

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

**MEMBERS PRESENT**

President Kathleen Owings, Vice President Wayne Vanderschuerer, Secretary/Treasurer Keith Clayton, Trustee Debbie English, Trustee Cathy Grossman, Trustee Mina Liebert, Trustee Scott Taylor

**PIKES PEAK LIBRARY DISTRICT STAFF and OTHERS PRESENT**

Chief Librarian & CEO John Spears, Director of Library Services Tim Blevins, Chief Development Officer & Foundation Executive Officer Dolores Cromeens, Security Manager David Glenn, Friends of Pikes Peak Library District Board President Dora Gonzales, Chief HR & OD Officer Sally Jensen, Administrative Assistant Colleen Lark, Chief Information Officer Richard Peters, Director of Branches Lynne Proctor, Chief Facilities Management Officer Gary Syling, Caleb Taylor, Chief Financial Officer Michael Varnet, Finance Specialist Merry Zumwalt

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**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**CALL TO ORDER**

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

**ITEMS TOO LATE FOR THE AGENDA**

There were no items to add to the agenda.

**PUBLIC COMMENT**

There was no public comment.

**GROUP PHOTO**

Trustees gathered for a group photo taken by PPLD Video Producer/Director Danny Walter. The photo will be used on the Board page of ppld.org.

## CORRESPONDENCE AND COMMUNICATIONS

### Minutes

The minutes of the February 13, 2018 meeting of the Board of Trustees were presented for review.

**Motion:** Cathy Grossman moved to approve the minutes of the February 13, 2018 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

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

### Presentation

PPLD Security Manager David Glenn attended the meeting to provide a brief report on the PPLD Security Department. Mr. Glenn has been with PPLD since 2013. Since that time the Department has worked to create a safe and welcoming environment for PPLD patrons and staff. PPLD Security Officers have gone through formalized training and serve as “vigilant ambassadors” interacting and engaging with patrons and staff. PPLD Security Officers have increased the level of service offered by learning how to administer Narcan, creating a Patron Incident Tracking System, and visiting branches in their regions. Mr. Glenn is involved with library security managers from Denver and Aurora in developing a coalition of state security managers. He works closely with downtown Colorado Springs security companies as well as with CSPD. Security Department staff look forward to having a social worker come on board at Penrose Library.

## 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 of Directors President Dora Gonzalez reported on Friends volunteer Aubrey Crockett who has recently obtained a Girls Scouts of America Gold Star for her work creating a photo journal, “A Week in Our Lives”.

## **Pikes Peak Library District Foundation**

The PPLD Foundation Report was included in the Board packet. Dolores Cromeens reported that the Foundation is continuing to refine prospect lists. She is working with Mike Varnet on the audit.

## **Board Reports**

### **Governance Committee**

The Governance Committee had not met since the February 13, 2018 Board meeting.

### **Internal Affairs Committee**

The Internal Affairs Committee had not met since the February 13, 2018 Board meeting.

### **Public Affairs Committee**

The Public Affairs Committee had not met since the February 13, 2018 Board meeting.

### **Board President**

President Owings reported that she attended PPLD Staff Development Day in February. She also attended the Youth in the Arts Breakfast.

President Owings announced Board Committee assignments for 2018:

- Governance Committee: Keith Clayton-Chair, Scott Turner
- Internal Affairs Committee: Wayne Vanderschuere-Chair, Debbie English
- Public Affairs Committee: Cathy Grossman-Chair, Mina Liebert

Sign up for “Adopt-a-Board Member” assignments will take place at the April Board meeting.

## **Financial Report**

The financial report for the period ending January 31, 2018 was included in the Board packet. Chief Financial Officer Michael Varnet introduced Finance Specialist Merry Zumwalt who with Collen Lark is shadowing Sue Hammond’s Board activities. Mr. Varnet noted that property tax collections for January 2018 were higher than usual as many property owners had prepaid taxes this year.

## **Public Services Report**

Director of Library Services Tim Blevins provided information on some recent behind-the-scenes activities of the Library Services Division Heads. Library Services includes Children’s Services, Adult/Teen Services, Creative Services, Circulation, Special Collections, Adult Education and Collection Management. Library Services Division Heads held a retreat recently to work on creation of a blueprint for the future within the framework of the

direction that was provided the Singer Report and the vision that has been provided by Chief Librarian Spears. The group focused on the roles of new jobs and functions.

Director of Branches Lynne Proctor reported on the selection process for the three new Regional Manager positions. Once reference checks have been completed the Regional Managers will be announced. Ms. Proctor noted the importance of investing in staff through providing training opportunities. Staff Development Day, ALA Midwinter, PLA 2018, SXSW 2018 are recent conferences to which PPLD has sent staff. She also cited the importance of PPLD's wellness initiatives in creating wonderful staff.

### **Circulation Report**

Chief Librarian Spears noted that a significant increase in visitors from 2017 at Sand Creek Branch was indicative of the impact of recent additions/improvements to the branch and that the branch is the hub for the Southeast Colorado Springs community. He thanked the Board for approving construction at Sand Creek in 2017.

### **Chief Librarian's Report**

Chief Librarian Spears reported on "Right to Rest" legislation that is currently in the Colorado Legislature. If the bill passes, it will mean that individuals cannot be prohibited from sleeping in any public space and that it will have a tremendous impact upon public libraries. PPLD has volunteered to conduct an experiment to document the impact of Right to Rest legislation on public libraries. PPLD is working on protocols for staff before beginning the experiment. Sleepers will be awakened initially to determine that there is no health issue and then will be left alone. Sleepers may not block egress or use library furnishings in any manner for which those furnishings were not meant to be used, and sleepers will not be allowed to disturb others with noises. PPLD will be able to bring statistics and facts back to the Front Range Library Directors that the group can then take to legislators to engage in intelligent, fact-based conversations.

Chief Librarian Spears reported that PPLD was not selected as a finalist for the IMLS Medal of Honor. Two Colorado Libraries were selected, Pueblo City-County Library District and the Mancos Colorado Public Library District.

Applicants for the Chief Communications Officer have been narrowed down to seven. On site interviews will be held the week of March 26.

The position announcement for the Chief Development Officer will be posted soon.

PPLD is negotiating a contract with the City of Colorado Springs to do monthly displays at the Colorado Springs Airport.

PPLD's "The First 100 Days" photo exhibit depicting the community's reactions to the first 100 days of the Trump administration has created some push-back from the community. It seems that community members have reacted not so much to the exhibit itself, but more to the pieces published in the press about the exhibit. PPLD is working with the librarians who are creating displays to ensure that as PPLD looks to creating displays that engender community discussion; those displays are contextualized to allow a wide variety of opinions to be able to relate to the display on a broad social arc.

Staff will bring a recommendation to eliminate all fines for overdue materials to the Board at the April 10 Board meeting. The recommendation will also include a proposal to institute automatic renewals.

## **BUSINESS ITEMS**

### **Decision 18-3-1: Consent Items**

Consent Items Presented:

1. New Hires

**Motion:** Keith Clayton moved to approve all items in the consent agenda as presented.

**Second:** Wayne Vanderschuere seconded the motion.

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

## **New Business**

### **Discussion: Penrose Campus Project**

Chief Facilities Management Officer Gary Syling presented information about plans for the Penrose Library Campus Improvements. Several projects on the Penrose Campus have been rolled together. It was decided that the combined project would best be addressed if an architect were brought in and the design-bid-build approach were followed. An RFP for design services was created and Humphries Poli Architect will be awarded the contract. The cost of the project does not meet the threshold for Board approval.

## **ADJOURNMENT**

There being no further business to conduct, President Owings adjourned the meeting at 5:50 p.m.

**Upcoming Events, Press Clippings. Podcasts**  
**April 10, 2018**

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

<https://ppld.org/whats-new/maker-residence-joanna-bolek>

**Sunday Concert Series: Taiko Society**

Sun., April 15 at 2 p.m.

Library 21c

**School District 49 Art Reception**

Mon., April 16 at 6:30 p.m.

