I. CALL TO ORDER

II. ITEMS TOO LATE FOR THE AGENDA

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

IV. CORRESPONDENCE AND PRESENTATIONS
   A. Correspondence
      1. Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting (pp. 1-4)
   B. Presentations
      1. Introduction of New Staff (L. James, M. Ray, M. Doherty, T. Sayles)

V. BUSINESS ITEMS
   A. Decision 20-1-1: Minutes of the December 10, 2019 Meeting (pp. 5-10)
   B. Consent Items: Decision 20-1-2: Consent Items as Presented (pp. 11-28)
      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”.
      a. Resolution Designating Posting Places for 2020 Board Meetings
      b. Resolution Designating the Official Custodians of Records
      c. Property Disposal Guidelines
      d. 2020 Contract/Vendor Approval
      e. Conflict of Interest Statement
      f. 2020 Insurance Policies
   C. Unfinished Business
   D. New Business
      1. Discussion: Board Meeting Time (S. Taylor)
      2. Discussion: Volunteer Agreement (S. Taylor) (pp. 29-30)

VI. REPORTS
   A. Friends of the Pikes Peak Library District Report (S. Adams) (p. 31)
   B. Pikes Peak Library District Foundation Report (L. James) (p. 32)
   C. Financial Reports (M. Varnet) (pp.33-62)
   D. Public Services Report (T. Shainidze Krebs) (pp.63-67)
   F. Chief Librarian’s Report (J. Spears)
   G. Board Reports
      1. Governance Committee Report
      2. Internal Affairs Committee Report
      3. Public Affairs Committee Report
      3. Board President’s Report

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

VIII. ADJOURNMENT

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

Providing resources and opportunities that impact individual lives and build community
January 13, 2020

Michael Varnet, CPA, CPFO
Chief Financial Officer
Pikes Peak Library District
1175 Chapel Hills Drive
Colorado Springs, CO 80920

Dear Mr. Varnet:

We are pleased to notify you that your 2018 fiscal year end comprehensive annual financial report (CAFR) qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment. Congratulations for having satisfied the high standards of the program. We hope that your example will encourage others in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

A "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements are enclosed. We want to strongly encourage the recommended improvements be made in the next report, and that the report be submitted to the program within six months of your next fiscal year end. Certificate of Achievement Program policy requires that written responses to the comments and suggestions for improvement accompany the next fiscal year's submission. The written responses should provide details about how each item is addressed within this report. These responses will be provided to those Special Review Committee members participating in the review. If a comment is unclear or there appears to be a discrepancy, please contact the Technical Services Center at (312) 977-9700 and ask to speak with a Certificate of Achievement Program in-house reviewer.

When a Certificate of Achievement for Excellence in Financial Reporting is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. An AFRA is enclosed for the preparer as designated on the application.

Continuing participants will find a brass medallion enclosed with these results. First-time recipients will receive a plaque in about 10 weeks. We hope that appropriate publicity will be given to this notable achievement. A sample news release has been enclosed.
A current holder of a Certificate of Achievement may include a reproduction of the Certificate in its immediately subsequent CAFR. A camera-ready copy of your Certificate is enclosed for that purpose. If you reproduce your Certificate in your next report, please refer to the enclosed instructions. A Certificate of Achievement is valid for a period of one year.

Over the course of the year, we are anticipating some changes to our application process. We will still be asking governments for the same documents we asked for in the past, but we are encouraging electronic submissions to cafrprogram@gfoa.org and expect to be making other changes going forward. We will keep members informed of any changes via email, and application instructions will be updated on our website.

Your continued interest in and support of the Certificate of Achievement Program is most appreciated. If we may be of any further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

Michele Mark Levine
Director, Technical Services Center
The Certificate of Achievement Program Special Review Committee (SRC) has completed its review of your comprehensive annual financial report (CAFR). Listed below are the grading categories used and a summary of the SRC's evaluation of your CAFR. The detailed comments and suggestions for reporting improvements on the attached listing are grouped under similar grading categories. Any category which received a grade of "Needs Significant Improvement" indicates an area of particular concern to the SRC and the related comments and suggestions for improvement in this category should be given special attention. An indication is provided on the list by the specific comment(s) or category(ies) that were the cause of receiving this grade. For each item, the notation also states whether it is 1) the basis or part of the basis for the CAFR not receiving the Certificate of Achievement, 2) a serious deficiency which will almost certainly preclude the awarding of the Certificate of Achievement if it is not corrected in your next CAFR, or 3) a deficiency, that if not corrected in future CAFRs, could result in the Certificate of Achievement not being awarded.

### Grading Category

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<td>Introductory section</td>
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<td>Report of the independent auditor</td>
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Certificate of Achievement for Excellence in Financial Reporting

Presented to

Pikes Peak Library District
Colorado

For its Comprehensive Annual Financial Report for the Fiscal Year Ended

December 31, 2018

Christopher P. Morrill
Executive Director/CEO
PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
December 10, 2019
4 p.m.
Penrose Library

BOARD MEMBERS, PIKES PEAK LIBRARY DISTRICT STAFF & OTHERS PRESENT

President Wayne Vanderschuere, Vice President Debbie English, Trustee Keith Clayton, Trustee Cathy Grossman, Trustee Mina Liebert, Trustee Ned Stoll

Chief Librarian & CEO John Spears, PPLD Foundation Member Mike Berniger, Chief Safety, Social Services & Security Officer Michael Brantner, Friends of the Pikes Peak Library District Board of Directors President Dora Gonzales, Assistant to the Chief Librarian Sue Hammond, Chief Development Officer & Foundation Executive Officer Lance James, Chief Public Services Officer Teona Shainidze Krebs, Penrose Library Manager Antonia Krupicka-Smith, Chief HR & OD Officer Heather Laslie, PPLD Foundation Board of Directors President James Pagonis (5:15 p.m.), Chief Information Officer Rich Peters, Friends of the Pikes Peak Library District Member Diane Pfalzgraf, PPLD Foundation Member Paula Pollet (4:35 p.m.), Chief Communications Officer Michelle Ray, Chief Facilities Management Officer Gary Syling, Chief Financial Officer Michael Varnet, Elevated Insights Staff Members Debbie Balch and Erin Bradley

BOARD MEMBERS ABSENT

Secretary/Treasurer Scott Taylor

PUBLIC HEARING FOR THE PIKES PEAK LIBRARY DISTRICT 2020 BUDGET

CALL TO ORDER

President Vanderschuere called the Public Hearing for the Pikes Peak Library District 2020 Budget to order at 4:00 p.m.

PUBLIC COMMENT REGARDING THE 2020 BUDGET

There was no public comment regarding the 2020 Budget.

ADJOURNMENT

President Vanderschuere adjourned the Public Hearing for the Pikes Peak Library District 2020 Budget at 4:01 p.m.
President Vanderschuere called the December 10, 2019 regular meeting of the Pikes Peak Library District Board of Trustees to order at 4:02 p.m.

There were no items to add to the agenda.

There was no public comment.

**Board Minutes**

**Decision 19-12-1: Minutes of the November 12, 2019 Meeting**

The minutes of the November 12, 2019 regular meeting of the Pikes Peak Library District Board of Trustees were included in the Board packet.

**Motion:** Cathy Grossman moved to approve the minutes of the November 12, 2019 regular meeting of the Pikes Peak Library District Board of Trustees as presented.

**Second:** Keith Clayton seconded the motion.

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

**Consent Items**

No consent items were presented.

**Unfinished Business**

There was no unfinished business.

**New Business**

**Decision 19-12-2: 2020 Budget for Pikes Peak Library District**

The 2020 Budget for Pikes Peak Library District was included in the Board Packet.

A public hearing for the 2020 Budget for Pikes Peak Library District was held on December 10, 2019. No public comment was made.

The Board discussed the 2020 Budget at its regular meetings on October 8, 2019 and November 12, 2019. The Board of Trustees received the draft 2020 Budget on October 15, 2019.
Chief Librarian Spears thanked the Board members for their guidance in preparing the 2020 Budget. He also thanked Chief Financial Officer Michael Varnet, the Pikes Peak Library District Leadership Team, and the Pikes Peak Library District Management Team for the tremendous amount of work they all put towards the 2020 Budget.

President Vanderschuere requested that the record reflect that he continues to have concerns about reserve fund spending.

Chief Financial Officer Michael Varnet noted that minor changes had been made to the 2020 Budget since the last time it was reviewed and discussed by the Board.

- The assessed valuation increased by about $3 million, which equates to about $6,000 in revenues for PPLD.
- The Budget reflects a more refined estimate for 2019 year-end figures.
- The budget for substitute pay was increased by $50,000 to cover what management would like to do for the new Parental and Bereavement Leave programs.
- There was about $100,000 more in 2019 reserves than originally estimated.

**Motion:** Debbie English moved that the Pikes Peak Library District Board of Trustees approve the 2020 Budget for Pikes Peak Library District as presented.

**Second:** Ned Stoll seconded the motion.

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

**Decision 19-12-3: Resolution to Recognize Keith E. Clayton, II**

Keith Clayton’s second term on the Pikes Peak Library District Board of Trustees will end on December 31, 2019. A resolution recognizing Trustee Clayton was presented.

**Resolution in Recognition of Exemplary Service**

**Presented to Keith E. Clayton, II**

**Whereas,**

The Pikes Peak Library District Board of Trustees wishes to commend Keith E. Clayton, II for his exemplary service as a Pikes Peak Library District Board of Trustees Member from September 24, 2013 to December 31, 2019; and

**Whereas,**

Keith held the following positions on the Board of Trustees: Vice President (2017); Secretary/Treasurer (2018); Governance Committee (2014, 2016-Chair, 2018-Chair, 2019); Internal Affairs Committee (2015); Public Affairs Committee (2017); and

**Whereas,**

Keith’s knowledge, professionalism, and accountability have made a significant, positive, and long lasting impact on the libraries, families, and children within this community; and

**Whereas,**

Keith’s personal ethics and attention to detail have contributed to the continued success of the Pikes Peak Library District; and

**Whereas,**

Keith’s thoughtful insights have significantly contributed to many Library initiatives that improved the overall quality of life for all citizens within the Pikes Peak Region; and

**Whereas,**

Keith E. Clayton, II has been an advocate for public libraries, and a champion of intellectual freedom;
Now, therefore, the Board of Trustees of Pikes Peak Library District does hereby recognize and sincerely thank Keith E. Clayton, II for his commitment, dedication, and service to this Library District and to the community and for the many enduring accomplishments achieved during his tenure.

**Motion:** Mina Liebert moved that the Pikes Peak Library District Board of Trustees adopt the Resolution in Recognition of Exemplary Service to honor and thank Keith Clayton, II for his service to the Pikes Peak Library District Board of Trustees.

**Second:** Debbie English seconded the motion.

**Vote:** The Board of Trustees approved the motion unanimously and provided a round of applause for Trustee Clayton.

**REPORTS**

Written reports were included in the Board Packet. President Vanderschuere called for any questions or comments regarding the written reports. There were no questions or comments.

**Chief Librarian’s Report**

Chief Librarian Spears provided an update on the Macmillan ebook embargo. The embargo took effect on November 1, 2019. Macmillan will allow libraries to purchase only one copy of new ebook releases for the first eight weeks after the ebook is released. Many libraries have made the decision to boycott Macmillan ebooks, and Mr. Spears reported that some PPLD staff have voiced a desire to join the libraries boycotting Macmillan.

The hoped for outcome in boycotting is that Macmillan will reconsider the embargo and other publishers will not want to join Macmillan in embargoing new materials to libraries. Libraries fear that if the ebook embargo is successful, publishers may embargo other formats. Some library patrons will be able to purchase ebooks rather than wait for very long holds lists that will be one impact of the embargo, but for many patrons purchase is not an option. Ebooks provide access to PPLD patrons who are stationed overseas, those with low vision, as well as patrons living with other disabilities.

