are based on low traffic volume, and creating connectivity to the Lowell neighborhood.

Rio Grande Street from Sierra Madre to Wahsatch Ave will have a “design clean-up” that will primarily keep the existing design, but will ensure that existing bike lanes are fully connected and safely connect through intersections all the way to the Lowell Neighborhood.

Cucharras St from Nevada to the Eastern Dead End will have some changes to parking as well as the addition of bike lanes.

PUBLIC ENGAGEMENT

Significant public input through the Experience Downtown master plan update has provided goals and priorities for these projects. Information sessions and the opportunity for public to review the plans:

Downtown Lowdown, hosted by Downtown Partnership

Wednesday, February 15, 2017

Lon Chaney Theatre, 221 E Kiowa St, Colorado Springs, CO 80903 (enter from Weber)

7:30 a.m. coffee/networking

8-9 a.m. presentation and Q&A

Public Information Session, convened by City of Colorado Springs

Wednesday, February 22, 2017

Studio Bee at Pikes Peak Center, 190 S. Cascade Ave., Colorado Springs, CO 80903

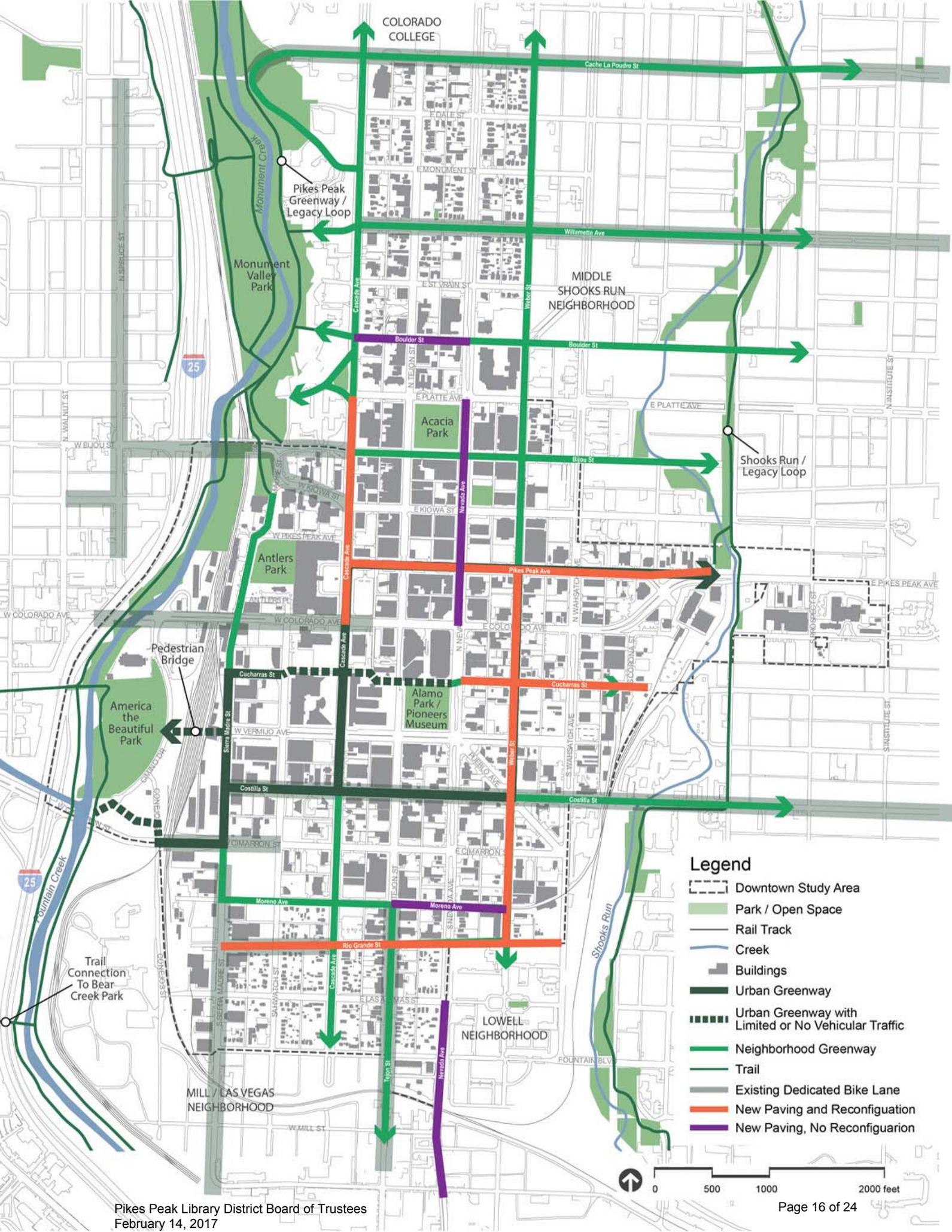
5:30-5:45 p.m. Networking

5:45-6:45 p.m. Presentation

6:45-7:30 p.m. Q&A

Additional Session

Input from sessions will be collected, reviewed and considered, and a third meeting may be scheduled to unveil the final plans.



Makerspace / Recording Studio – Sand Creek Library

The introduction of library makerspaces in the Pikes Peak Library District almost three years ago set a new and exciting course of available services offered to our patrons. Since that time, an additional space has been opened for our users at the East Library location. Now, PPLD is looking to expand even further into our community with the design and construction of a makerspace at the Sand Creek Library. However, this new space is envisioned to offer some unique services and opportunities including a recording studio.

Background

The planning for the Sand Creek Library makerspace began two years ago with the idea of offering services similar to those provided at our Library 21c and East Library locations. The initial planning kick-off meeting was attended by a number of PPLD staff and stakeholders, including the new Executive Director, John Spears. As this meeting progressed and initial suggestions were discussed, John Spears made the recommendation for the team to “think big” and to look at this space from a different perspective than that of our existing makerspaces. He encouraged the team to look at the local demographics and consider what those patrons would like to see in this space. It is quite possible our current makerspaces would not be seen as an attraction to them. With that directive, the Sand Creek branch manager conducted additional research with staff and patrons and the plan was born to create a space that is flexible for a variety of maker opportunities and to also add an audio recording studio for budding local musicians.