Venue at Library 21c

**Friends of PPLD Literary Awards**

Sat., April 21 at noon

Antlers Hotel

Tickets: <https://ppld.org/literary-awards>

**Mountain of Authors**

Sat., May 5 from 11 a.m. - 5 p.m.

East Library

Info: <https://ppld.org/moa>

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**Press Clippings**

[March Compliments](#) (Compiled by Antonia Krupicka-Smith, Adult Services Manager, Library 21c)

[GUEST COLUMN: PPLD offers community multiple services](#) (The Gazette, April 2, 2018)

[EDITORIAL: Budget hawk challenges library spending](#) (The Gazette, March 28, 2018)

[Downtown businesses want tougher approaches to panhandling, homeless issues](#) (Colorado Springs Business Journal, March 16, 2018)

**Recent PPLD TV Productions**

[The Wall Connects Us All](#) (Documentary about Concrete Couch and Penrose Library mural produced by Jamey Hastings)



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

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

**Online Book Sales Year to Date:**

E-commerce SALES TOTALS, (Amazon and eBay combined)

- March 2018                \$1441
- YTD                         \$6,368

**Betty Fields Writing Awards—Saturday, April 7, 2018 at East Library**

**Literary Awards—Saturday, April 21, 2018 at Antlers Hotel, tickets \$40 per person.**

Frank Waters recipient is Mary Taylor Young, known for her writings of nature and the environment of Colorado and the American West.

Golden Quill recipient is Kay Esmiol, who co-authored the Memoir of Fannie Mae Duncan.



The Executive Officer/Chief Development Officer position was posted earlier in the month with an April 23 closing date. This action could bring on a new Foundation/Development Officer as early as the last week in May; depending on the candidate's notice to their current employer, if applicable.

Preparations for the May 1 Board of Directors meeting are underway. The Executive Committee is scheduled to meet to discuss and approve the agenda including the next Distribution request.

Staff is updating the Foundation Profile on the Colorado Gives website for the December 4, 2018 big day of giving across Colorado. Early completion will qualify the Foundation to enter a pool to win \$1500. The Foundation has won this award in year's past. Included in the profile update is a video tape produced by our Video Services Department for the Women, Wealth and Wisdom event. It features the importance of giving.

The Foundation's Sams.gov registration will expire on May 31, 2018. Staff is working on renewing our registration. This registration is required in order to be eligible to receive any federal funding such as an IMLS (Institute of Museum and Library Services) grant like the Community Catalyst Initiative.

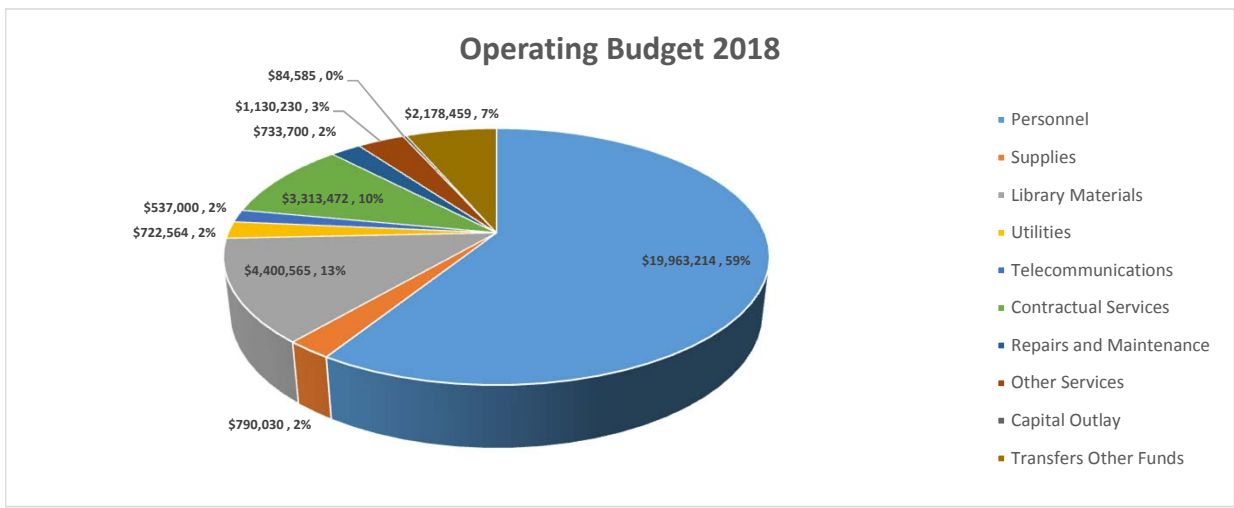
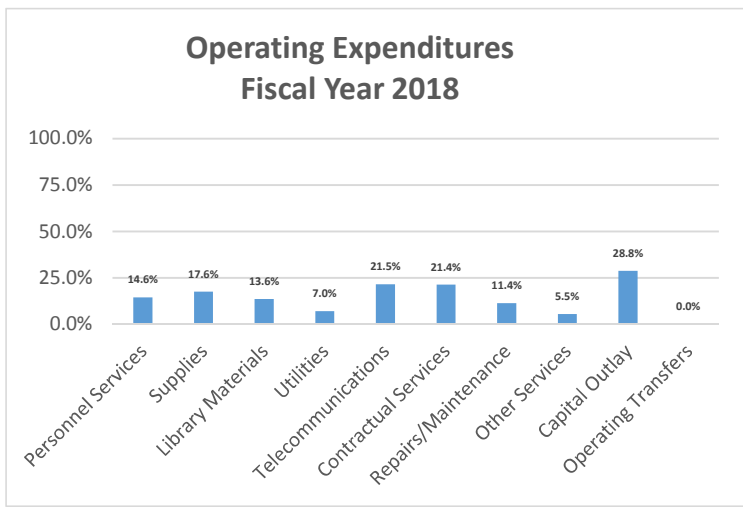
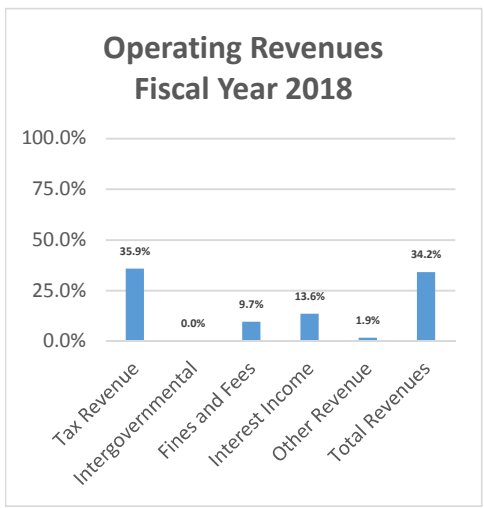
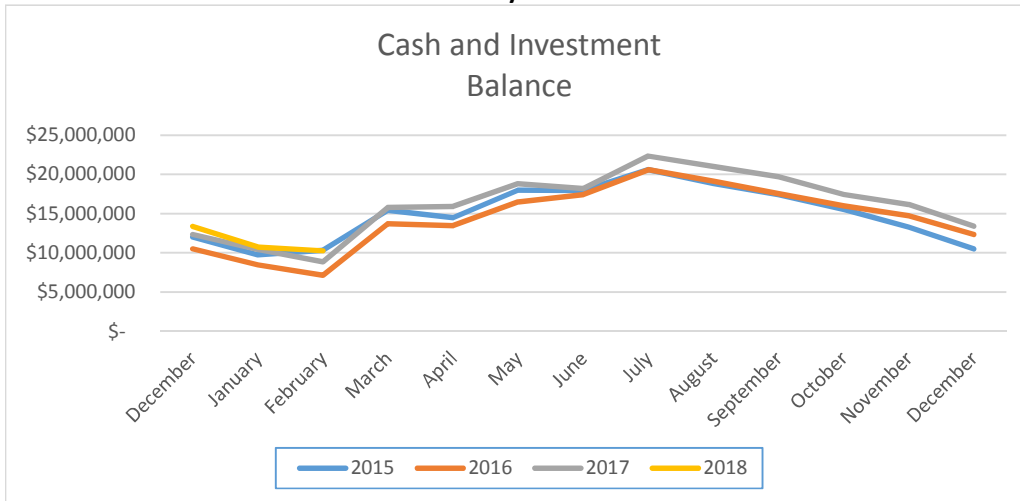
Staff has received pledges for donated food from several local food providers. The substantial donations will help serve up to 300 family and friends of graduating adult learners at this year's Adult Education Celebration to be held on May 24 at 6 p.m.