Library systems that have made the decision to boycott Macmillan ebooks include King County, Columbus Metropolitan Library, Nashville Public Library, Des Moines Public Library, Multnomah County Library, Houston Public Library, and state library systems in Utah, North Dakota, Kansas, Kentucky, and Arkansas. In Colorado, the Poudre River Public Library and Estes Valley Library have made the decision to boycott.

The Board will discuss this issue further.

**Board Reports**

**Governance Committee**

Governance Committee Member Keith Clayton reported that the Committee met on November 20, 2019. The Governance Committee discussed the following:

- The interviews for the upcoming Board vacancy.
- A letter thanking those who applied for the upcoming Board vacancy.
- The Chief Librarian’s performance review, and how the process of collecting Board input can be carried out through an online survey tool.
• Board orientation. The Committee recommends that all Trustees participate in the 2020 orientation.

Internal Affairs Committee

Internal Affairs Committee Chair Debbie English reported that the Internal Affairs Committee met on November 20, 2019. The Committee discussed the 2020 Budget.

Public Affairs Committee

The Public Affairs Committee did not meet.

CORRESPONDENCE AND PRESENTATIONS

Presentation: Community Needs Assessment Survey

Debbie Balch and Erin Bradley of Elevated Insights attended the meeting to provide a presentation very briefly summarizing the results of the recently completed Community Needs Assessment Survey. They shared some key slides from their report that included conclusions and recommendations.

Pikes Peak Library District’s Community Needs Assessment was completed in November 2019. Objectives of the Community Needs Assessment included hearing from both library users and non-users to develop a better understanding of community needs, barriers to library use, and triggers for library use.

Elevated Insights utilized data mining, interviews with stakeholders, group discussions with community leaders, and focus groups. One survey was completed by 3,000 El Paso County Residents and a shorter, point-in-time survey was available in PPLD libraries. Surveys were presented in both English and Spanish and responses were anonymous.

Input from community leaders included the desire for more cohesive linkage of unique neighborhoods, equitable opportunities for all citizens, improved education, resources for teens, and help to train and equip the workforce.

Library trends showed that libraries are evolving to meet changing community needs. This includes acting as a safety net in some regions, moving from transactional to relational, providing social services and outreach, and serving as co-locations with other community service organizations.

The top personal desired areas of improvement identified by residents included improving physical and mental health, having more adventures/experiences, strengthening relationships with family and friends, and expanding job skills.

Sixty-two percent of respondents had interacted with Pikes Peak Library District in some way during the past twelve months, making PPLD second (Garden of the Gods was first) in the list of organizations with which citizens had interacted.

The perception of PPLD, and libraries in general, is that of a place to work alone and not as a place to connect with others. However, while eighty-six percent of residents are satisfied with their quality of life, less than one in four feel connected to their neighborhood.
When asked what PPLD could do to make their life better or easier, respondents listed more library materials and shorter wait times for materials, more programs and classes, more locations, extended hours, and better awareness of what the Library has to offer.

Elevated Insights saw many areas of overlap, with both community leaders and stakeholders desiring equity, education/training, and a place to connect.

Conclusions from Elevated Insights included the following:

**PPLD Awareness**
- Metrics are unclear
- Perceptions of PPLD are markedly different between users and non-users
- Awareness of PPLD’s services is very low
- Patron experiences/perceptions vary widely by library location

Two areas of recommendations were suggested:

**Meeting Community Needs**
- Partner with foundations and donors with shared visions (equity, increased connections, opportunities)
- Work with other organizations
- Strive to increase equity

**Optimizing PPLD’s Offerings**
- More community/neighborhood libraries are needed
- Launch a major marketing effort to increase awareness
- Align with a new strategic plan
- Prioritize programs and events to meet the needs of specific communities
- Revamp library hours
- Balance facility upgrades with an eye to equity

Chief Librarian Spears thanked Chief Communications Officer Michelle Ray and her entire department for their work on this project.

**ADJOURNMENT**

There being no further business to conduct, President Vanderschuere adjourned the December 10, 2019 meeting of the Pikes Peak Library District Board of Trustees at 5:31 p.m.
Resolution Approving Designated Posting Places for Notices of all Meetings of the Pikes Peak Library District Board of Trustees, as Required by State Statutes

Whereas, the Board of Trustees must designate and post the time and place for all Board meetings; and

Whereas, the Board of Trustees must pass a resolution at the first regular meeting of each year as to the posting place of the agenda notice; and

Whereas, the Board of Trustees must designate at least one place to post the notice of all meetings of a quorum of the Board at which public business is discussed in a designated public place no less than 24 hours prior to said meeting, the notice of which must include specific agenda items when possible (C.R.S. 24-6-402(2)(c)).

Now, therefore, be it resolved by the Board of Trustees of the Pikes Peak Library District that:

1. The public bulletin board located on the main floor at the Penrose Public Library is the designated place to post the 24-hour notices as required by State Statute for all meetings of the Board of Trustees during 2020.

2. In addition, meeting notices and agendas are to be posted in at least three other District facilities no later than 24 hours prior to the meeting.

3. In addition, meeting notices, agendas, and meeting documents are to be posted on the District’s web site no later than 24 hours prior to the meeting.

Adopted, this 22th day of January 2020

Debbie English
President
Board of Trustees
Resolution Designating Official Custodians of Records for the Pikes Peak Library District

WHEREAS, the Board of Trustees of the Pikes Peak Library District ("District") is responsible for the management, control and supervision of all of the business and affairs of the District; and

WHEREAS, the Board of Trustees of the District has the authority to appoint an agent; and

WHEREAS, the Board of Trustees of the District has determined that it is appropriate to designate an official custodian of the District’s records for the protection of such records and in order to permit their inspection by the person entitled to examine and copy such records in an orderly fashion.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Pikes Peak Library District that for calendar year 2020:

1. **Official Custodians.**
   
   a. The Secretary of the Board of Trustees is hereby designated as the Primary Official Custodian responsible for the maintenance, care and keeping of all records of the District, except as provided herein.
   
   b. The Executive Assistant to the Chief Librarian & CEO is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all official minutes of the regular, special and executive session meetings of the District, and all other legal records of the District. The location of all such records shall be the Penrose Library, 20 N. Cascade Ave., Colorado Springs, CO 80903.
   
   c. The Chief Facilities Management Officer for the District’s construction projects is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District’s construction projects, subject to the control, supervision and direction of the Primary Official Custodian.
   
   d. The Chief Financial Officer for the District is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District’s finances, subject to the control, supervision and direction of the Primary Official Custodian.
   
   e. The Chief Human Resources & Organizational Development Officer is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District’s employee personnel records, subject to the control, supervision and direction of the Primary Official Custodian.
   
   f. The Chief Public Services Officer is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District’s patron records, subject to the control, supervision and direction of the Primary Official Custodian.

2. **Agents of the Official Custodian.** The Official Custodians shall have the authority to designate such agents as they shall determine appropriate to perform any and all acts necessary to enforce and execute the provision of the Resolution.
3. **Inspection of Public Records.** All public records of the District shall be open for inspection at the times designated herein, unless prohibited by the provisions of Part 2 of Title 24, Article 72 ("Open Records Act") or policies adopted by the Board of Trustees in conformance with the Open Records Act.

4. **Request for Inspection.** Request for inspection and copying of any public record(s) of the District shall be made to the office of the appropriate Official Custodian in writing and shall set forth the particular documents or record desired to be inspected or copied. If such document or record is available for inspection and copying, the appropriate Official Custodian will notify the applicant of the date, time and location where the material can be inspected or copied. If such public record is not available in such Official Custodian's office, the applicant shall be notified of this fact.

5. **Times for Inspection.** Inspection of the District's public records shall be made, where permitted by law, during normal business hours, Monday through Friday, except on holidays, at an hour specifically set by the appropriate Official Custodian for each particular request for inspection.

6. **Copies, Print-Outs or Photographs of Public Records.** In a case where a person has a right to inspect a public record under the control of the Official Custodian and requests in writing that the District furnish copies, print-outs or photographs thereof, the Official Custodian shall notify the applicant if such record is available for copying, and may furnish such copies, print-outs or photographs for a reasonable fee to be set by the Official Custodian, which shall not exceed twenty-five cents ($0.25) per page, unless the actual cost exceeds that amount, in which case the actual cost may be charged.

7. **Exemptions.** No person shall be permitted to inspect or copy any record of the District if, in the opinion of the Official Custodian after consultation with the District's general counsel, such inspection or copying would come within the prohibition of one or more exemptions set forth in the Open Records Act.

Adopted, this 22nd day of January 2020.

____________________________
Debbie English
President
Board of Trustees
Resolution Approving Property Disposal Guidelines, Pursuant To State Statutes

Whereas, State Statutes dictate the responsibilities for library Board of Trustees in terms of disposing library property; and

Whereas, the Board of Trustees of the Pikes Peak Library District (PPLD) should adopt a policy during January of each year that dictates how library property shall be disposed of during the year; and

Whereas, Colorado Revised Statute 24-90-109(1) states:

“The Board of Trustees shall:

Sell, assign, transfer, or convey any property of the library, whether real or personal, which may not be needed within the foreseeable future for any purpose authorized by law, upon such terms and conditions as it may approve, and lease any such property, pending sale thereof, under an agreement of lease, with or without an option to purchase the same. The Board, prior to conveyance of such property, shall make a finding that the property may not be needed within the foreseeable future for library purposes, but no such finding shall be necessary if the property is sold or conveyed to a state agency or political subdivision of the state.”

Whereas, other library districts throughout Colorado have adopted a similar resolution on an annual basis to clearly dictate how property shall be disposed of during the year to comply with the State Statutes; and.

Whereas, the Library has several classes of assets the staff may identify for disposal, at such times PPLD may not need assets for library purposes in the near future, including:

a. Library materials (books, CD’s, etc)

b. Information Technology (IT) and Audio/Visual (A/V) equipment (PC’s, printers, monitors, servers, overhead projection system, large screen displays, etc.)

c. Furniture and equipment (including, but not limited to, chairs, tables, shelving, telephones, other office items such as lamps and filing cabinets, book cases, cash registers, etc.)

d. District fleet vehicles

e. Real property (land and buildings owned by the Library)

Now, therefore, the Board of Trustees of the Pikes Peak Library District resolves that the library staff will use the following guidelines for disposal of Library property during the year 2020:

1. Any disposal of an item/system that has a value $10,000.00 or more requires specific approval by the Board of Trustees before the asset can be disposed of in any manner.

2. PPLD staff may dispose of discarded or weeded library materials (books/materials weeded during 2020 calendar year which are no longer needed by PPLD) in one of the following methods:

   a. Donated to the Friends of the Pikes Peak Library District for sale to the public.
b. Taken to and sold at an auction house, or sold through an on-line vendor service or some other establishment that sells used books to the public. The Library receives the proceeds less a commission to the establishment for their services.

c. The Chief Librarian and Chief Executive Officer (CL&CEO) or CL&CEO designated representative may direct donating assets to charities or other non-profit organizations.

d. The CL&CEO or CL&CEO designated representative may direct giving assets to other political subdivisions of the State of Colorado.

e. Recycled when the PPLD staff has exhausted other methods of disposal. PPLD staff may dispose of items that are broken, destroyed or otherwise have no value in the same manner.