In 2016, additional funds were budgeted to supplement the increased scope of this project and a Design/Build RFP was released on January 2, 2017. A pre-bid conference was held at Sand Creek on January 10, 2017 and was attended by a number of contractors and architects.

Only two teams submitted proposals for this project, GE Johnson/Humphries-Poli and Nunn Construction/Echo Architects.

On February 1, 2017, a selection panel consisting of Abby Simpson, Branch Manager of Sand Creek, Rebecca Cruz, C3 Manager at Library 21c, Lynne Proctor, Associate Director of Branches, Michael Varnet, Chief Financial Officer, Lindsay Sosa, Project Assistant-Facilities and Gary Syling, Facilities Officer conducted interviews of both design/build teams. These interviews allowed each team to provide a twenty-minute presentation of their vision for this project and afterward, the selection panel asked a number of questions.

Analysis

Upon completion of the team interviews, the selection panel discussed their opinions and thoughts of each design/build team. By consensus, it was felt that the team of GE Johnson/Humphries-Poli delivered an exceptional presentation and

interview. They provided a number of well thought out options for utilizing a number of spaces. They offered good solutions to some of the challenges that could arise during this project and made an overall convincing argument as to why they would be the best team.

Regarding the Nunn/Echo team, the selection panel agreed that the construction team demonstrated that they have the capability and confidence in delivering quality construction for this project. However, the panel did not feel that any viable vision was presented by the design team and therefore was not confident that the team was currently best suited for the project.

Fiscal Impact

	Project Budget	\$ 240,000
	Nunn / Echo Architecture	GE Johnson / Humphries Poli
General Conditions	\$ 24,054	\$ 35,490
Design fees	28,800	30,545
Construction fees	10,788	14,400
Preconstruction	2,400	-
Insurance	1,896	-
Reimbursable expenses	-	2,760
	\$ 67,938	\$ 83,195

Summary

Based on review of both submitted proposals and heavily upon interviews and presentations, it is felt by the selection panel that the team of GE Johnson/Humphries-Poli provided the best overall opportunity for success on this project. Proposed cost differences were deeply considered, but the confidence instilled by the interview process assured the panel that its choice was prudent.

Recommendation

It is recommended that the design/build team of GE Johnson/Humphries Poli be awarded the Sand Creek Library Makerspace project.