Social media messaging attracted 1066 likes and 38 posts. The majority of the posts for the month were related shares from other library pages (internal and external) and library events.



# Pikes Peak Library District Financial Dashboard

February 2018



# **Pikes Peak Library District**

## **February 2018 Financial Report**

Presented to Board of Trustees April 10, 2018

Pikes Peak Library District  
 General Fund Summary  
 For the Two-Month Period Ended February 28, 2018 and 2017

Percent of Year 16.7%

General Fund	Year-To-Date				Notes
	2018	2017	Change	% Chg.	
<b>Revenues</b>					
Property Taxes	\$ 10,409,482	\$ 9,627,076	\$ 782,406	8.1%	
Specific Ownership Taxes	508,272	527,799	(19,527)	-3.7%	
Fines and Fees	19,494	56,566	(37,072)	-65.5%	1
Interest Income	28,620	16,031	12,589	78.5%	2
Other Revenue	15,901	11,655	4,246	36.4%	
<b>Total Revenues</b>	<b>\$ 10,981,769</b>	<b>\$ 10,239,127</b>	<b>\$ 742,642</b>	<b>7.3%</b>	

- 1 Beginning in October 2017, PPLD temporarily stopped collecting fines for all library materials.
- 2 Interest rates are higher in 2018 than they were during the same period of 2017.

Pikes Peak Library District  
Statement of Revenues  
General Fund  
Period 01/01/2018 - 02/28/2018

<u>Account Description</u>	<u>2018 Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>% Used</u>
<b>Tax Revenue</b>				
Property Taxes - Current	\$ 27,082,219	\$ 10,433,078	\$ 16,649,141	38.5%
Property Taxes-Abatement	(110,000)	(27,181)	(82,819)	24.7%
Property Taxes - Omitted	4,000	189	3,811	4.7%
Property Taxes - Delinquent	15,000	3,115	11,885	20.8%
Penalty/Interest-Del Property	33,000	281	32,719	0.9%
Specific Ownership Taxes	3,400,000	508,272	2,891,728	14.9%
Local Gov In Lieu Of Tax	10,500	-	10,500	0.0%
<b>Total Tax Revenue</b>	<b>30,434,719</b>	<b>10,917,754</b>	<b>19,516,965</b>	<b>35.9%</b>
<b>Intergovernmental</b>				
Federal - eRate Funding	225,000	-	225,000	0.0%
State Grant - Library Materials	145,000	-	145,000	0.0%
<b>Total Intergovernmental</b>	<b>370,000</b>	<b>-</b>	<b>370,000</b>	<b>0.0%</b>
<b>Fines and Fees</b>				
Fines And Fees	200,000	19,494	180,506	9.7%
<b>Interest Income</b>				
Interest Earnings	210,000	28,620	181,380	13.6%
<b>Other Revenue</b>				
Donations-PPLD Foundation	659,725	-	659,725	0.0%
Donations - Civic Organization	15,000	-	15,000	0.0%
Donations - Other Categories	20,000	98	19,902	0.5%
Copier Charges	36,600	5,239	31,361	14.3%
Patrn Mgmt System Printer	48,400	5,737	42,663	11.9%
Parking Lot Collections	34,000	2,105	31,895	6.2%
Merchandise Sales	4,800	503	4,297	10.5%
Miscellaneous	15,200	2,154	13,046	14.2%
Sales Of Assets - Gen Capital	25,000	65	24,935	0.3%
<b>Total Other Revenue</b>	<b>858,725</b>	<b>15,901</b>	<b>842,824</b>	<b>1.9%</b>
<b>Total General Fund Revenues</b>	<b>\$ 32,073,444</b>	<b>\$ 10,981,769</b>	<b>\$ 21,091,675</b>	<b>34.2%</b>

**Pikes Peak Library District  
 General Fund Summary  
 For the Two-Month Period Ended February 28, 2018 and 2017**

General Fund	Year-To-Date				Notes
	2018	2017	Change	% Chg.	
<b>Expenditures</b>					
Personnel	\$ 2,906,599	\$ 2,514,146	\$ 392,453	15.6%	
Supplies	137,131	86,258	50,873	59.0%	
Library Materials	600,018	593,227	6,791	1.1%	
Utilities	50,925	50,939	(14)	0.0%	
Telecommunication costs	108,899	107,034	1,865	1.7%	
Contractual Services	706,890	528,708	178,182	33.7%	
Repairs and Maintenance	88,987	57,001	31,986	56.1%	
Other Services	62,096	51,549	10,547	20.5%	
Capital Outlay	24,348	14,781	9,567	64.7%	
Operating Transfers To Other Funds	-	-	-	0.0%	
<b>Total Expenditures</b>	<b>\$ 4,685,893</b>	<b>\$ 4,003,642</b>	<b>\$ 682,251</b>	<b>17.0%</b>	

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

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

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

**Pikes Peak Library District  
Statement of Expenditures  
General Fund  
Period 01/01/2018 - 02/28/2018**

<b>Account Description</b>	<b>2018 Budget</b>	<b>YTD Actual</b>	<b>Available Budget</b>	<b>% Used</b>
<b>Personnel Services</b>				
Regular Employees	\$ 15,835,397	\$ 2,169,434	\$ 13,665,963	13.7%
Temporary Employees	51,934	1,589	50,345	3.1%
Substitute Employees	191,529	64,869	126,660	33.9%
Work-Study And Internship	30,439	-	30,439	0.0%
Social Security Contributions	1,096,789	163,645	933,144	14.9%
Retirement Contributions	831,126	119,203	711,923	14.3%
Health Plan Contributions	1,650,000	301,115	1,348,885	18.2%
Unemployment Compensation	45,000	12,069	32,931	26.8%
Workers Compensation	85,000	58,690	26,310	69.0%
Vision Plan Ins Contributions	55,000	8,152	46,848	14.8%
Life A&D Ins Contributions	51,000	7,833	43,167	15.4%
Tuition Reimbursement	40,000	-	40,000	0.0%
<b>Total Personnel Services</b>	<b>19,963,214</b>	<b>2,906,599</b>	<b>17,056,615</b>	<b>14.6%</b>
<b>Supplies</b>				
General Supplies	190,344	28,526	161,818	15.0%
Microform Supplies	2,450	-	2,450	0.0%
Software Purchases	252,000	65,024	186,976	25.8%
Computer Supplies	36,000	2,640	33,360	7.3%
Processing Supplies	95,000	4,051	90,949	4.3%
Office Supplies	145,350	20,896	124,454	14.4%
Other Supplies	58,386	15,994	42,392	27.4%
<b>Total Supplies</b>	<b>779,530</b>	<b>137,131</b>	<b>642,399</b>	<b>17.6%</b>
<b>Library Materials</b>				
Audio-Visual Materials	808,300	74,698	733,602	9.2%
Books	1,424,679	162,074	1,262,605	11.4%
E-Materials	1,308,000	161,618	1,146,382	12.4%
Library Materials - Other	261,000	26,983	234,017	10.3%
Microforms	5,000	-	5,000	0.0%
Periodicals	110,250	86,301	23,949	78.3%
Serials	28,000	9,036	18,964	32.3%
Databases - On-Line Services	455,336	78,044	377,292	17.1%
Memorial Materials	-	1,264	(1,264)	100.0%
<b>Total Library Materials</b>	<b>4,400,565</b>	<b>600,018</b>	<b>3,800,547</b>	<b>13.6%</b>
<b>Utilities</b>				
Gas	103,558	11,236	92,322	10.8%
Electric	509,688	36,497	473,191	7.2%
Water And Sewer	110,602	3,192	107,410	2.9%
<b>Total Utilities</b>	<b>723,848</b>	<b>50,925</b>	<b>672,923</b>	<b>7.0%</b>
<b>Telecommunications</b>				
Data Telecommunications	356,000	100,862	255,138	28.3%