3. PPLD staff may dispose of IT and A/V equipment with a value less than $10,000.00 that the Chief Information Officer (CIO) has certified is no longer needed or obsolete in the following manner:

a. Library staff shall hold a public sale, only if the CIO estimates proceeds from the sale exceeds the estimated cost of conducting the public sale by more than $1,000.00.

b. IT staff may take the equipment to an auction house, or sell assets through an on-line vendor service or some other establishment selling used IT equipment. The Library receives the proceeds less a commission to the establishment for their services.

c. CIO shall place IT and A/V equipment on the Library's Internet web site for a period not less than 1 week for IT equipment whose estimated value exceeds $1,000.00 (per item) for sale to the public and staff for bids. PPLD staff will sell item to the highest bidder. The Chief Financial Officer (CFO) may place a legal notice in the local newspaper that promotes the item for sale, as deemed appropriate.

d. CIO shall place IT and A/V equipment on the Library's Internet web site for a period not less than 1 week for public sale for IT equipment the CIO determines with an estimated value less than $1,000.00 (per item). The CIO can establish a sale price based on comparable sales of similar items on internet sale sites (i.e., E-bay, Craigslist, etc.). The CIO can group items together for sale as necessary to ensure quick removal from inventory.

e. CIO may return to the supplier for credit any equipment excess to the needs of the district.

f. CIO with CL&CEO or CL&CEO designated representative approval may donate IT and A/V equipment to the Friends of the Pikes Peak Library District for sale to the public.

g. CIO with CL&CEO or CL&CEO designated representative approval may donate IT and A/V equipment to charities or other non-profit organizations.

h. CIO with CL&CEO or CL&CEO designated representative approval may transfer IT and A/V equipment to other political subdivisions of the State of Colorado.

i. CIO may dispose of IT and A/V equipment through regulated IT and A/V disposal companies after other methods of disposal listed in previous paragraphs are exhausted. Items that are broken or otherwise have no value may be disposed of in the same manner. The CIO has the authority to
provide IT and A/V equipment that is non-functioning to the public at no cost should the CIO determine it is less costly to “give away” the equipment vice paying recycling cost(s).

j. The CL&CEO or CL&CEO designated representative may direct the CIO to dispose of IT and A/V assets to other state or local government entities (i.e., public schools, etc.)

k. The CIO will determine the cost effectiveness of selling items, recycling items or giving items away against the overall staff resources associated with executing a “retail” sale of IT and A/V equipment. If the CIO determines it is not cost effective to conduct retail sales then the CIO will request CL&CEO or CL&CEO designated representative approval to bypass retail sales and proceed to equipment disposal.

l. Computer equipment, when obsolete and not subject to donation or sale, will be sent to a computer recycling firm for disposal, according to legislation prohibiting the wholesale dumping of such equipment. Upon disposal of capital assets, adjustments will be made to record the reduction of assets and accumulated depreciation in the financial records.

4. Surplus furniture and equipment with a value less than $10,000.00 that is no longer needed or obsolete shall be disposed of in the following manner:

a. Library staff shall hold a public sale, only if the estimate of proceeds will exceed the estimated cost of conducting the garage sale by more than $1,000.00.

b. PPLD staff can take surplus furniture and equipment to an auction house, sold through an on-line vendor service, or some other establishment that sells surplus furniture and equipment to the public. The Library receives the proceeds less a commission to the establishment for their services.

c. PPLD staff shall place surplus furniture and equipment with an estimated value less than $1,000.00 (per item) on the Library’s Internet web site for a period not less than 1 week for sale to the public and staff to place bids. The item shall be sold to the highest bidder. The Chief Financial Officer may place a legal notice in the local newspaper that promotes the item for sale, as deemed appropriate.

d. PPLD staff shall place surplus furniture and equipment on the Library’s Internet web site for a period not less than 1 week for public sale for surplus furniture and equipment with an estimated value less than $1,000.00 (per item). PPLD staff can establish a sale price based on comparable sales of similar items on internet sale sites (i.e., E-bay, Craigslist, etc.). PPLD staff can group items together for sale as necessary to ensure quick removal from inventory.

e. PPLD staff can donate surplus furniture and equipment to the Friends of the Pikes Peak Library District for sale to the public.

f. PPLD staff can donate surplus furniture and equipment, with CL&CEO approval, to charities or other non-profit organizations.

g. PPLD staff can give surplus furniture and equipment, with CL&CEO approval, to other political subdivisions of the State of Colorado.

h. Surplus furniture and equipment may be disposed of through recycling when other methods of disposal have been exhausted. Items that are broken, destroyed or otherwise have no value may be disposed of in the same manner.
i. The CL&CEO may direct disposal of surplus furniture and equipment to other state or local government entities (i.e., public schools, etc.)

5. Library fleet vehicles and real property (land and buildings) owned by the Library requires approval by the Board of Trustees prior to disposal in any manner.

Adopted, this 22nd day of January 2020.

__________________________
Debbie English  
President  
Board of Trustees
Resolution Approving Contracts and Vendors with Projected 2020 Activity Greater Than $100,000

Whereas, the Financial Guidelines) dictate that the Board of Trustees must approve all contracts and purchases (singularly and in aggregate) in excess of $100,000 annually; and

Whereas, Attachment A to this resolution includes the list of contracts, other estimated obligations and estimated purchases with vendors that either are or may be in excess of $100,000 during 2020; and

Whereas, the Board of Trustees legally approved the expenditures when they approved the 2020 budget.

Now, therefore, be it resolved by the Board of Trustees of the Pikes Peak Library District that:

The list of contracts and all other obligations included under Attachment A to this resolution are approved for 2020 for the purposes stated and at the specified amounts.

Adopted, this 22nd day of January 2020.

__________________________
Debbie English
President
Board of Trustees
Attachment A

List of Contracts/Vendors with Projected 2020 Activity greater than $100,000

1. **Contract Purpose:** Rent charges – Cheyenne Mountain Library.
   
   **Vendor:** Monitor Cheyenne LLC
   
   **Status:** This amount represents the total rent due for all of 2020 in accordance with the lease agreement.
   
   **Amount:** $124,728

2. **Contract Purpose:** CAM charges – Cheyenne Mountain Library
   
   **Vendor:** Monitor Cheyenne LLC
   
   **Status:** This amount represents an estimate of the CAM charges for the Cheyenne Mountain Library for 2020. The amount is calculated in accordance with the provisions of the lease agreement.
   
   **Amount:** $28,000

3. **Contract Purpose:** Rent charges – Rockrimmon Library
   
   **Vendor:** Monitor Rockrimmon LLC
   
   **Status:** This amount represents the total rent due for all of 2020 in accordance with the lease agreement.
   
   **Amount:** $179,168

4. **Contract Purpose:** CAM charges – Rockrimmon Library.
   
   **Vendor:** Monitor Rockrimmon LLC
   
   **Status:** This amount represents an estimate of the CAM charges for the Rockrimmon Library for 2020. The amount is calculated in accordance with the provisions of the lease agreement.
   
   **Amount:** $45,000

5. **Contract Purpose:** Rent charges – Monument Library
   
   **Vendor:** Woodmoor Village, LLC
   
   **Status:** This amount represents the total rent due for all of 2020 in accordance with the lease agreement.
   
   **Amount:** $125,672
6. **Contract Purpose**: CAM charges – Monument Library.

**Vendor**: Woodmoor Village, LLC

**Status**: This amount represents an estimate of the CAM charges for the Monument Library for 2020. The amount is calculated in accordance with the provisions of the lease agreement.

**Amount**: $27,810

7. **Contract Purpose**: Rent charges – Ruth Holley Library

**Vendor**: Murray Square Investments

**Status**: This amount represents the total rent due for all of 2020 in accordance with the lease agreement.

**Amount**: $136,097


**Vendor**: Murray Square Investments

**Status**: This amount represents an estimate of the CAM charges for the Ruth Holley Library for 2020. The amount is calculated in accordance with the provisions of the lease agreement.

**Amount**: $36,020


**Vendor**: Colorado Springs Utilities

**Status**: It is recommended that an open purchase order be prepared for the following estimated utility costs:

- Penrose Water and Sewer charges $33,280
- Penrose Electricity charges $125,000
- Penrose Gas charges $23,000
- East Water and Sewer charges $32,000
- East Electricity charges $130,000
- East Gas charges $14,000
- Chy. Mtn. Gas charges $3,000
- Chy. Mtn. Electricity charges $13,300
- Library 21C Water and Sewer charges $33,280
- Library 21C Gas charges $29,493
- Ruth Holley Gas charges $3,193
- Ruth Holley Electricity charges $11,936
- OCCB Water and Sewer charges $843
- OCCB Electricity charges $7,000
- OCCB Gas charges $1,700
- Rockrimmon Electricity charges $9,500
- Rockrimmon Gas charges $2,100
- Sand Creek Water and Sewer charges $2,600
- Sand Creek Electricity charges $16,126
- Sand Creek Gas charges $3,400

**Amount**: The total of all open purchase orders listed above is $494,751.
10. **Contract Purpose:** Payment of the El Paso County Treasurer’s Office fees during 2020, as mandated by State Statute.

**Vendor:** El Paso County Treasurer’s Office

**Status:** State Statutes authorize all County Treasurers to withhold 1.5% of all property tax collections made on behalf of other governmental entities within their jurisdiction. This charge has been imposed on the District since inception.

**Amount:** $445,000

11. **Contract Purpose:** Broadband services

**Vendor:** Comcast Business

**Status:** Comcast provides broadband service for PPLD to meet requirements for internet services.

**Amount:** $250,000

12. **Contract Purpose:** Offsite hosting services for SIRSI system annual support, and other services

**Vendor:** SIRSIDYNIX

**Status:** This amount covers the off-site hosting charges for the SIRSI system for 2020, and the support for other related services.

**Amount:** $250,000

13. **Contract Purpose:** The District’s share of the estimated 2020 contribution to the El Paso County Retirement Plan.

**Vendor:** El Paso County Retirement Plan

**Status:** The District offers a retirement plan benefit for all of its full time employees. The District contributes 8.0% of all full time employee salary to the El Paso County Retirement Plan. The District has participated in this plan for many years. The amount below is an estimate of the District’s cost (only) for 2020.

**Amount:** $1,100,000


**Vendor:** Baker and Taylor

**Status:** Baker and Taylor is the District’s secondary vendor for book purchases, and the primary provider for standing orders. In addition, some pre-processing processes are set up with Baker and Taylor. Baker and Taylor has been the District’s primary vendor for many years.

**Amount:** $200,000
15. **Contract Purpose**: Purchases of library materials (CD’s, DVD’s or other items) – 2020 “not to exceed” estimate.

**Vendor**: Midwest Tape

**Status**: The amount below is simply an estimate of how much the District will spend on library materials with this vendor during 2020. It is based on total annual amounts spent with this vendor during prior years. The District’s Collection Management Department determines which vendor to use to purchase selected items, and it generally selects the vendor that offers the best price.

**Amount**: $700,000

16. **Contract Purpose**: Purchase of periodicals and serials for 2020 and certain databases

**Vendor**: EBSCO

**Status**: The amount below represents an estimate of what the Library will pay during 2020 for the purchase of periodicals and serials (subscriptions) and databases. The District has used this vendor in the past because they provided the best services at the most competitive price rates.

**Amount**: $150,000

17. **Contract Purpose**: Purchases of library materials (eBooks, CD’s, DVD’s, online platforms or other items) – 2020 “not to exceed” estimate.

**Vendor**: Recorded Books, Inc.

**Status**: The amount below is simply an estimate of how much the District will spend on library materials with this vendor during 2020. It is based on total annual amounts spent with this vendor during prior years. The District’s Collection Management Department determines which vendor to use to purchase selected items, and it generally selects the vendor that offers the best price.

**Amount**: $150,000

18. **Contract Purpose**: Telecommunications equipment

**Vendor**: Flair Data Systems, Inc.

**Status**: This amount includes the following:

- Annual Smartnet Subscription service required to perform monitoring of Cisco switches to facilitate switch maintenance.
- Vendor required enabling purchase of Cisco switch equipment used throughout PPLD to support switch replacement and technology refresh.
- Annual cost for systems engineering professional services critical to supporting Network Administration

**Amount**: $450,000
19. **Contract Purpose:** Purchases of library materials – 2020 “not to exceed” estimate.

**Vendor:** Overdrive, Inc.

**Status:** The amount below is simply an estimate of how much the District will spend on electronic library materials with this vendor during 2020. It is based on total annual amounts spent with this vendor during prior years.