Financial Guidelines – Update

The Pikes Peak Library District (PPLD) Financial Guidelines, as updated, were most recently approved by the Board of Trustees in 2010. The new Financial Guidelines will not only include an update to the previously approved guidelines (as appropriate), but will also include additional entity wide policies. This project should be completed by the end of September 2017.

Until then, there are certain existing policies and guidelines that should be updated currently. Such updates will be incorporated into the rewritten Financial Guidelines document referred to above. The recommended updates are as follows:

Reserves/Fund Balances

1. General Fund unreserved fund balance shall exceed 15% of the annual operating revenue. **The current target is one to three months (8 – 25%).**
2. PPLD’s fund balance categories shall comply with the following as required by Generally Accepted Accounting Principles:
 - a. **Nonspendable fund balance.** Fund balance in this category is inherently non-spendable, such as the long-term portion of loans receivable, prepaid expenditures and inventory.
 - b. **Restricted fund balance.** This category has externally enforceable limitations on the use of fund balance, imposed by parties such as creditors, grantors, or laws or regulations of other governments.
 - c. **Committed fund balance.** This encompasses limitations imposed by PPLD on itself as the highest level of decision making (e.g. a resolution by the Board of Trustees). For example, the Board might like to commit a portion of fund balance to a “stabilization fund” to provide a cushion against unknown economic shocks and revenue declines. Use of this fund balance can only be accomplished with another resolution made by the Board.
 - d. **Assigned fund balance.** This category is for the portion of fund balance that is earmarked for an intended use. The intent is established at either the highest level of decision making or by an official designated for that purpose.

- e. **Unassigned fund balance.** This encompasses all fund balances that are left after considering the other four categories. Use is least constrained in this category of fund balance. This category appears only under the General Fund.

These definitions are currently not included in the Financial Guidelines.

Procurement Guidelines

- 1. Petty cash can be used for purchases up to \$250 except Independent Contractor Agreements (ICAs). All petty cash transactions must be approved by the employee's direct supervisor. Receipts should be submitted to the Petty Cash Custodian within 10 business days after the receipt of petty cash funds. The Finance Manager must approve any and all petty cash transactions greater than \$250.

The current petty cash limit is \$150 per transaction.

- 2. Check Requests may be used for purchases up to \$500 except ICAs. The Check Request form must include all pertinent vendor information, the purpose of the transaction, the vendor invoice, the account number, and approval by the employee's immediate supervisor.

The current limit is \$150. Requisitions must currently be used for purchases greater than \$150.

- 3. A Purchase Requisition must be used for all purchases greater than \$500. Exceptions to this rule are ICAs (regardless of amount) and Personnel-related purchases/disbursements (training, employee benefits, salary/wages and related taxes, library material purchases, and emergency-related purchases).

The current limit is \$150. Requisitions must currently be used for purchases greater than \$150.

- 4. Bidding requirements are as follows:

- a. Purchases less than \$10,000 – no bids or quotes required. **The current limit is \$5,000.**
- b. Purchases \$10,000 - \$100,000 – a minimum of three bids/quotes are required. **The current limit is \$5,000 - \$50,000.**

- c. Purchases greater than \$100,000 – requires a formal Request for Proposal (RFP) process. **The current limit is \$50,000.**
5. Requisition/Purchase Order approvals are as follows:
 - a. Finance Manager approves all Purchase Orders to ensure proper account classification and compliance with the bidding requirements. **This requirement is not included in the Financial Guidelines.**
 - b. Chief Finance Officer approves all Requisitions/Purchase Orders greater than \$5,000. **No change.**
 - c. The Executive Director approves all Requisitions/Purchase Orders greater than \$50,000. **The current limit is \$5,000.**
 - d. The Board of Trustees approves all Requisitions (via the RFP process referred to above) greater than \$100,000. **The current limit is \$50,000.**
6. Purchases made through use of a credit card must follow the guidelines listed above.
7. For all purchases of product or services greater than \$100,000 annually, a formal RFP process has been completed at least once every five years. **The current limit is \$50,000.**
8. For all purchases of product or services \$10,000 - \$100,000, quotes shall be obtained each year unless a formal RFP process was completed. If a formal RFP process was completed, then the process shall be completed at least once every five years. **The current limit is \$5,000 - \$50,000.**
9. The State of Colorado and other agencies often complete a formal RFP process for contracts which may be used by local governments such as PPLD. If appropriate and allowable, PPLD staff may use one of these contracts in lieu of completing the RFP or bid/quote processes described above. **Currently, this is not listed in the Financial Guidelines.**