**Pikes Peak Library District**  
**Statement of Expenditures**  
**General Fund**  
**Period 01/01/2018 - 02/28/2018**

<b>Account Description</b>	<b>2018 Budget</b>	<b>YTD Actual</b>	<b>Available Budget</b>	<b>% Used</b>
Voice Telecommunications	70,000	7,717	62,283	11.0%
Cellular Telecommunicati	76,000	320	75,680	0.4%
Telecommunications Expansion	5,000	-	5,000	0.0%
<b>Total Telecommunications</b>	<b>507,000</b>	<b>108,899</b>	<b>398,101</b>	<b>21.5%</b>
<b>Contractual Services</b>				
Janitorial Services	282,000	45,902	236,098	16.3%
Carpet Cleaning Services	117,000	18,242		
Rental-Library Facilitie	556,434	87,160	469,274	15.7%
Common Area Mntn Costs	152,485	24,116	128,369	15.8%
Rental-Storage Area	16,800	2,700	14,100	16.1%
Audit	43,500	-	43,500	0.0%
Legal	50,000	-	50,000	0.0%
Consultant	241,000	9,549	231,451	4.0%
Cataloging	50,600	-	50,600	0.0%
Trash Removal	20,819	3,042	17,777	14.6%
Copier Services	51,000	820	50,180	1.6%
Courier Services	211,850	9,676	202,174	4.6%
Ins-Not Employee Benefit	185,000	159,665	25,335	86.3%
Collection Agency Fees	35,000	4,001	30,999	11.4%
Printing	101,200	-	101,200	0.0%
Programming	342,404	17,828	324,576	5.2%
Treasurer Fees	402,122	156,550	245,572	38.9%
Microfilming Services	19,600	7,635	11,965	39.0%
Computer Support Agreement	110,500	62,979	47,521	57.0%
Maintenance-Computer Equipment	230,000	91,181	138,819	39.6%
Software Licenses	19,000	1,295	17,705	6.8%
Employee Assistance Program	20,000	1,235	18,765	6.2%
Parking	42,375	3,314	39,061	7.8%
<b>Total Contractual Services</b>	<b>3,300,690</b>	<b>706,890</b>	<b>2,495,042</b>	<b>21.4%</b>
<b>Repairs and Maintenance</b>				
Grounds Maintenance	73,500	2,821	70,679	3.8%
Vehicle Operating Supplies	57,000	11,559	45,441	20.3%
Maintenance-Equipment	365,000	53,485	311,515	14.7%
Repairs-Equipment	119,350	4,931	114,419	4.1%
Repairs-Furniture	31,000	7,504	23,496	24.2%
Repairs-Buildings	137,850	8,687	129,163	6.3%
<b>Total Repairs and Maintenance</b>	<b>783,700</b>	<b>88,987</b>	<b>694,713</b>	<b>11.4%</b>
<b>Other Services</b>				
Translation Services	2,500	-	2,500	0.0%
Advertising	2,750	-	2,750	0.0%
Bank And Trustee Fees	16,600	297	16,303	1.8%
Information Listing	15,000	11,220	3,780	74.8%

**Pikes Peak Library District**  
**Statement of Expenditures**  
**General Fund**  
**Period 01/01/2018 - 02/28/2018**

<b>Account Description</b>	<b>2018 Budget</b>	<b>YTD Actual</b>	<b>Available Budget</b>	<b>% Used</b>
Mileage/Travel Reimbursemant	71,259	1,988	69,271	2.8%
Employee Recruitment	42,500	1,079	41,421	2.5%
Employee Testing	500	-	500	0.0%
Dues/Membership/Bus Functions	62,126	5,839	56,287	9.4%
Merchandising	5,000	-	5,000	0.0%
Employee Recognition/Excellence	20,525	1,386	19,139	6.8%
Board Of Trustees	3,000	472	2,528	15.7%
Community Outreach	70,000	8,122	61,878	11.6%
Training	230,450	16,578	213,872	7.2%
Signage	8,000	356	7,644	4.5%
Bindery	5,000	712	4,288	14.2%
Summer Reading Club	44,006	5,923	38,083	13.5%
Patron Reimbursement	1,000	-	1,000	0.0%
Postage	92,500	4,260	88,240	4.6%
Volunteer Program	5,900	90	5,810	1.5%
Safety & Wellness	18,500	2,339	16,161	12.6%
Other Grant Designated Fund Exp	381,225	550	380,675	0.1%
Administrative Support	10,500	-	10,500	0.0%
Rental-Equipment	1,000	28	972	2.8%
Other Expenses	22,389	857	21,532	3.8%
<b>Total Other Services</b>	<b>1,132,230</b>	<b>62,096</b>	<b>1,070,134</b>	<b>5.5%</b>
<b>Capital Outlay</b>				
Buildings	45,200	11,165	34,035	24.7%
Equipment	8,000	12,994	(4,994)	162.4%
Furniture	14,600	-	14,600	0.0%
Capital Outlay-Other Expenditures	16,785	189	16,596	1.1%
<b>Total Capital Outlay</b>	<b>84,585</b>	<b>24,348</b>	<b>60,237</b>	<b>28.8%</b>
<b>Operating Transfers to Other Funds</b>				
Fund Transfers Out	2,178,459	-	2,178,459	0.0%
<b>Total Expenditures</b>	<b>\$ 33,853,821</b>	<b>\$ 4,685,893</b>	<b>\$ 29,069,170</b>	<b>13.8%</b>



**Pikes Peak Library District  
Special Revenue Funds  
Period 01/01/2018 - 02/28/2018**

<b>Fund Balance - January 1, 2018</b>	\$ 231,580
<b>Expenditures</b>	6,200
<b>Fund Balance - February 28, 2018</b>	<u>\$ 225,380</u>

**Fund Balance - By Fund February 28, 2018**

Annual Fund	\$ 212
Cheyenne Mountain Library Fund	812
Fountain Branch Library Fund	18,725
High Prairie Library Fund	168,374
Sand Creek Library Fund	30,772
1905 Carnegie Library Facility Fund	4,374
Carnegie Garden Support Fund	998
Special Collections Support Fund	1,113
	<u>\$ 225,380</u>

Pikes Peak Library District  
 East Library Capital Projects Fund  
 Period 01/01/2018 - 02/28/2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
<b>Expenditures</b>						
<b>2018 Budget</b>						
Roof Inspection And Repairs	\$ 3,500	\$ -	\$ 3,500	\$ -	\$ -	\$ 3,500
Canvas Roll-Up Awning Mater	6,000	-	6,000	-	6,000	-
Replace Public Water Fountains	5,200	-	5,200	-	5,200	-
Replace Staff Lounge Blinds	5,500	-	5,500	-	5,102	398
Replace Storytime Room Divider	18,000	-	18,000	-	18,000	-
Laminator	2,000	-	2,000	-	1,795	205
Additional Study Room Chairs	3,500	-	3,500	-	-	3,500
Reface Cabinets In Story Offic	15,000	-	15,000	-	-	15,000
Tractor Replacement	12,000	-	12,000	-	9,999	2,001
<b>Sub-Total</b>	<b>70,700</b>	<b>-</b>	<b>70,700</b>	<b>-</b>	<b>46,096</b>	<b>24,604</b>
<b>Carryover From 2017</b>						
Water Treatment System	-	3,000	3,000	-	-	3,000
Roof Inspection And Repairs	-	3,385	3,385	-	-	3,385
Blinds For Esl Office	-	27	27	-	-	27
Blinds For Erc/Maker Space	-	959	959	-	-	959
Window Leak-2Nd Floor	-	7,500	7,500	-	-	7,500
Additional Meeting Room Chairs	-	817	817	-	-	817
Teen Center-Interior Paint	-	757	757	-	-	757
Ea Update Security Equipment	-	5,000	5,000	-	-	5,000
Paint Shelves	-	945	945	-	-	945
Mural	-	183	183	-	-	183
Chair Replacement	-	958	958	-	-	958
It Equipment	-	2,071	2,071	-	-	2,071
<b>Sub-Total</b>	<b>-</b>	<b>25,603</b>	<b>25,603</b>	<b>-</b>	<b>-</b>	<b>25,603</b>
<b>Total Expenditures</b>	<b>70,700</b>	<b>25,603</b>	<b>96,303</b>	<b>-</b>	<b>46,096</b>	<b>50,208</b>
<b>Excess Revenues over Expenditures</b>	<b>\$ (70,700)</b>	<b>\$ (25,603)</b>	<b>\$ (96,303)</b>	<b>-</b>	<b>\$ (46,096)</b>	<b>\$ (50,208)</b>
<b>Fund Balance - January 1, 2018</b>				107,746		
<b>Fund Balance - February 28, 2018</b>				<u>\$ 107,746</u>		