**Amount:** $2,200,000

20. **Contract Purpose:** Office supplies - 2020

**Vendor:** Staples

**Status:** This amount covers an estimated amount of office supply purchases from Sun Office products.

**Amount:** $200,000

21. **Contract Purpose:** Courier services

**Vendor:** Stat Courier Services

**Status:** This amount covers delivery services for all district facilities during 2020.

**Amount:** $225,000

22. **Contract Purpose:** Library book purchases – an estimate for 2020

**Vendor:** Ingram

**Status:** Due to the results of the RFP for processing services, Ingram is the District’s primary vendor for book purchases for most materials. Ingram has shown to have the best discounts for materials, as well as superior processing, cataloging and shipping services.

**Amount:** $1,250,000

23. **Contract Purpose:** Janitorial and carpet cleaning services

**Vendor:** Frank Martin

**Status:** This vendor is used to provide janitorial and carpet cleaning services throughout the District.

**Amount:** $480,000

24. **Contract Purpose:** Purchase of computer equipment

**Vendor:** Dell Computer Corporation

**Status:** This vendor is used to purchase certain computer equipment such as laptops, PC’s, monitors, etc.

**Amount:** $340,000
25. **Contract Purpose:** Maintenance for self-check equipment

**Vendor:** Bibliotheca, Inc.

**Status:** This amount covers the annual maintenance/service for self-check equipment.

**Amount:** $125,000
I. Certain activities sponsored by the Pikes Peak Library District (PPLD) may pose an actual or potential “conflict of interest” between a member of any one of the three PPLD Boards (Board of Trustees, PPLD Foundation, PPLD Friends of the Library), or any employee’s business or personal affiliations and his or her participation in that association. The following will serve as a guide to the possible types of activities that might cause conflicts of interest and that should be fully reported to the Executive Director or his/her designee:

• To hold, directly or indirectly, a position or financial interest in any outside concern from which the individual has reason to believe PPLD secures goods or services.

• To hold, directly or indirectly, a position or financial interest in any outside concern that competes, directly or indirectly, with PPLD.

• To render managerial or consultative services to any outside concern that does business with, or directly competes with PPLD.

• To accept excessive gifts, entertainment, or other excessive favors from any outside concern that does, or is seeking to do, business with, or is a competitor of PPLD.

• To participate, directly or indirectly, in any matter involving the District where they or a member of their family has a direct or indirect financial interest.

Full disclosure of any situation in doubt should be made so as to permit an impartial and objective determination.

II. Members of the PPLD Board of Trustees, the PPLD Foundation, the Friends of the PPLD and employees asked to serve as officers or on committees must be aware of potential conflicts of interest and the possible effects of such conflicts on PPLD. Such activities include, but are not limited to:

• Service as an elected or appointed officer.

• Service on nominating committees; service on award committees.

• Service as a liaison from PPLD to other organizations within or beyond Pikes Peak Library District.

• Discussion and evaluation of standards for services received from suppliers and other vendors.

• Awarding of contracts to investment firms or consultants.

• Participation in programs or presentations to the membership as a whole.

• Other activities that may influence or have financial implications on one’s work or personal life.

III. No member of the PPLD Board of Trustees, the PPLD Foundation, the Friends of the PPLD, or any employee should make, participate in making, or use his/her PPLD position to influence the making of any committee, section or division decision in which the member has a direct or indirect financial or personal interest.

• If a member of the PPLD Board of Trustees, the PPLD Foundation, the Friends of the PPLD or any employee determines that he/she should not participate in a decision due to an actual or potential conflict of interest, disclosure should be made to either the group chair or group as a whole.

• In the case of a voting body, the determination and disclosure should be made part of the official record of the body, and the member should abstain from action on the matter(s) in conflict.

• In the case of a committee appointment, the disclosure should be made in writing to the appropriate appointing officer.

• In the case of disclosure of potential conflicts of interest, written or verbal, by committee appointees, written response should be received from the appropriate appointing officer or nominating committee.

• Potential conflicts of interest should be disclosed to nominating committees prior to agreeing to run for office.

IV. Any member of the PPLD Board of Trustees, the PPLD Foundation, the Friends of the PPLD or any employee who is unsure of his/her responsibilities in this area may request assistance from the Chief Librarian & CEO or his/her designee.

V. If a member of the PPLD Board of Trustees, the PPLD Foundation, the Friends of the PPLD or any employee fails to identify a conflict of interest that may reflect negatively on the actions of PPLD, following appropriate review the Chief Librarian & CEO or his/her designee may recommend appropriate and or corrective action, up to and including termination of employment.

(This statement is to be readopted by the PPLD Board of Trustees each year.)
Pursuant to the purposes and intent of the Pikes Peak Public Library District (PPLD) Board of Trustees requiring disclosure of certain interests, a copy of which has been furnished to me, I hereby state that I, or members of my immediate family have the following affiliations of interest, and/or have taken part in the following transactions that, when considered in conjunction with my position, may constitute a conflict of interest. (Check NONE where applicable).

1. Financial and Business Arrangements
   ( ) NONE
   Describe any financial arrangements or other continuing financial, business or professional dealings with business associates, clients or customers who may be affected by policies/work product that you will influence through the duties of the position you hold.

2. Organizational Loyalties
   ( ) NONE
   List and describe, with respect to yourself or your immediate family, any affiliation with any organizational entity that might affect how you vote or make decisions for the PPLD. Examples might be other board positions or professional organizations to which you belong.

3. Investments and Other Obligations
   ( ) NONE
   List any investments, obligations, liabilities, or other financial relationships, including real estate holdings, which constitute potential conflicts of interest through the duties of the position you hold.

4. Business Relationships
   ( ) NONE
   Describe any business relationship, dealing or financial transaction during the last five years whether for yourself, on behalf of a client, or acting as an agent, that constitutes a potential conflict of interest with the duties of the position which you hold.

5. Fiduciary Relationships
   ( ) NONE
   List names of all corporations, firms, partnerships or other business enterprises, and all nonprofit organizations, and other institutions with which you are now, or during the past five years have been, affiliated as an officer, owner, director, trustee, partner, advisor, attorney or consultant.

6. Disciplinary Actions
   ( ) NONE
   Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct by, or are currently the subject of a formal complaint procedure in any court, administrative agency, professional association, disciplinary committee, or other professional group? If so, please provide full details.

7. Acceptance of Gifts
   ( ) NONE
   List and describe, with respect to yourself or your immediate family, any accepted gifts, gratuities or entertainment; that might influence your judgment or actions concerning business of PPLD.

8. Library Information
   ( ) NONE
   List and describe, with respect to yourself or your immediate family, any instances in which you have disclosed or used information relating to PPLD’s business for the personal profit or advantage of yourself or any members of your immediate family.

I hereby agree to report to the Chief Librarian & CEO or his/her designee any change in the responses to each of the foregoing questions that may result from changes in circumstances before completion of my next questionnaire.

SIGNATURE ___________________________ DATE ___________________________

Printed Name: ____________________________________________________________

Pikes Peak Library District Conflict of Interest Statement – 2020
Insurance Policies - 2020

During 2015, the District completed a formal RFP process to select an insurance consultant for all non-employee benefit-related insurance policies. The consultant selected was HUB International (HUB).

HUB obtained renewal quotes for 2020 from our current carriers, as follows (including 2019 insurance policies/premiums for comparative purposes):

**Premium Summary**

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Expiring</th>
<th></th>
<th>Renewal</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Carrier</td>
<td>Premium</td>
<td>Carrier</td>
<td>Premium</td>
</tr>
<tr>
<td>Property including Equipment Breakdown</td>
<td></td>
<td>$80,000</td>
<td></td>
<td>$83,524</td>
</tr>
<tr>
<td>Inland Marine</td>
<td></td>
<td>Included</td>
<td></td>
<td>Included</td>
</tr>
<tr>
<td>General Liability</td>
<td></td>
<td>$19,965</td>
<td></td>
<td>$22,252</td>
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<tr>
<td>Business Automobile</td>
<td></td>
<td>$4,086</td>
<td></td>
<td>$4,225</td>
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<tr>
<td>Umbrella Liability</td>
<td></td>
<td>$8,057</td>
<td></td>
<td>$9,777</td>
</tr>
<tr>
<td>Abuse &amp; Molestation</td>
<td></td>
<td>Included</td>
<td></td>
<td>Included</td>
</tr>
<tr>
<td>Workers Compensation &amp; Employers Liability*</td>
<td></td>
<td>$46,507</td>
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<td>$39,573</td>
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<tr>
<td>Public Officials Liability</td>
<td></td>
<td>$14,419</td>
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<td>$15,180</td>
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<tr>
<td>Volunteer/Accident</td>
<td></td>
<td>$4,556</td>
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<td>$3,874</td>
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<tr>
<td>Cyber Liability</td>
<td>TRAVELERS</td>
<td>$3,690</td>
<td>TRAVELERS</td>
<td>$3,950</td>
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<tr>
<td>Crime</td>
<td></td>
<td>$5,721</td>
<td></td>
<td>$5,721</td>
</tr>
<tr>
<td>Brokerage Consulting Fee</td>
<td>HUB</td>
<td>$17,000</td>
<td>HUB</td>
<td>$17,000</td>
</tr>
</tbody>
</table>

$204,001                                      | $205,076 |

Please note the District elected to pay the consultant this fee directly to HUB.

The policy coverage is substantially the same between the 2019 (Expanding) and 2020 (Renewal).

The District has not had any significant claims for the past several years, and when claims do occur, they have been appropriately managed and resolved by both District and Insurance personnel. This helps keep the premium cost comparable from year-to-year.
HUB’s consulting fee for 2020 is $17,000, which is the same as their 2019 fee.

**Recommendation**

Management recommends the Board of Trustees approve the renewal policy premiums listed above for the District’s 2020 insurance policies, along with HUB’s consulting fee of $17,000, for a total cost of $205,076.
Pikes Peak Library District  
Board of Trustees Volunteer Agreement

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

Role of the Board

- The role of the Board is to provide for the orderly and efficient management and control of the District by employing the Chief Librarian and CEO (Chief Librarian) who is the executive and administrative officer of the District and who manages the District in accordance with District policy and Colorado state law.

- The Pikes Peak Library District Board of Trustees is a governing board whose authority lies in actions taken by a quorum of the Board. In the case of the Pikes Peak Library District Board of Trustees, a quorum is four (4) members.

- Individual trustees have no authority to act on behalf of the Board unless delegated such authority by Board action.

- Federal, state, and local laws, the Pikes Peak Library District Board of Trustees Bylaws, including District ethics, and other adopted guiding documents, apply to the Board. The full Board - and each individual member of the Board – is responsible to abide by such laws, rules and policies.

Conduct of the Board

- Board members shall conduct themselves in accordance with Colorado law, including, without limitation, the Colorado Open Meetings Law, Sections 24-6-401, et seq., C.R.S. and the Code of Ethics for public officials, Sections 24-18-101, et seq., C.R.S., and all other applicable laws, rules, and policies, including without limitation, Board Bylaws and District policies.

- Board members occupy a position of public trust and must avoid conflicts of interest and situations that would tend to improperly influence a reasonable person in a Board member’s position to depart from the faithful and impartial discharge of their duties.

- Board members shall respect the confidential nature of District business while adhering to the Colorado Open Records Act, sections 24-72-200.1 et seq., C.R.S., and all other applicable laws governing freedom of information.

- Board members shall respect and support the legitimacy and authority of all Board decisions, regardless of personal position on the matter. When presenting personal opinions or positions on matters pertaining to the District or District business, Board members shall explicitly state that they are not representing the District or the Pikes Peak Library District Board of Trustees.

- Board members shall not interfere with the duties of the Chief Librarian nor undermine the authority of the Chief Librarian, but they can ask legitimate questions while staying within the Board’s, the Chief Librarian’s and the staff’s respective roles.

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

Expectations

- Board members must honor the District will full commitment to governing with integrity, to being engaged within the community, to promote the District, and to learning about the important roles that the District plays in the communities it serves.

- Since Board members must stand behind District policies, each Board member should understand clearly the purpose for each policy; understand how it is implemented, and read carefully any new, proposed, or updated policies.

- Board members should be well informed of local, state, and national developments that are relevant or of importance to the District or to libraries in general.

- Board members must follow through with assigned duties to the best of their abilities.