Contract Approval

1. Leadership Team members are authorized to sign contracts within their budgetary authority up to \$5,000. **Currently, the Executive Director and the Chief Finance Officer are the only two PPLD employees authorized to sign contracts.**
2. The Chief Finance Officer and/or the Executive Director are authorized to sign contracts in excess of \$5,000. The Chief Finance Officer and/or the Executive

Director are also authorized to sign contracts less than \$5,000, but their approval/signature is not necessary. **Currently, the Executive Director and the Chief Finance Officer are the only two PPLD employees authorized to sign contracts.**

3. All Personnel Services contracts (Independent Contractor Agreements), regardless of the amount, must be signed by the Finance Manager. **Currently, the Chief Finance Officer signs all such contracts.**
4. A Requisition is required for all Personnel Services contracts, regardless of the amount. **No changes.**

Authorized Check Signatories

1. The Chief Finance Officer signs all checks through an electronic check signing process. The Chief Finance Officer reviews the check disbursement register prior to the release of checks. **No changes.**
2. The Executive Director (or delegate alternate) manually signs all checks greater than \$25,000. **The current limit is \$10,000.**

Capitalization Threshold

1. All purchases of assets, with an estimated useful life in excess of one year, with a cost greater than \$5,000 must be capitalized as a fixed asset. **No changes.**
2. Software purchases/development costing more than \$50,000 must be capitalized as an intangible asset. **This is currently not listed in the Financial Guidelines.**

Journal Entry Approval

1. Journal entries include adjusting journal entries (accounting records), budget journal entries, and encumbrance journal entries.
2. The Finance Manager must approve all journal entries. **No changes.**
3. The Chief Finance Officer must approve all journal entries in excess of \$10,000. **Currently, the Chief Finance Officer must approve all journal entries. In addition, the Executive Director currently approves journal entries in excess of \$10,000. This change removes the Executive Director from this process.**
4. The Chief Finance Officer is prohibited from entering journal entries. **No Changes.**
5. The Finance Manager is authorized to make journal entries. In such instances, the Chief Finance Officer must approve these journal entries, regardless of the amount. **No changes.**

Credit Card Use

1. The following departments/positions are authorized to obtain and use a PPLD-issued credit card:

<u>Department/Position</u>	<u>Credit Limit</u>
a. Executive Director/Executive Assistant	\$5,000**
b. Finance Office – general purposes/backup	\$20,000
c. Finance Office – purchasing	\$5,000
d. Human Resources – travel and training	\$20,000
e. Collection Management - materials acquisition	\$20,000
f. Information Technology Office	\$10,000
g. Community Engagement Outreach Office	\$2,500
h. Special Collections	\$2,500
i. Facilities Office	\$2,500
j. Adult Services East Library	\$3,500
k. Adult Services Penrose Library	\$2,500
l. Adult Services Library 21c	\$2,500
m. Computer Commons	\$2,500
n. Children’s East Library	\$2,500
o. Children’s Penrose Library	\$2,500
p. Children’s Library 21c	\$2,500
q. Community Libraries – Monument/Palmer Lake	\$2,500
r. Community Libraries – Rockrimmon	\$2,500
s. Community Libraries – Cheyenne Mountain	\$2,500
t. Community Libraries – Old Colorado City	\$2,500
u. Community Libraries – Manitou Springs/Ute Pass	\$2,500
v. Community Libraries – Fountain/Sand Creek	\$2,500
w. Community Libraries – Ruth Holley	\$2,500
x. Community Libraries – High Prairie	\$2,500
y. Adult Education	\$2,500
z. Mobile Library Services	\$2,500
aa. Circulation/Shelving	\$2,500

** The credit limit for this card may be adjusted temporarily to meet specific needs. The maximum temporary limit is \$25,000.

The limits above are updates to those included in the Financial Guidelines.

2. Use of a Procurement Card system is currently being considered. The Financial Guidelines will be modified should/when a recommendation for this program be approved.

Recommendation

Management recommends approval of the recommended changes to the Financial Guidelines as written above, with the understanding that the Financial Guidelines will be rewritten later in 2017.