Pikes Peak Library District  
 Penrose Library Capital Projects Fund  
 Period 01/01/2018 - 02/28/2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
<b>Expenditures</b>						
<b>2018 Budget</b>						
Roof Inspection And Repairs	\$ 3,500	\$ -	\$ 3,500	\$ -	\$ -	\$ 3,500
Meeting Room - Lower Level	275,000	-	275,000	-	-	275,000
Additional Power/Data In Readi	15,000	-	15,000	-	-	15,000
Uv Film On Reading Room	13,000	-	13,000	-	-	13,000
Carpet Repl - Reading Room	15,000	-	15,000	-	-	15,000
Upgrade Two Interior Elevators	58,000	-	58,000	24,767	24,767	8,466
Chiller Replacement	55,000	-	55,000	-	-	55,000
27" Laminator	2,500	-	2,500	-	1,795	705
Hvac Heating Loop & Glycol	17,000	-	17,000	-	-	17,000
Reconfigure Children'S Desk	5,000	-	5,000	-	-	5,000
Furniture Children'S Area	7,000	-	7,000	-	-	7,000
End Caps & Canopies For Shelvi	20,000	-	20,000	-	-	20,000
Koc Renovation	865,000	-	865,000	-	-	865,000
<b>Sub-Total</b>	<b>1,351,000</b>	<b>-</b>	<b>1,351,000</b>	<b>24,767</b>	<b>26,562</b>	<b>1,299,671</b>
<b>Carryover From 2017</b>						
Building Improvement - Penrose	-	5,280	5,280	-	-	5,280
Roof Inspection And Repairs	-	2,280	2,280	-	-	2,280
Replace Floors In Elevators	-	108	108	-	-	108
Window Caulking	-	4,028	4,028	-	-	4,028
Roof Maintenance	-	985	985	-	-	985
Window Blinds For Ea	-	236	236	-	-	236
Replace Existing Parking Meter	-	50,000	50,000	-	-	50,000
Facade Repair	-	350	350	-	-	350
Elevator Modernization - Cab	-	8,914	8,914	-	-	8,914
Convert Pea Gravel Walk	-	2,000	2,000	-	-	2,000
Wood Repairs & Scaffolding	-	3,430	3,430	-	-	3,430
Shelving Signage	-	2,000	2,000	-	-	2,000
Replace 4 Staff Chairs	-	104	104	-	-	104
Capital Outlay-Other Expenses	-	464	464	-	-	464
<b>Sub-Total</b>	<b>-</b>	<b>80,179</b>	<b>80,179</b>	<b>-</b>	<b>-</b>	<b>80,179</b>
<b>Total Expenditures</b>	<b>1,351,000</b>	<b>80,179</b>	<b>1,431,179</b>	<b>24,767</b>	<b>26,562</b>	<b>1,379,850</b>
<b>Sources of Funds</b>						
Fundraising	11,000	-	11,000	-	-	11,000
Operating Transfer - General Fund	1,335,841	-	1,335,841	-	-	1,335,841
<b>Total Sources of Funds</b>	<b>1,346,841</b>	<b>-</b>	<b>1,346,841</b>	<b>-</b>	<b>-</b>	<b>1,346,841</b>
<b>Excess Revenues over Expenditures</b>	<b>\$ (4,159)</b>	<b>\$ (80,179)</b>	<b>\$ (84,338)</b>	<b>\$ (24,767)</b>	<b>\$ (26,562)</b>	<b>\$ (33,009)</b>
<b>Fund Balance - January 1, 2018</b>				84,338		
<b>Fund Balance - February 28, 2018</b>				<u>\$ 59,571</u>		

Pikes Peak Library District  
Library 21c Capital Projects Fund  
Period 01/01/2018 - 02/28/2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
<b>Expenditures</b>						
<b>2018 Budget</b>						
Concrete Walkway Ea To South	\$ 19,500	\$ -	\$ 19,500	\$ -	\$ -	\$ 19,500
Courtyard Improvements	20,000	-	20,000	-	2,180	17,820
Roof Repairs	3,000	-	3,000	-	-	3,000
Ent & Make li Window Treatment	9,000	-	9,000	-	-	9,000
Roof Replacement (Fully Adhere	60,000	-	60,000	-	-	60,000
New Teen Service Desk	1,200	-	1,200	-	-	1,200
Cafe Table Public Area	19,500	-	19,500	-	18,949	551
Install Additional Can Lights	1,200	-	1,200	-	-	1,200
New Display Case With Lighting	3,500	-	3,500	-	-	3,500
Av Equipment Maintenance	12,000	-	12,000	153	-	11,847
Increase Stage Size	15,000	-	15,000	-	-	15,000
Studio Noise Mitigation	25,000	-	25,000	-	-	25,000
Venue Led Lighting	10,000	-	10,000	-	-	10,000
Production Music	1,600	-	1,600	-	-	1,600
Public Equipment Eol Replacem	4,000	-	4,000	48	299	3,653
New Public Equipment Inventory	4,000	-	4,000	140	421	3,439
<b>Sub-Total</b>	<b>208,500</b>	<b>-</b>	<b>208,500</b>	<b>341</b>	<b>21,849</b>	<b>186,310</b>
<b>Carryover From 2017</b>						
Parking Repairs	-	7,446	7,446	-	3,458	3,988
Install Ceiling Fans In Childr	-	1,750	1,750	-	-	1,750
Sound Dampening Of Amh Space	-	3,000	3,000	-	-	3,000
Improv Teen Gaming Room	-	18,134	18,134	-	18,134	-
Ada Fixtures	-	36	36	-	-	36
Audio Booth	-	2,000	2,000	-	-	2,000
Contingency	-	35,868	35,868	-	-	35,868
Staging	-	4,675	4,675	-	-	4,675
Audio/Lighting	-	4,000	4,000	-	-	4,000
Signage	-	5,000	5,000	-	-	5,000
Patron Registration	-	3,000	3,000	-	-	3,000
Portable Projectors	-	13,000	13,000	-	-	13,000
Audio Room - Mikes Hanging	-	1,500	1,500	-	-	1,500
Munis Record Management Syst	-	30,000	30,000	-	-	30,000
<b>Sub-Total</b>	<b>-</b>	<b>129,409</b>	<b>129,409</b>	<b>-</b>	<b>21,592</b>	<b>107,817</b>
<b>Total Expenditures</b>	<b>208,500</b>	<b>129,409</b>	<b>337,909</b>	<b>341</b>	<b>43,441</b>	<b>294,127</b>
<b>Sources of Funds</b>						
Donations	167,128	-	167,128	-	-	167,128
<b>Excess Revenues over Expenditures</b>	<b>\$ (41,372)</b>	<b>\$ (129,409)</b>	<b>\$ (170,781)</b>	<b>(341)</b>	<b>\$ (126,999)</b>	
<b>Fund Balance - January 1, 2018</b>				177,499		
<b>Fund Balance - February 28, 2018</b>			<u>\$ 177,158</u>			