- Board members are expected to participate in meetings, having reviewed the materials, and be ready to engage with action items.

- Board members should attend all required meetings unless there is good cause or unforeseen conflict.

Compliance

- If a Board member is, or appears to be, in conflict with this Board of Trustees Volunteer Service Agreement, they will be asked to speak with the President of the Board.

- The President and Vice President of the Board of Trustees will make a recommendation to the full Board based on their findings.

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

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

______________________________________________                                           ________________________
Signature                                                                                                                       Date

______________________________________________                                           ________________________
Printed Name                                                                                                            ________________________

Signature                                                                                                                       Date
Friends of the Pikes Peak Library District Report
January 22, 2020

- New Friends officers for 2020:
  Steve Adams, president
  Rita Jordan, vice president
  Pat Webb, secretary
  Beverly Fulton, treasurer

- Added new board members—Ken Krassy, Frances Gomeztagle

- Adopted balanced budget for 2020 including new funding requests

- Beth Crumrine appointed fulltime Operations Coordinator in lieu of new Volunteer Coordinator

- Online book sales continue strong

- 2019 membership—925 (210 new); net income app. $5K

- Ongoing:
  - Reconstituting Communications Committee for creation of monthly newsletter
  - Formalizing & tightening policy for handling of branch Friends funds

- Literary Awards scheduled for April 23 at Marriott Hotel
  - Frank Waters—Jim Fergus
  - Golden Quill—Don Kallaus & Angela Crews

- Annual meeting scheduled Jan. 25 at 21C, 10 a.m. to 12 noon

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

Vision: Expand and enhance the Pikes Peak Library District’s ability to positively impact our community
Welcome Aubrey Fennewald, PPLD Corporate and Foundation Relations Manager

Attended 2020 Census grant recipient webinar (3 Dec) and grant recipient meeting (4 Dec) with Sarah Johnson, City of Colorado Springs City Clerk, and Shannon Rauen, Development Director from YMCA of the Pikes Peak Region

Submitted El Pomar grant request for Rob Hilbert Nonprofit Resource Center for 2020-2022

Submitted Letter of Interest for Google/ALA Entrepreneur Program Grant

Submitted two Wal-Mart Local Community Grant Applications

Received $5,000 bequest from Valerie L. Powell estate

Renewed Enterprise Zone Tax Credit MOU for 2020 with El Paso County

Promoted CO Gives Day and Give! campaigns as part of year end giving appeals

Sent more than 1,400 appeal direct mail letters for year-end giving campaign to PPLD volunteers

Sent more than 470 appeal emails to PPLD staff to increase staff giving

Attended Branch Friends of Pikes Peak Library District meeting

Met with Julie Edmonds from Challenger Homes
December 2019 Preliminary

Cash and Investment Balance

Operating Revenues Fiscal Year 2019

Operating Expenditures Fiscal Year 2019

Operating Budget 2019
Pikes Peak Library District

December 2019 Preliminary Financial Report

Presented to Board of Trustees January 22, 2020
Pikes Peak Library District
General Fund Summary
For the Year Ended December 31, 2019

<table>
<thead>
<tr>
<th>General Fund</th>
<th>Year-To-Date</th>
<th>2019</th>
<th>2018</th>
<th>Change</th>
<th>% Chg.</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property taxes</td>
<td>$ 28,250,236</td>
<td>$ 26,834,122</td>
<td>$ 1,416,114</td>
<td>5.3%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specific ownership taxes</td>
<td>3,486,228</td>
<td>3,410,423</td>
<td>75,805</td>
<td>2.2%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fines/fees</td>
<td>119,029</td>
<td>129,637</td>
<td>(10,609)</td>
<td>-8.2%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment earnings</td>
<td>426,392</td>
<td>386,590</td>
<td>39,802</td>
<td>10.3%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>709,430</td>
<td>807,492</td>
<td>(98,063)</td>
<td>-12.1%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$ 32,991,314</td>
<td>$ 31,568,265</td>
<td>$ 1,423,050</td>
<td>4.5%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Statement of Revenues

## General Fund

For the Year Ended December 31, 2019

<table>
<thead>
<tr>
<th>Account Description</th>
<th>2019 Budget</th>
<th>YTD Actual</th>
<th>Variance</th>
<th>% Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tax Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property taxes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current</td>
<td>$28,477,334</td>
<td>$28,256,410</td>
<td>$(220,924)</td>
<td>99.2%</td>
</tr>
<tr>
<td>Abatements/ refunds</td>
<td>(140,000)</td>
<td>(80,924)</td>
<td>59,076</td>
<td>57.8%</td>
</tr>
<tr>
<td>Omitted properties</td>
<td>6,000</td>
<td>6,145</td>
<td>145</td>
<td>102.4%</td>
</tr>
<tr>
<td>Delinquent</td>
<td>17,000</td>
<td>20,995</td>
<td>3,995</td>
<td>123.5%</td>
</tr>
<tr>
<td>Penalties/interest</td>
<td>36,000</td>
<td>38,420</td>
<td>2,420</td>
<td>106.7%</td>
</tr>
<tr>
<td>Specific ownership taxes</td>
<td>3,450,000</td>
<td>3,486,228</td>
<td>36,228</td>
<td>101.1%</td>
</tr>
<tr>
<td>Local government in lieu of prop. taxes</td>
<td>10,500</td>
<td>9,190</td>
<td>(1,310)</td>
<td>87.5%</td>
</tr>
<tr>
<td><strong>Total Tax Revenue</strong></td>
<td>$31,856,834</td>
<td>$31,736,464</td>
<td>$(120,370)</td>
<td>99.6%</td>
</tr>
<tr>
<td><strong>Intergovernmental</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal - eRate Funding</td>
<td>200,000</td>
<td>125,102</td>
<td>(74,898)</td>
<td>62.6%</td>
</tr>
<tr>
<td>State Grant - library materials</td>
<td>145,000</td>
<td>143,026</td>
<td>(1,974)</td>
<td>98.6%</td>
</tr>
<tr>
<td><strong>Total Intergovernmental</strong></td>
<td>345,000</td>
<td>268,128</td>
<td>(76,872)</td>
<td>77.7%</td>
</tr>
<tr>
<td><strong>Fines and Fees</strong></td>
<td>100,000</td>
<td>119,029</td>
<td>19,029</td>
<td>119.0%</td>
</tr>
<tr>
<td><strong>Interest Income</strong></td>
<td>380,000</td>
<td>426,392</td>
<td>46,392</td>
<td>112.2%</td>
</tr>
<tr>
<td><strong>Other Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donations/grants/gifts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPLD Foundation</td>
<td>567,559</td>
<td>252,399</td>
<td>(315,160)</td>
<td>44.5%</td>
</tr>
<tr>
<td>Other</td>
<td>18,000</td>
<td>35,927</td>
<td>17,927</td>
<td>199.6%</td>
</tr>
<tr>
<td>Copier charges/PMS charges</td>
<td>96,000</td>
<td>107,169</td>
<td>11,169</td>
<td>111.6%</td>
</tr>
<tr>
<td>Parking lot collections</td>
<td>33,000</td>
<td>22,690</td>
<td>(10,310)</td>
<td>68.8%</td>
</tr>
<tr>
<td>Merchandise sales</td>
<td>-</td>
<td>4,736</td>
<td>4,736</td>
<td>100.0%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>4,500</td>
<td>12,374</td>
<td>7,874</td>
<td>275.0%</td>
</tr>
<tr>
<td>Asset sales proceeds</td>
<td>5,000</td>
<td>6,007</td>
<td>1,007</td>
<td>120.1%</td>
</tr>
<tr>
<td><strong>Total Other Revenue</strong></td>
<td>724,059</td>
<td>441,302</td>
<td>(282,757)</td>
<td>60.9%</td>
</tr>
<tr>
<td><strong>Total General Fund Revenues</strong></td>
<td>$33,405,893</td>
<td>$32,991,314</td>
<td>$(414,579)</td>
<td>98.8%</td>
</tr>
</tbody>
</table>
# Pikes Peak Library District
## General Fund Summary
### For the Year Ended December 31, 2019

## General Fund

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>2019</th>
<th>2018</th>
<th>Change</th>
<th>% Chg.</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$19,795,947</td>
<td>$18,408,928</td>
<td>$1,387,019</td>
<td>7.5%</td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>707,737</td>
<td>677,683</td>
<td>30,054</td>
<td>4.4%</td>
<td></td>
</tr>
<tr>
<td>Library materials</td>
<td>4,685,021</td>
<td>4,598,195</td>
<td>86,826</td>
<td>1.9%</td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>599,561</td>
<td>616,812</td>
<td>(17,251)</td>
<td>-2.8%</td>
<td></td>
</tr>
<tr>
<td>Telecommunication costs</td>
<td>473,673</td>
<td>479,181</td>
<td>(5,508)</td>
<td>-1.1%</td>
<td></td>
</tr>
<tr>
<td>Contractual services</td>
<td>3,283,275</td>
<td>2,977,349</td>
<td>305,926</td>
<td>10.3%</td>
<td>1</td>
</tr>
<tr>
<td>Repairs and maintenance</td>
<td>597,464</td>
<td>538,902</td>
<td>58,562</td>
<td>10.9%</td>
<td></td>
</tr>
<tr>
<td>Other services</td>
<td>729,259</td>
<td>571,192</td>
<td>158,067</td>
<td>27.7%</td>
<td>2</td>
</tr>
<tr>
<td>Capital outlay</td>
<td>51,932</td>
<td>54,741</td>
<td>(2,809)</td>
<td>-5.1%</td>
<td></td>
</tr>
<tr>
<td>Operating transfers - other funds</td>
<td>2,443,411</td>
<td>2,441,064</td>
<td>2,347</td>
<td>0.1%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$33,367,280</strong></td>
<td><strong>$31,364,048</strong></td>
<td><strong>$2,003,232</strong></td>
<td><strong>6.4%</strong></td>
<td></td>
</tr>
</tbody>
</table>

---

1. Activity in 2019 is greater than 2018 by more than $25,000 in the following accounts: treasurer's fees, consulting, programming and maintenance - computer equipment. In most cases, there has been more activity in these accounts versus the activity during the same period in 2018. In addition, prices are simply higher in 2019 versus 2018.