Pikes Peak Library District  
 Capital Reserve Fund  
 Period 01/01/2018 - 02/28/2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
<b>Expenditures</b>						
<b>2018 Budget</b>						
Upgrade Children's Area Lighting	\$ 4,000	\$ -	\$ 4,000	\$ -	\$ -	\$ 4,000
DW- Concrete Replacement	12,000	-	12,000	-	-	12,000
DW - Asphalt Repairs	15,000	-	15,000	-	-	15,000
Upgrade Fire System Dialers	15,000	-	15,000	-	-	15,000
Furniture Replacement	10,600	-	10,600	1,063	-	9,537
Childr&Teen Area Furnit	7,000	-	7,000	-	-	7,000
Bo - Senior Van	125,000	-	125,000	-	-	125,000
Replace Generator For Bookmobile	12,500	-	12,500	-	-	12,500
Contingency	50,000	-	50,000	6,282	7,097	36,621
Contingency - Furniture Replac	25,000	-	25,000	-	-	25,000
Self-Check Stations	20,000	-	20,000	-	-	20,000
Copiers & Printers Repl	200,000	-	200,000	-	-	200,000
Telephone Switches	150,000	-	150,000	-	-	150,000
Dibos And Camera Upgrades	42,000	-	42,000	-	-	42,000
Replace Evanced Room Booking	50,000	-	50,000	-	-	50,000
Av Equip For Audio Visual Dw	50,000	-	50,000	-	-	50,000
Contingency I/T	23,000	-	23,000	-	-	23,000
Video Projector Repl & Addit	5,000	-	5,000	-	-	5,000
Maker Machinery Purchases	13,586	-	13,586	-	-	13,586
New Machinery	12,932	-	12,932	-	-	12,932
<b>Sub-Total</b>	<b>842,618</b>	<b>-</b>	<b>842,618</b>	<b>7,345</b>	<b>7,097</b>	<b>828,176</b>

**Carryover From 2017**

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

**Pikes Peak Library District  
Capital Reserve Fund  
Period 01/01/2018 - 02/28/2018**

<b>Account Description</b>	<b>Original Approp</b>	<b>Carryover</b>	<b>Revised Budget</b>	<b>Ytd Expended</b>	<b>Encumbrances</b>	<b>Available Budget</b>
Ho-Access Control	-	2,473	2,473	-	473	2,001
Mo-Access Control	-	12,000	12,000	7,928	372	3,700
Ro-Access Control	-	267	267	-	-	267
Sa-Access Control	-	1,100	1,100	-	491	609
Dw- Concrete Replacement	-	11,560	11,560	-	-	11,560
Dw - Asphalt Repairs	-	20,973	20,973	-	9,000	11,973
Mo-Painting	-	3,388	3,388	-	-	3,388
Staff Lounges Improvements	-	30,000	30,000	84	-	29,916
Adult Ed Improvements	-	30,000	30,000	-	-	30,000
Water Management System	-	25,000	25,000	-	15,000	10,000
Furniture Replacement	-	15,036	15,036	-	-	15,036
Standing Workstation-Garage	-	42	42	-	-	42
Ho-Study Table & Chairs	-	43	43	-	-	43
Mo-Storage Cabinets	-	634	634	-	-	634
Mo-Reupholster Mr Chairs	-	116	116	-	-	116
Pa-Storage Shed	-	2,800	2,800	-	-	2,800
Vehicles	-	49,954	49,954	41,329	-	8,625
Bo - Senior Van	-	75,000	75,000	-	-	75,000
Contingency	-	49,621	49,621	-	11,371	38,250
Servers-Replacements	-	25,000	25,000	-	-	25,000
Maintenance Hard&Soft	-	13,079	13,079	-	-	13,079
Replace Computers	-	161,000	161,000	-	77,485	83,515
Technology Refresh (Patrons)	-	68,795	68,795	-	-	68,795
Self-Check Stations	-	5,876	5,876	-	-	5,876
Barcode Scanners	-	15,102	15,102	-	-	15,102
Tipping Point Replacements	-	5,270	5,270	-	-	5,270
Firewall Replacement	-	45,000	45,000	-	-	45,000
Archival Manag System	-	12,000	12,000	-	-	12,000
Equip Init - Security	-	58,121	58,121	-	-	58,121
Phone System	-	29,768	29,768	-	-	29,768
Children'S Equipment	-	94,000	94,000	93,357	-	643

Pikes Peak Library District  
 Capital Reserve Fund  
 Period 01/01/2018 - 02/28/2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
Special Collections Equip	-	29,000	29,000	-	-	29,000
Ea Library Tween Computers	-	4,000	4,000	-	-	4,000
Comp & Print Reservation	-	50,000	50,000	-	-	50,000
Telephone System Repl Project	-	150,000	150,000	-	-	150,000
Contingency I/T	-	86,050	86,050	-	-	86,050
Upgrades To Avid Liq 7.0	-	1,000	1,000	-	-	1,000
Studio Improvement	-	2,540	2,540	-	-	2,540
Studio Flooring	-	1,259	1,259	-	-	1,259
Equipment Replacement	-	26,000	26,000	-	-	26,000
<b>Sub-Total</b>	-	1,248,867	1,248,867	142,698	114,192	991,978
<b>Total Expenditures</b>	842,618	1,248,867	2,091,485	150,043	121,289	1,820,154

Sources of Funds

Operating transfer - General Fund	\$ 842,618	\$ -	\$ 842,618	-	\$ 842,618
<b>Excess Revenues over Expenditures</b>	\$ -	\$ (1,248,867)	\$ (1,248,867)	\$ (150,043)	\$ (977,536)
<b>Fund Balance - January 1, 2018</b>				1,254,357	
<b>Fund Balance - February 28, 2018</b>				<u>\$ 1,104,314</u>	

**Pikes Peak Library District  
 Receipts and Disbursements by Cash Account  
 For the Month Ended February 28, 2018**

	<b>ColoTrust Investments</b>	<b>US Bank Checking</b>	<b>Total Cash</b>
<b>Cash February 1, 2018</b>	\$ 10,768,212	\$ (23,753)	\$ 10,744,459
<b>Receipts February 2018</b>			
Property Taxes	1,771,992	-	1,771,992
Daily Cash Receipts	-	23,525	23,525
Credit Card Receipts	-	6,607	6,607
Interest	13,038	-	13,038
<b>Disbursements February 2018</b>			
Payment of Bills week of 2/2/18	-	(195,791)	(195,791)
Payment of Bills week of 2/9/18	-	(128,601)	(128,601)
Payment of Bills week of 2/16/18	-	(151,094)	(151,094)
Payment of Bills week of 2/23/18	-	(6,040)	(6,040)
Payment of Bills week of 2/28/18	-	(349,010)	(349,010)
Payroll 2/9/2018	-	(648,562)	(648,562)
Payroll 2/23/2018	-	(598,963)	(598,963)
Special payroll		(22,389)	(22,389)
End of month payments		(185,645)	(185,645)
<b>Transfer between funds</b>	(2,500,000)	2,500,000	-
<b>Cash February 28, 2018</b>	<u>\$ 10,053,242</u>	<u>\$ 220,284</u>	<u>\$ 10,273,526</u>



## Library Services April 10, 2018

Heather Johnson coordinated a passive program at Library 21c called The Race Card Project where 144 patrons wrote six words that they associate with race, ethnicity, and cultural identity to create a display about their feelings. The display was a great catalyst for community conversation.

Laura Broderick curated a book display featuring African American protagonists and a sign inspired by a session she attended at ALA MidWinter: Black Lives Matter. The display stimulated positive and negative feedback from patrons and was a great opportunity for Children's Staff at Library 21c to serve as a social connector. With advice from the Leadership Team, two signs were added to the display to broaden the impact of the display, centering the Black Lives Matter sign within the context of the history of the civil rights movement: "Why Can't We All Just Get Along" (Rodney King) and "Everybody Welcome" (Fannie Mae Duncan).

Becca Cruz was selected for the Colorado Maker Hub's first board of directors. During the first meeting, Becca was made vice-chair for the executive committee. The Maker Hub's mission is to "Increase awareness in Colorado of the existing maker community; communicate, advocate and market the community benefits provided from a maker mindset; and strengthen the Colorado maker ecosystem through collaborations, education and partnerships."

Stacy Smith and 20 mothers and daughters met to discuss the book *Mr. Lemoncello's Library Olympics*—a fun book with a great message having about censorship and banned books. They welcomed several new members to the Mother-Daughter Book Club.

Special Collections' Bill Thomas and Tim Morris prepared and presented a class on using Special Collections resources in support of Colorado College's historical archaeology program. The presentation was divided into a 50-minute in-class component followed by a 50-minute hands-on component using archival materials. The presentation was so successful that the professor directed his students to return to Special Collections throughout the semester to continue their research.

The East Teen Services Coding Club transitioned into the Google CS First Coding Club with eight teens attending the first session. They learned computational coding concepts to build social media applications. Facilitators Britt Bloom and Meagan Huber found the curriculum more challenging than the previous Google CS First curriculum that focused on game design.

Larissa Powers began doing separate Tween Twist programs at Library 21c with a Pet Rock program. Meanwhile, Brady Nickerson continued fishy fun with a Betta Fish lab. Children made journals, studied live betta fish, and made their own fish, learning about capillaries in the process.

Collection Management and Interlibrary Loan celebrated receiving the Chief Librarian's 2018 Teamwork Award. A perfect example of teamwork is Collection Management staff helping ILL staff to keep up with the borrowing demands. Without the additional help the 13 percent increase in borrowing requests during February would have created a backlog.

Trustee Keith Clayton II welcomed guests to PPLD's first Career Online High School graduation that was held on the February 14 to honor five graduates: Jennifer Arriola; Amanda Garcia; Cristal Reavis; Andrea Tipton; and Tatyana Williams. Each of the graduates also received a career certificate in one of these categories: General Career Preparations; Homeland Security; or Office Management.

## Branch Report April 10, 2018

**CH:** Cheyenne Edition requested an interview about PPLD's Wellness programs for staff. The journalist wrote, "Thank you for your assistance with my story and for allowing me to meet with Cecile. She and Katie Smith are true professionals, and I clearly see why working with Pikes Peak Library District is so much fun. Every work place should be so blessed."



**HI:** We partnered with Wild Blue Cat Rescue and had our first kitten/cat adoption fair this past month, which drew 50 members of the community. We will have a similar dog adoption in March (Mill Dog Rescue), and one dedicated to birds/parrots later in the year.

**HO:** Our Buffalo Soldier Black History presentation was executed well and included exhibits, face painting, children's craft, teen button making, documentary, refreshments, and door prizes.

**MA/UT:** Karin started conducting an outside-the-library after school program at Ute Pass Elementary. The children in this program were excited to enjoy some great crafts and art projects without having to leave the school. There were 30 attendees for this program.

**MLS:** We have had a 9% increase in FB page views over the past month, 20% increase in page likes, and 50% increase in followers! The county vehicle is running well.

**MO/PA:** Ginny Stowe, the Nutritional Health Coach from Natural Grocers who's been doing a few programs for us, came by in February to do a presentation on chocolate. We started a short-term partnership with the Palmer Lake Art Group offering free classes for several weeks to help build up community artists.

**OL:** In September our 100 year old front garden wall lost a fight with a car. After searching for replacement stone that would be a good match, we have a nicely repaired front entry.

**RO:** We began our new Saturday program, Crafting for a Cause, which offers quick projects to benefit non-profits. Patrons also completed a four-class series on acrylic painting

**SA:** Jordan provided Black History Storytimes at both FO and SA. We also hosted a special event in conjunction with Afros and Books, National Black Child Development Institute, Empowerment Solidarity Network, The Buzzed Badger, and Denver Public School Libraries called You Are Loved: Celebrating Black Children. We had face painting, snacks, crafts, head wraps, studio time and a special talk for parents about diversity in books and the importance of being able to identify with the characters on the pages. All kids left with a free book.

**FO:** Abby attended City Council meetings and Fountain Community Celebration planning meetings. She also attended the Key Leader Board meeting for Communities That Care and participated in interviews for their new Coordinator.

A Fountain resident was one of the first COHS graduates. Fountain's mayor was unable to attend the graduation but sent a long a letter of congratulations to the graduate that was read at the ceremony.

2018 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	55637	49928	55956	0	0	0	0	0	0	0	0	0	161521
Mobile Libraries Total	13901	12062	13957	0	0	0	0	0	0	0	0	0	39920
Cheyenne	30917	28753	33393	0	0	0	0	0	0	0	0	0	93063
Fountain	15729	13797	16565	0	0	0	0	0	0	0	0	0	46091
High Prairie	23625	22093	26503	0	0	0	0	0	0	0	0	0	72221
Holley	29729	27033	30440	0	0	0	0	0	0	0	0	0	87202
Manitou	3645	3358	3861	0	0	0	0	0	0	0	0	0	10864
Monument	31541	29281	33553	0	0	0	0	0	0	0	0	0	94375
Old Colorado City	17079	15944	17376	0	0	0	0	0	0	0	0	0	50399
Palmer Lake	3431	3335	3949	0	0	0	0	0	0	0	0	0	10715
Rockrimmon	30015	27917	30805	0	0	0	0	0	0	0	0	0	88737
Sand Creek	28798	26562	30112	0	0	0	0	0	0	0	0	0	85472
Ute Pass	2331	2404	2739	0	0	0	0	0	0	0	0	0	7474
Senior Van	2103	1868	1814	0	0	0	0	0	0	0	0	0	5785
Bookmobiles	11798	10194	12143	0	0	0	0	0	0	0	0	0	34135
East	106165	95633	107240	0	0	0	0	0	0	0	0	0	309038
Library 21c	78418	73553	83841	0	0	0	0	0	0	0	0	0	235812
Dispensers	0	0	0	0	0	0	0	0	0	0	0	0	0
Parenting	90	138	178	0	0	0	0	0	0	0	0	0	406
<b>Total Physical Materials</b>	<b>471051</b>	<b>431791</b>	<b>490468</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1393310</b>

YTD CIRC Comparison	2018	2017	% Change
Penrose	161521	187354	-13.8%
Mobile Libraries Total	39920	40702	-1.9%
Cheyenne	93063	94058	-1.1%
Fountain	46091	46114	0.0%
High Prairie	72221	75649	-4.5%
Holley	87202	90407	-3.5%
Manitou	10864	13352	-18.6%
Monument	94375	96840	-2.5%
Old Colorado City	50399	56310	-10.5%
Palmer Lake	10715	11666	-8.2%
Rockrimmon	88737	90888	-2.4%
Sand Creek	85472	93765	-8.8%
Ute Pass	7474	8332	-10.3%
Senior Van	5785	5544	4.3%
Bookmobiles	34135	35158	-2.9%
East	309038	332188	-7.0%
Library 21c	235812	234597	0.5%
Dispensers	0	1041	
Parenting	406	371	9.4%
<b>Total Physical Materials</b>	<b>1393310</b>	<b>1473634</b>	<b>-5.45%</b>

Current Month Comparison CIRCULATION	2018	2017	% Change
Penrose	55956	65899	-15.1%
Mobile Libraries Total	13957	13896	0.4%
Cheyenne	33393	36349	-8.1%
Fountain	16565	17458	-5.1%
High Prairie	26503	27635	-4.1%
Holley	30440	31993	-4.9%
Manitou	3861	5079	-24.0%
Monument	33553	34975	-4.1%
Old Colorado City	17376	20090	-13.5%
Palmer Lake	3949	4231	-6.7%
Rockrimmon	30805	32396	-4.9%
Sand Creek	30112	33347	-9.7%
Ute Pass	2739	3095	-11.5%
Senior Van	1814	1901	-4.6%
Bookmobiles	12143	11995	1.2%
East	107240	115308	-7.0%
Library 21c	83841	88727	-5.5%
Dispensers	0	388	-100.0%
Parenting	178	131	35.9%
<b>Total Physical Materials</b>	<b>490468</b>	<b>530997</b>	<b>-7.63%</b>