2. Training costs for 2019 exceeds 2018 by about $67,000. Costs for community outreach for 2019 exceeds 2018 costs by about $31,000. Activity in the designated funds for 2019 was about $31,000 higher than 2018. Finally, mileage costs for 2019 exceeds the 2018 total by about $26,000 simply due to more activity in 2019.
# Statement of Expenditures

## General Fund

For the Year Ended December 31, 2019

<table>
<thead>
<tr>
<th>Account Description</th>
<th>2019 Budget</th>
<th>YTD Actual</th>
<th>Available Budget</th>
<th>% Used</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular employees</td>
<td>$16,048,914</td>
<td>$15,212,201</td>
<td>$836,714</td>
<td>94.8%</td>
</tr>
<tr>
<td>Temporary employees</td>
<td>22,000</td>
<td>16,161</td>
<td>5,839</td>
<td>73.5%</td>
</tr>
<tr>
<td>Substitute employees</td>
<td>446,329</td>
<td>367,764</td>
<td>78,565</td>
<td>82.4%</td>
</tr>
<tr>
<td>Work-Study And internship</td>
<td>6,383</td>
<td>2,461</td>
<td>3,922</td>
<td>38.6%</td>
</tr>
<tr>
<td>Social security contributions</td>
<td>1,296,046</td>
<td>1,145,365</td>
<td>150,681</td>
<td>88.4%</td>
</tr>
<tr>
<td>Retirement contributions</td>
<td>1,033,468</td>
<td>920,212</td>
<td>113,256</td>
<td>89.0%</td>
</tr>
<tr>
<td>Health Plan contributions</td>
<td>1,750,000</td>
<td>1,889,719</td>
<td>(139,719)</td>
<td>108.0%</td>
</tr>
<tr>
<td>Unemployment insurance</td>
<td>47,250</td>
<td>34,360</td>
<td>12,890</td>
<td>72.7%</td>
</tr>
<tr>
<td>Workers compensation</td>
<td>85,000</td>
<td>43,962</td>
<td>41,038</td>
<td>51.7%</td>
</tr>
<tr>
<td>Vision Plan insurance</td>
<td>62,000</td>
<td>59,509</td>
<td>2,491</td>
<td>96.0%</td>
</tr>
<tr>
<td>Life A&amp;D insurance</td>
<td>63,000</td>
<td>62,173</td>
<td>828</td>
<td>98.7%</td>
</tr>
<tr>
<td>Tuition assistance</td>
<td>40,000</td>
<td>42,061</td>
<td>(2,061)</td>
<td>105.2%</td>
</tr>
<tr>
<td><strong>Total Personnel Services</strong></td>
<td>20,900,391</td>
<td>19,795,947</td>
<td>1,104,445</td>
<td>94.7%</td>
</tr>
<tr>
<td><strong>Supplies</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General</td>
<td>370,950</td>
<td>231,386</td>
<td>139,563</td>
<td>62.4%</td>
</tr>
<tr>
<td>Microform</td>
<td>950</td>
<td>-</td>
<td>950</td>
<td>0.0%</td>
</tr>
<tr>
<td>Software purchases/licenses</td>
<td>339,025</td>
<td>325,510</td>
<td>13,514</td>
<td>96.0%</td>
</tr>
<tr>
<td>Computer supplies</td>
<td>50,000</td>
<td>33,728</td>
<td>16,272</td>
<td>67.5%</td>
</tr>
<tr>
<td>Processing</td>
<td>102,217</td>
<td>15,569</td>
<td>86,648</td>
<td>15.2%</td>
</tr>
<tr>
<td>Office</td>
<td>78,554</td>
<td>72,846</td>
<td>5,708</td>
<td>92.7%</td>
</tr>
<tr>
<td>Other</td>
<td>62,341</td>
<td>28,698</td>
<td>33,643</td>
<td>46.0%</td>
</tr>
<tr>
<td><strong>Total Supplies</strong></td>
<td>1,004,036</td>
<td>707,737</td>
<td>296,298</td>
<td>70.5%</td>
</tr>
<tr>
<td><strong>Library Materials</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audio-visual materials</td>
<td>683,921</td>
<td>554,569</td>
<td>129,351</td>
<td>81.1%</td>
</tr>
<tr>
<td>Books</td>
<td>1,318,227</td>
<td>1,159,420</td>
<td>158,807</td>
<td>88.0%</td>
</tr>
<tr>
<td>e-materials</td>
<td>1,958,396</td>
<td>2,135,047</td>
<td>(176,651)</td>
<td>109.0%</td>
</tr>
<tr>
<td>Library materials - other</td>
<td>205,044</td>
<td>201,097</td>
<td>3,947</td>
<td>98.1%</td>
</tr>
<tr>
<td>Microforms</td>
<td>5,000</td>
<td>-</td>
<td>5,000</td>
<td>0.0%</td>
</tr>
<tr>
<td>Periodicals</td>
<td>107,653</td>
<td>105,074</td>
<td>2,579</td>
<td>97.6%</td>
</tr>
<tr>
<td>Serials</td>
<td>24,297</td>
<td>13,921</td>
<td>10,376</td>
<td>57.3%</td>
</tr>
<tr>
<td>Databases - online services</td>
<td>535,342</td>
<td>512,214</td>
<td>23,128</td>
<td>95.7%</td>
</tr>
<tr>
<td>Memorials</td>
<td>20</td>
<td>3,679</td>
<td>(3,659)</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total Library Materials</strong></td>
<td>4,837,899</td>
<td>4,685,021</td>
<td>152,878</td>
<td>96.8%</td>
</tr>
<tr>
<td><strong>Utilities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas</td>
<td>109,168</td>
<td>62,381</td>
<td>46,787</td>
<td>57.1%</td>
</tr>
<tr>
<td>Electric</td>
<td>526,156</td>
<td>426,832</td>
<td>99,324</td>
<td>81.1%</td>
</tr>
<tr>
<td>Water/sewer</td>
<td>115,219</td>
<td>103,157</td>
<td>12,062</td>
<td>89.5%</td>
</tr>
</tbody>
</table>
### Statement of Expenditures

**General Fund**  
**For the Year Ended December 31, 2019**

#### Account Description  
<table>
<thead>
<tr>
<th>Description</th>
<th>2019 Budget</th>
<th>YTD Actual</th>
<th>Available Budget</th>
<th>% Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storm water fees</td>
<td>7,844</td>
<td>7,191</td>
<td>654</td>
<td>91.7%</td>
</tr>
<tr>
<td><strong>Total Utilities</strong></td>
<td>758,387</td>
<td>599,561</td>
<td>158,826</td>
<td>79.1%</td>
</tr>
</tbody>
</table>

**Telecommunications**

<table>
<thead>
<tr>
<th>Description</th>
<th>2019 Budget</th>
<th>YTD Actual</th>
<th>Available Budget</th>
<th>% Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data</td>
<td>300,000</td>
<td>338,338</td>
<td>(38,338)</td>
<td>112.8%</td>
</tr>
<tr>
<td>Voice</td>
<td>123,903</td>
<td>69,725</td>
<td>54,178</td>
<td>56.3%</td>
</tr>
<tr>
<td>Cellular</td>
<td>78,000</td>
<td>62,683</td>
<td>15,317</td>
<td>80.4%</td>
</tr>
<tr>
<td>Expansion</td>
<td>5,000</td>
<td>2,927</td>
<td>2,073</td>
<td>58.5%</td>
</tr>
<tr>
<td><strong>Total Telecommunications</strong></td>
<td>506,903</td>
<td>473,673</td>
<td>33,230</td>
<td>93.4%</td>
</tr>
</tbody>
</table>

**Contractual Services**

<table>
<thead>
<tr>
<th>Description</th>
<th>2019 Budget</th>
<th>YTD Actual</th>
<th>Available Budget</th>
<th>% Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janitorial services</td>
<td>330,000</td>
<td>319,596</td>
<td>10,404</td>
<td>96.8%</td>
</tr>
<tr>
<td>Carpet cleaning services</td>
<td>117,000</td>
<td>125,030</td>
<td>(8,030)</td>
<td>106.9%</td>
</tr>
<tr>
<td>Library facility rental</td>
<td>566,473</td>
<td>545,350</td>
<td>21,123</td>
<td>96.3%</td>
</tr>
<tr>
<td>Common area maintenance</td>
<td>156,052</td>
<td>157,205</td>
<td>(1,153)</td>
<td>100.7%</td>
</tr>
<tr>
<td>Storage rental</td>
<td>16,800</td>
<td>16,200</td>
<td>600</td>
<td>96.4%</td>
</tr>
<tr>
<td>Audit</td>
<td>45,000</td>
<td>45,585</td>
<td>(585)</td>
<td>101.3%</td>
</tr>
<tr>
<td>Legal</td>
<td>65,000</td>
<td>80,139</td>
<td>(15,139)</td>
<td>123.3%</td>
</tr>
<tr>
<td>Consultant</td>
<td>266,500</td>
<td>160,484</td>
<td>106,016</td>
<td>60.2%</td>
</tr>
<tr>
<td>Cataloging</td>
<td>50,600</td>
<td>30,847</td>
<td>19,753</td>
<td>96.1%</td>
</tr>
<tr>
<td>Trash removal</td>
<td>22,925</td>
<td>21,136</td>
<td>1,789</td>
<td>92.2%</td>
</tr>
<tr>
<td>Copier services</td>
<td>56,000</td>
<td>62,032</td>
<td>(6,032)</td>
<td>110.8%</td>
</tr>
<tr>
<td>Courier services</td>
<td>222,231</td>
<td>186,963</td>
<td>35,268</td>
<td>84.1%</td>
</tr>
<tr>
<td>Liability/property insurance</td>
<td>184,500</td>
<td>153,249</td>
<td>31,251</td>
<td>83.1%</td>
</tr>
<tr>
<td>Collection agency fees</td>
<td>30,000</td>
<td>28,640</td>
<td>1,360</td>
<td>95.5%</td>
</tr>
<tr>
<td>Printing</td>
<td>125,000</td>
<td>98,443</td>
<td>26,557</td>
<td>78.8%</td>
</tr>
<tr>
<td>Programming</td>
<td>400,564</td>
<td>304,430</td>
<td>96,134</td>
<td>76.0%</td>
</tr>
<tr>
<td>Treasurer fees</td>
<td>420,000</td>
<td>422,909</td>
<td>(2,909)</td>
<td>100.7%</td>
</tr>
<tr>
<td>Microfilming services</td>
<td>25,101</td>
<td>4,024</td>
<td>21,078</td>
<td>60.2%</td>
</tr>
<tr>
<td>Computer support agreements</td>
<td>301,500</td>
<td>289,453</td>
<td>12,047</td>
<td>96.0%</td>
</tr>
<tr>
<td>Computer equipment maintenance</td>
<td>147,000</td>
<td>146,955</td>
<td>45</td>
<td>100.0%</td>
</tr>
<tr>
<td>Software licenses</td>
<td>19,000</td>
<td>17,227</td>
<td>1,773</td>
<td>90.7%</td>
</tr>
<tr>
<td>Employee Assistance Program</td>
<td>20,000</td>
<td>13,905</td>
<td>6,095</td>
<td>69.5%</td>
</tr>
<tr>
<td>Parking</td>
<td>43,646</td>
<td>53,474</td>
<td>(9,828)</td>
<td>122.5%</td>
</tr>
<tr>
<td><strong>Total Contractual Services</strong></td>
<td>3,630,892</td>
<td>3,283,275</td>
<td>347,617</td>
<td>90.4%</td>
</tr>
</tbody>
</table>

**Repairs and Maintenance**

<table>
<thead>
<tr>
<th>Description</th>
<th>2019 Budget</th>
<th>YTD Actual</th>
<th>Available Budget</th>
<th>% Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grounds maintenance</td>
<td>75,500</td>
<td>72,984</td>
<td>2,516</td>
<td>96.7%</td>
</tr>
<tr>
<td>Vehicle operating costs</td>
<td>70,250</td>
<td>67,607</td>
<td>2,643</td>
<td>96.2%</td>
</tr>
<tr>
<td>Equipment maintenance</td>
<td>373,244</td>
<td>318,009</td>
<td>55,236</td>
<td>85.2%</td>
</tr>
<tr>
<td>Equipment repairs</td>
<td>61,394</td>
<td>8,842</td>
<td>52,552</td>
<td>14.4%</td>
</tr>
<tr>
<td>Furniture repairs</td>
<td>34,310</td>
<td>24,618</td>
<td>9,692</td>
<td>71.8%</td>
</tr>
</tbody>
</table>
Pikes Peak Library District
Statement of Expenditures
General Fund
For the Year Ended December 31, 2019