## Circulation Report By Facility March 2018

New software for gate counter was overcounting in March 2017

Current Month Comparison VISITORS	2018	2017	% Change
Penrose	47362	49906	-5.1%
Mobile Libraries Total	3448	3586	-3.8%
Cheyenne	19299	20106	-4.0%
Fountain	8884	9253	-4.0%
High Prairie	10051	10999	-8.6%
Holley	18694	18952	-1.4%
Manitou	4537	4245	6.9%
Monument	15332	17542	-12.6%
Old Colorado City	13135	13588	-3.3%
Palmer Lake	2055	1869	10.0%
Rockrimmon	15821	22633	-30.1%
Sand Creek	21256	23330	-8.9%
Ute Pass	1954	1529	27.8%
Knights of Columbus Hall	283		
East	51066	51921	-1.6%
Library 21c	47877	47981	-0.2%
<b>TOTAL</b>	<b>281054</b>	<b>297440</b>	<b>-5.5%</b>
Special Collections	2957	3655	-19.1%

2018 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	282740	262364	295271	0	0	0	0	0	0	0	0	0	840375
DVD	144635	130072	150079	0	0	0	0	0	0	0	0	0	424786
CD Music	15390	13395	15351	0	0	0	0	0	0	0	0	0	44136
CD Book	17438	16193	18433	0	0	0	0	0	0	0	0	0	52064
Playaway	5120	4912	5911	0	0	0	0	0	0	0	0	0	15943
Kit	1657	1723	1843	0	0	0	0	0	0	0	0	0	5223
Game	4071	3132	3580	0	0	0	0	0	0	0	0	0	10783
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL Physical Items</b>	<b>471051</b>	<b>431791</b>	<b>490468</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1393310</b>
ILL	2092	2112	2280	0	0	0	0	0	0	0	0	0	6484
CyberShelf-OverDrive	134584	122184	138406	0	0	0	0	0	0	0	0	0	395174
Zinio	3787	4023	3343	0	0	0	0	0	0	0	0	0	11153
eReader	27	23	25	0	0	0	0	0	0	0	0	0	75
OneClick Audio	491	440	450	0	0	0	0	0	0	0	0	0	1381
Hot Spots	74	74	76	0	0	0	0	0	0	0	0	0	224
Cameras & Equipment	46	69	72	0	0	0	0	0	0	0	0	0	187
													0
<b>TOTAL STATE Circ</b>	<b>612106</b>	<b>560647</b>	<b>635048</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1807801</b>
Freegal Music	9425	7672	8130	0	0	0	0	0	0	0	0	0	25227
Freeding	105	81	52	0	0	0	0	0	0	0	0	0	238
DVD Player	94	149	175	0	0	0	0	0	0	0	0	0	418
Hoopla	1851	1585	1870	0	0	0	0	0	0	0	0	0	5306
ComicsPlus	475	0	240	0	0	0	0	0	0	0	0	0	715
Kanopy	122	291	278	0	0	0	0	0	0	0	0	0	691
													0
CLC	10955	9852	10789	0	0	0	0	0	0	0	0	0	31596
Laptop Use	1434	1467	1592	0	0	0	0	0	0	0	0	0	4493
Active Users	258251	257716	257950	0	0	0	0	0	0	0	0	0	

Monthly Circ by Format			
	2018	2017	Change
Print	295271	312124	-5%
DVD	150079	169020	-11%
CD Music	15351	17412	-12%
CD Book	18433	19747	-7%
Playaway	5911	5564	6%
Kit	1843	2235	-18%
Game	3580	4895	-27%
	0	0	
<b>TOTAL Physical Items</b>	<b>490468</b>	<b>530997</b>	<b>-7.63%</b>
ILL	2280	2221	3%
CyberShelf-OverDrive	138406	123704	12%
Zinio	3343	4149	-19%
eReader	25	25	0%
OneClick Audio	450	619	-27%
Hot Spots	76	70	9%
Cameras & Equipment	72		
Total e-materials	142300	128567	11%
<b>TOTAL STATE Circ</b>	<b>635048</b>	<b>661785</b>	<b>-4.0%</b>
Freegal Music	8130	10997	-26%
Freeding	52	88	-41%
DVD Player	175	158	11%
Hoopla	1870	1517	23%
ComicsPlus*	240	215	12%
Kanopy	278		
CLC	10789	12915	-16%
Laptop Use	1592	1866	-15%
Active Users	257950	260272	-1%

Data for ComicsPlus is 1 month behind

MTD Total	2018	2017	Change
January	612106	616749	-0.8%
February	560647	570433	-1.7%
March	635048	661785	-4%
April		602424	-100%
May		631090	-100%
June		662704	-100%
July		656366	-100%
August		641563	-100%
September		599252	-100%
October		608892	-100%
November		598463	-100%
December		559133	-100%

YTD Total	2018	2017	Change
January	612106	616749	-0.8%
February	1172753	1187182	-1.2%
March	1807801	1848967	-2%
April		2451391	-100%
May		3082481	-100%
June		3745185	-100%
July		4401551	-100%
August		5043114	-100%
September		5642366	-100%
October		6251258	-100%
November		6849721	-100%
December		7408854	-100%

Circulation Report  
By Item Type  
March 2018

**Consent Agenda: New Hires**

The following individuals were hired by the Pikes Peak Library District for the positions indicated during the period of March 1, 2018 – March 31, 2018.

Marsilino Calica: Facilities Specialist, 21c (40 hrs)  
Jody Cantrell: Shelver, EA (20 hrs)  
Angela Tan-Halloran: Shelver, EA (20 hrs)  
Tina Smith: Library Assistant, EA (20 hrs)  
Christopher Williams: Program Assistant, EA (23 hrs)



### Out of State Libraries

Columbus Metropolitan Library (Columbus, OH)	860,000	N	N	N	N	N	N	N
Multnomah County (OR)	790,000	N	N	N	N			
Sno-Isle Libraries (WA)	750,000	N	N	N	N	N	N	N
Daniel Boone Regional Library (Boone/Callaway Counties, MO)	218,000	N	N	N	N	N	N	N
Oak Park Public Library (Oak Park, IL)	52,000	N	N	N	N	N	N	N
Vernon Area Public Library (Lincolnshire, IL)	41,000	N	N	N	N	N	N	N
Algonquin (IL) Public Library (Algonquin, IL)	31,000	N	N	N	N	N	N	N
ELA Public Library (Lake Zurich, IL)	20,000	N	N	N	N	N	N	N
Ipswich Public Library (Ipswich, MA)	13,000	N	N	N	N	N	N	N

The money collected from fines is less than 1% (\$200,000) of our total budget. There is also a cost to collect this amount, including staff time (to count cash and interact with patrons) and credit card transaction fees that are not factored into this budget line. Staff and patron interactions related to fines can be stressful. Often, the patron feels like they need to disclose private/personal information to justify late items. Patrons are also frequently embarrassed when they have to ask for fine forgiveness or angry when they are trying to clear their accounts. Staff is put in the position of serving as bill collectors rather than simply helping our patrons access library services.

#### **Recommendation**

Our recommendation is to permanently discontinue charging late or overdue fines on all print and audio-visual items. Patrons will be billed for the replacement cost of materials that have not been returned three weeks past the due date, as is currently the procedure with teen and children's items. Once a patron returns the overdue items, their accounts will be cleared of any charges related to those items. These changes will not affect any of the fees that would be charged, like those for a permanently lost or damaged item. We will soon be implementing Automatic Renewals, which will automatically renew items that have not reached the renewal limit or on hold for another patron. Both these changes will positively impact how patrons use our collection and put the focus more on customer service rather than account resolution.

#### **Additional Reading**

- <http://spellproject.weebly.com/uploads/1/5/3/3/15331602/spellwhitepaperfinal.pdf>
- [http://www.slate.com/articles/arts/culturebox/2017/02/librarians\\_are\\_realizing\\_that\\_overdue\\_fines\\_undercut\\_libraries\\_missions.html](http://www.slate.com/articles/arts/culturebox/2017/02/librarians_are_realizing_that_overdue_fines_undercut_libraries_missions.html)
- <https://www.ila.org/publications/ila-reporter/article/21/fine-free-and-dandy-libraries-say-good-bye-to-overdue-charges>