<table>
<thead>
<tr>
<th>Account Description</th>
<th>2019 Budget</th>
<th>YTD Actual</th>
<th>Available Budget</th>
<th>% Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building repairs</td>
<td>142,750</td>
<td>105,405</td>
<td>37,345</td>
<td>73.8%</td>
</tr>
<tr>
<td><strong>Total Repairs and Maintenance</strong></td>
<td><strong>757,449</strong></td>
<td><strong>597,464</strong></td>
<td><strong>159,985</strong></td>
<td><strong>78.9%</strong></td>
</tr>
<tr>
<td><strong>Other Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Translation services</td>
<td>500</td>
<td>412</td>
<td>88</td>
<td>82.4%</td>
</tr>
<tr>
<td>Advertising</td>
<td>1,000</td>
<td>468</td>
<td>532</td>
<td>46.8%</td>
</tr>
<tr>
<td>Bank And trustee Fees</td>
<td>11,600</td>
<td>10,087</td>
<td>1,513</td>
<td>87.0%</td>
</tr>
<tr>
<td>School engagement</td>
<td>1,000</td>
<td>959</td>
<td>41</td>
<td>95.9%</td>
</tr>
<tr>
<td>Mileage/Travel reimbursement</td>
<td>74,400</td>
<td>76,794</td>
<td>(2,394)</td>
<td>103.2%</td>
</tr>
<tr>
<td>Employee recruitment</td>
<td>50,500</td>
<td>20,182</td>
<td>30,318</td>
<td>40.0%</td>
</tr>
<tr>
<td>Employee testing</td>
<td>500</td>
<td>-</td>
<td>500</td>
<td>0.0%</td>
</tr>
<tr>
<td>Dues and memberships</td>
<td>63,153</td>
<td>40,426</td>
<td>22,728</td>
<td>64.0%</td>
</tr>
<tr>
<td>Merchandising</td>
<td>15,500</td>
<td>3,064</td>
<td>12,436</td>
<td>19.8%</td>
</tr>
<tr>
<td>Employee recognition</td>
<td>20,525</td>
<td>12,790</td>
<td>7,735</td>
<td>36.3%</td>
</tr>
<tr>
<td>Board of Trustees</td>
<td>7,000</td>
<td>2,314</td>
<td>4,686</td>
<td>33.1%</td>
</tr>
<tr>
<td>Community outreach</td>
<td>116,915</td>
<td>106,812</td>
<td>10,102</td>
<td>91.4%</td>
</tr>
<tr>
<td>Training</td>
<td>319,104</td>
<td>254,806</td>
<td>64,298</td>
<td>79.9%</td>
</tr>
<tr>
<td>Signage</td>
<td>20,200</td>
<td>11,346</td>
<td>8,854</td>
<td>56.2%</td>
</tr>
<tr>
<td>Bindery</td>
<td>10,000</td>
<td>3,873</td>
<td>6,127</td>
<td>38.7%</td>
</tr>
<tr>
<td>Summer Reading Club</td>
<td>29,686</td>
<td>29,531</td>
<td>155</td>
<td>99.5%</td>
</tr>
<tr>
<td>Patron reimbursement</td>
<td>500</td>
<td>-</td>
<td>500</td>
<td>0.0%</td>
</tr>
<tr>
<td>Postage</td>
<td>62,500</td>
<td>70,007</td>
<td>(7,507)</td>
<td>112.0%</td>
</tr>
<tr>
<td>Volunteer program</td>
<td>5,900</td>
<td>5,051</td>
<td>849</td>
<td>85.6%</td>
</tr>
<tr>
<td>Safety and wellness</td>
<td>18,500</td>
<td>13,164</td>
<td>5,336</td>
<td>71.2%</td>
</tr>
<tr>
<td>Other grant/donation expenditures</td>
<td>132,384</td>
<td>43,999</td>
<td>88,386</td>
<td>33.2%</td>
</tr>
<tr>
<td>Administrative support</td>
<td>10,500</td>
<td>1,858</td>
<td>8,642</td>
<td>17.7%</td>
</tr>
<tr>
<td>Equipment rental</td>
<td>3,620</td>
<td>3,284</td>
<td>337</td>
<td>90.7%</td>
</tr>
<tr>
<td>Other</td>
<td>20,500</td>
<td>18,034</td>
<td>2,467</td>
<td>88.0%</td>
</tr>
<tr>
<td><strong>Total Other Services</strong></td>
<td><strong>995,987</strong></td>
<td><strong>729,259</strong></td>
<td><strong>266,728</strong></td>
<td><strong>73.2%</strong></td>
</tr>
</tbody>
</table>

**Capital Outlay**

| Other                                | 90,138      | 51,932     | 38,207           | 57.6%  |
|                                      | **90,138**  | **51,932** | **38,207**       | **57.6%**|

**Operating Transfers to Other Funds**

| Fund transfers out                   | 2,443,411   | 2,443,411  | -                | 100.0% |
|                                      | **2,443,411**| **2,443,411**| - | **100.0%**|

**Total Expenditures**

| $ 35,925,494 | $ 33,367,280 | $ 2,558,214 | 92.9% |
### Fund Balance - January 1, 2019

$160,757

**Expenditures**

41,271

### Fund Balance - December 31, 2019

$119,486

### Fund Balance - By Fund - December 31, 2019

<table>
<thead>
<tr>
<th>Fund</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Fund</td>
<td>212</td>
</tr>
<tr>
<td>Cheyenne Mountain Library Fund</td>
<td>812</td>
</tr>
<tr>
<td>Fountain Branch Library Fund</td>
<td>3,768</td>
</tr>
<tr>
<td>High Prairie Library Fund</td>
<td>92,626</td>
</tr>
<tr>
<td>Sand Creek Library Fund</td>
<td>15,583</td>
</tr>
<tr>
<td>1905 Carnegie Library Facility Fund</td>
<td>4,374</td>
</tr>
<tr>
<td>Carnegie Garden Support Fund</td>
<td>998</td>
</tr>
<tr>
<td>Special Collections Support Fund</td>
<td>1,113</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>119,486</strong></td>
</tr>
</tbody>
</table>
## Revenues and Other Sources of Funds

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Approved Budget</th>
<th>Mid-Year Adjustment</th>
<th>Revised Budget</th>
<th>2019 Activity</th>
<th>Encumbrances</th>
<th>Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donations-PPLD Foundation</td>
<td>$ 5,000</td>
<td>$ -</td>
<td>$ 5,000</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 5,000</td>
</tr>
<tr>
<td>Fund Transfers In</td>
<td>139,627</td>
<td>-</td>
<td>139,627</td>
<td>139,627</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenues and Other Sources of Funds</strong></td>
<td><strong>144,627</strong></td>
<td>-</td>
<td>144,627</td>
<td>139,627</td>
<td>-</td>
<td>5,000</td>
</tr>
</tbody>
</table>

## Expenditures

<table>
<thead>
<tr>
<th>Account Description</th>
<th>2019 Activity</th>
<th>Encumbrances</th>
<th>Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chiller Roof Structure Over Pit</td>
<td>19,000</td>
<td>-</td>
<td>19,000</td>
</tr>
<tr>
<td>Roofing Evaluation &amp; Design</td>
<td>30,000</td>
<td>-</td>
<td>30,000</td>
</tr>
<tr>
<td>Window Screen/Shades-Children</td>
<td>1,627</td>
<td>(1,627)</td>
<td>-</td>
</tr>
<tr>
<td>External Filtration System</td>
<td>10,000</td>
<td>(8,093)</td>
<td>1,907</td>
</tr>
<tr>
<td>Replace Emergency Generator</td>
<td>60,000</td>
<td>23,065</td>
<td>83,065</td>
</tr>
<tr>
<td>Reading Bay Area Furniture</td>
<td>15,000</td>
<td>5,000</td>
<td>20,000</td>
</tr>
<tr>
<td>Patio Furniture (Fundraising)</td>
<td>5,000</td>
<td>(5,000)</td>
<td>-</td>
</tr>
<tr>
<td>Shared Workstation - 4-Person</td>
<td>4,000</td>
<td>(1,235)</td>
<td>2,765</td>
</tr>
<tr>
<td>Additional Study Room Chairs</td>
<td>-</td>
<td>3,500</td>
<td>3,547</td>
</tr>
<tr>
<td>Reface Cabinets In Story Office</td>
<td>-</td>
<td>5,500</td>
<td>-</td>
</tr>
<tr>
<td>Contingency</td>
<td>-</td>
<td>39,645</td>
<td>-</td>
</tr>
<tr>
<td>IT Equipment</td>
<td>-</td>
<td>2,071</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>144,627</strong></td>
<td><strong>78,224</strong></td>
<td>222,851</td>
</tr>
</tbody>
</table>

## Excess Revenues over Expenditures

117,078

## Fund Balance - January 1, 2019

78,224

## Fund Balance - December 31, 2019

$195,302
## Revenues and Other Sources of Funds

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Approved Budget</th>
<th>Carryover</th>
<th>Revised Budget</th>
<th>2019 Activity</th>
<th>Encumbrances</th>
<th>Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Transfers In</td>
<td>$ 96,700</td>
<td>$ -</td>
<td>$ 96,700</td>
<td>$ 96,700</td>
<td>$ -</td>
<td>$ -</td>
</tr>
</tbody>
</table>

## Expenditures

<table>
<thead>
<tr>
<th>Account Description</th>
<th>2019 Activity</th>
<th>Encumbrances</th>
<th>Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asphalt Crack Fill</td>
<td>15,764</td>
<td>-</td>
<td>(264)</td>
</tr>
<tr>
<td>Roofing Evaluation</td>
<td>15,500</td>
<td>15,500</td>
<td>30,000</td>
</tr>
<tr>
<td>Roof Inspection And Repairs</td>
<td>-</td>
<td>5,130</td>
<td>-</td>
</tr>
<tr>
<td>Replace Existing Parking Meter</td>
<td>-</td>
<td>50,000</td>
<td>50,000</td>
</tr>
<tr>
<td>Penrose Campus Project</td>
<td>558,554</td>
<td>-</td>
<td>291,809</td>
</tr>
<tr>
<td>Replace Lobby Rooftop Unit</td>
<td>20,544</td>
<td>-</td>
<td>2,956</td>
</tr>
<tr>
<td>Replace Existing Fire Panel</td>
<td>16,921</td>
<td>-</td>
<td>1,579</td>
</tr>
<tr>
<td>Charging Station Outlets</td>
<td>-</td>
<td>2,000</td>
<td>-</td>
</tr>
<tr>
<td>Larger Trash Receptacles</td>
<td>-</td>
<td>3,600</td>
<td>3,600</td>
</tr>
<tr>
<td>Adjustable Height Desks</td>
<td>-</td>
<td>3,600</td>
<td>852</td>
</tr>
<tr>
<td>Chiller Replacement</td>
<td>-</td>
<td>55,000</td>
<td>55,000</td>
</tr>
<tr>
<td>Penrose Renovation Contingency</td>
<td>2,514</td>
<td>-</td>
<td>40,361</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$ 615,149</td>
<td>$ -</td>
<td>$ 484,919</td>
</tr>
</tbody>
</table>

## Excess Revenues over Expenditures

(518,449)

## Fund Balance - January 1, 2019

1,003,368

## Fund Balance - December 31, 2019

$ 484,919
## Revenues and Other Sources of Funds

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Approved Budget</th>
<th>Carryover</th>
<th>Revised Budget 2019 Activity</th>
<th>Encumbrances</th>
<th>Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Transfers In</td>
<td>$ 1,156,100</td>
<td>-</td>
<td>$ 1,156,100</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Venue Improv &amp; Equip</td>
<td>-</td>
<td>33,676</td>
<td>33,676</td>
<td>-</td>
<td>33,676</td>
</tr>
<tr>
<td>Concrete Walkway Ea To South</td>
<td>-</td>
<td>19,500</td>
<td>19,500</td>
<td>-</td>
<td>19,500</td>
</tr>
<tr>
<td>Courtyard Improvements</td>
<td>-</td>
<td>20,000</td>
<td>20,000</td>
<td>19,916</td>
<td>-</td>
</tr>
<tr>
<td>Roof Replacement</td>
<td>1,035,000</td>
<td>(52,637)</td>
<td>982,363</td>
<td>663,879</td>
<td>192,056</td>
</tr>
<tr>
<td>Replace Skylight/Repairs</td>
<td>108,000</td>
<td>-</td>
<td>108,000</td>
<td>104,560</td>
<td>-</td>
</tr>
<tr>
<td>Re-Bulb Children’s Area</td>
<td>1,200</td>
<td>-</td>
<td>1,200</td>
<td>-</td>
<td>1,200</td>
</tr>
<tr>
<td>Children's Shelf Movers</td>
<td>2,500</td>
<td>-</td>
<td>2,500</td>
<td>-</td>
<td>2,500</td>
</tr>
<tr>
<td>Studio Column, Make Space</td>
<td>1,000</td>
<td>-</td>
<td>1,000</td>
<td>-</td>
<td>1,000</td>
</tr>
<tr>
<td>Roof Repairs</td>
<td>-</td>
<td>2,350</td>
<td>2,350</td>
<td>-</td>
<td>2,350</td>
</tr>
<tr>
<td>Signage</td>
<td>-</td>
<td>5,000</td>
<td>5,000</td>
<td>4,850</td>
<td>150</td>
</tr>
<tr>
<td>Improv Teen Gaming Room</td>
<td>-</td>
<td>9,409</td>
<td>9,409</td>
<td>-</td>
<td>9,409</td>
</tr>
<tr>
<td>Ent &amp; Make li Window Treatment</td>
<td>-</td>
<td>4,152</td>
<td>4,152</td>
<td>-</td>
<td>4,152</td>
</tr>
<tr>
<td>Roof Replacement</td>
<td>-</td>
<td>40,200</td>
<td>40,200</td>
<td>13,938</td>
<td>-</td>
</tr>
<tr>
<td>Office Chairs-Meeting Room</td>
<td>7,200</td>
<td>-</td>
<td>7,200</td>
<td>7,200</td>
<td>-</td>
</tr>
<tr>
<td>Tables-Adjustable Height, Cm</td>
<td>1,200</td>
<td>-</td>
<td>1,200</td>
<td>-</td>
<td>1,200</td>
</tr>
<tr>
<td>Audio Booth</td>
<td>-</td>
<td>2,000</td>
<td>2,000</td>
<td>-</td>
<td>2,000</td>
</tr>
<tr>
<td>New Teen Service Desk</td>
<td>-</td>
<td>1,200</td>
<td>1,200</td>
<td>-</td>
<td>1,200</td>
</tr>
<tr>
<td>Contingency</td>
<td>-</td>
<td>101,068</td>
<td>101,068</td>
<td>67,668</td>
<td>2,264</td>
</tr>
<tr>
<td>Install Additional Can Lights</td>
<td>-</td>
<td>1,200</td>
<td>1,200</td>
<td>-</td>
<td>1,200</td>
</tr>
<tr>
<td>Munis Record Management System</td>
<td>-</td>
<td>30,000</td>
<td>30,000</td>
<td>-</td>
<td>30,000</td>
</tr>
<tr>
<td>Av Equipment Maintenance</td>
<td>-</td>
<td>4,686</td>
<td>4,686</td>
<td>3,716</td>
<td>-</td>
</tr>
<tr>
<td>Studio Noise Mitigation</td>
<td>-</td>
<td>21,979</td>
<td>21,979</td>
<td>1,417</td>
<td>-</td>
</tr>
<tr>
<td>Increase Stage Size</td>
<td>-</td>
<td>4,908</td>
<td>4,908</td>
<td>1,788</td>
<td>-</td>
</tr>
<tr>
<td>Venue Led Lighting</td>
<td>-</td>
<td>3,572</td>
<td>3,572</td>
<td>3,095</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$ 1,156,100</td>
<td>$ 252,264</td>
<td>$ 1,408,364</td>
<td>$ 887,177</td>
<td>$ 199,170</td>
</tr>
<tr>
<td><strong>Excess Revenues over Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>268,923</td>
</tr>
<tr>
<td><strong>Fund Balance - January 1, 2019</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>252,263</td>
</tr>
<tr>
<td><strong>Fund Balance - December 31, 2019</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 521,186</td>
</tr>
</tbody>
</table>
Pikes Peak Library District  
Capital Reserve Fund  
For the Year Ended December 31, 2019

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Approved Budget</th>
<th>Carryover</th>
<th>Revised Budget</th>
<th>2019 Activity</th>
<th>Encumbrances</th>
<th>Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donations-PPLD Foundation</td>
<td>$123,000</td>
<td>$-</td>
<td>$123,000</td>
<td>$-</td>
<td>$-</td>
<td>$(123,000)</td>
</tr>
<tr>
<td>Fund Transfers In</td>
<td>1,050,984</td>
<td>-</td>
<td>1,050,984</td>
<td>1,050,984</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues and Other Sources of Funds</strong></td>
<td><strong>1,173,984</strong></td>
<td><strong>-</strong></td>
<td><strong>1,173,984</strong></td>
<td><strong>1,050,984</strong></td>
<td><strong>-</strong></td>
<td><strong>(123,000)</strong></td>
</tr>
</tbody>
</table>

### Expenditures

#### 2019 Budget

### Facilities

<table>
<thead>
<tr>
<th>Description</th>
<th>Approved Budget</th>
<th>Carryover</th>
<th>Revised Budget</th>
<th>2019 Activity</th>
<th>Encumbrances</th>
<th>Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dw- Asphalt Maintenance</td>
<td>7,500</td>
<td>-</td>
<td>7,500</td>
<td>7,628</td>
<td>-</td>
<td>(128)</td>
</tr>
<tr>
<td>CAL - Landscape allowance</td>
<td>-</td>
<td>40,000</td>
<td>40,000</td>
<td>-</td>
<td>-</td>
<td>40,000</td>
</tr>
<tr>
<td>Fo-Window Tint - Children's</td>
<td>3,000</td>
<td>-</td>
<td>3,000</td>
<td>-</td>
<td>-</td>
<td>3,000</td>
</tr>
<tr>
<td>Fo-Replace Meeting Room Carpet</td>
<td>13,000</td>
<td>-</td>
<td>13,000</td>
<td>13,000</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
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<td>Children's &amp; Teen Area Furniture</td>
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<td><strong>668,282</strong></td>
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### Information Technology

<table>
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<tr>
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<th>Approved Budget</th>
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<th>Revised Budget</th>
<th>2019 Activity</th>
<th>Encumbrances</th>
<th>Available Budget</th>
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<tbody>
<tr>
<td>Servers-Ea Data Updates</td>
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Pikes Peak Library District  
Capital Reserve Fund  
For the Year Ended December 31, 2019

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<th>Approved Budget</th>
<th>Carryover</th>
<th>Revised Budget</th>
<th>2019 Activity</th>
<th>Encumbrances</th>
<th>Available Budget</th>
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<tbody>
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<td>125,000</td>
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<td>Av Equip For Audio Visual Dw</td>
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Creative Services/Video Studio

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<th>Revised Budget</th>
<th>2019 Activity</th>
<th>Encumbrances</th>
<th>Available Budget</th>
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<td>-</td>
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<td>5,000</td>
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<td><strong>38,231</strong></td>
<td><strong>7,241</strong></td>
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**Total Expenditures**  
1,158,984  1,723,314  2,882,298  907,154  84,906  1,890,238

**Excess Revenues over Expenditures**  
143,830

**Fund Balance - January 1, 2019**  
1,708,313

**Fund Balance - December 31, 2019**  
1,852,143
## Pikes Peak Library District

**Receipts and Disbursements by Cash Account**

**For the Month of December 2019**

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<th>Cash and Investments Balance December 1, 2019</th>
<th>$ 15,996,025</th>
<th>$ 101,050</th>
<th>$ 16,097,075</th>
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<tr>
<td>Interest</td>
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</tr>
</tbody>
</table>

| Disbursements November 2019                   |              |           |              |
| Accounts payable week of 12/6/2019             | -            | (178,320) | (178,320)    |
| Accounts payable week of 12/13/2019            | -            | (307,444) | (307,444)    |
| Accounts payable week of 12/20/2019            | -            | (189,991) | (189,991)    |
| Accounts payable week of 12/31/2019            | -            | (580,448) | (580,448)    |
| Payroll 12/27/2019                             | -            | (677,840) | (677,840)    |
| **Transfer between funds**                     | (2,600,000)  | 2,600,000 | -            |

| Cash and Investments Balance December 31, 2019 | $ 13,719,064 | $ 203,572 | $ 13,922,636 |
Pikes Peak Library District

November 2019 Financial Report

Presented to Board of Trustees January 22, 2020
## General Fund Summary

**For the Eleven-Month Period Ended November 30, 2019**

<table>
<thead>
<tr>
<th>General Fund</th>
<th>Year-To-Date</th>
<th>2019</th>
<th>2018</th>
<th>Change</th>
<th>% Chg.</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property taxes</td>
<td>$28,246,007</td>
<td>$26,834,122</td>
<td>$1,411,885</td>
<td>5.3%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specific ownership taxes</td>
<td>3,171,886</td>
<td>3,111,048</td>
<td>60,838</td>
<td>2.0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fines/fees</td>
<td>110,348</td>
<td>120,976</td>
<td>(10,628)</td>
<td>-8.8%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment earnings</td>
<td>402,207</td>
<td>352,957</td>
<td>49,250</td>
<td>14.0%</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>623,466</td>
<td>583,547</td>
<td>39,919</td>
<td>6.8%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>$32,553,914</strong></td>
<td><strong>$31,002,651</strong></td>
<td><strong>$1,551,264</strong></td>
<td><strong>5.0%</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Interest rates continue to rise, and that is reflective in the difference from year to year.
## Statement of Revenues

### General Fund

**For the Eleven-Month Period Ended November 30, 2019**

<table>
<thead>
<tr>
<th>Account Description</th>
<th>2019 Budget</th>
<th>YTD Actual</th>
<th>Variance</th>
<th>% Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tax Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property taxes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current</td>
<td>$28,477,334</td>
<td>$28,243,765</td>
<td>$(233,569)</td>
<td>99.2%</td>
</tr>
<tr>
<td>Abatements/refunds</td>
<td>(140,000)</td>
<td>(71,085)</td>
<td>68,915</td>
<td>50.8%</td>
</tr>
<tr>
<td>Omitted properties</td>
<td>6,000</td>
<td>5,677</td>
<td>(323)</td>
<td>94.6%</td>
</tr>
<tr>
<td>Delinquent</td>
<td>17,000</td>
<td>20,958</td>
<td>3,958</td>
<td>123.3%</td>
</tr>
<tr>
<td>Penalties/interest</td>
<td>36,000</td>
<td>37,502</td>
<td>1,502</td>
<td>104.2%</td>
</tr>
<tr>
<td>Specific ownership taxes</td>
<td>3,450,000</td>
<td>3,171,886</td>
<td>(278,114)</td>
<td>91.9%</td>
</tr>
<tr>
<td>Local government in lieu of prop. taxes</td>
<td>10,500</td>
<td>9,190</td>
<td>(1,310)</td>
<td>87.5%</td>
</tr>
<tr>
<td><strong>Total Tax Revenue</strong></td>
<td>31,856,834</td>
<td>31,417,893</td>
<td>(438,941)</td>
<td>98.6%</td>
</tr>
<tr>
<td><strong>Intergovernmental</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal - eRate Funding</td>
<td>200,000</td>
<td>125,102</td>
<td>(74,898)</td>
<td>62.6%</td>
</tr>
<tr>
<td>State Grant - library materials</td>
<td>145,000</td>
<td>143,026</td>
<td>(1,974)</td>
<td>98.6%</td>
</tr>
<tr>
<td><strong>Total Intergovernmental</strong></td>
<td>345,000</td>
<td>268,128</td>
<td>(76,872)</td>
<td>77.7%</td>
</tr>
<tr>
<td><strong>Fines and Fees</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>100,000</td>
<td>110,348</td>
<td>10,348</td>
<td>110.3%</td>
</tr>
<tr>
<td><strong>Interest Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>380,000</td>
<td>402,207</td>
<td>22,207</td>
<td>105.8%</td>
</tr>
<tr>
<td><strong>Other Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donations/grants/gifts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPLD Foundation</td>
<td>567,559</td>
<td>193,207</td>
<td>(374,352)</td>
<td>34.0%</td>
</tr>
<tr>
<td>Other</td>
<td>18,000</td>
<td>25,915</td>
<td>7,915</td>
<td>144.0%</td>
</tr>
<tr>
<td>Copier charges/PMS charges</td>
<td>96,000</td>
<td>95,869</td>
<td>(131)</td>
<td>99.9%</td>
</tr>
<tr>
<td>Parking lot collections</td>
<td>33,000</td>
<td>18,781</td>
<td>(14,219)</td>
<td>56.9%</td>
</tr>
<tr>
<td>Merchandise sales</td>
<td>-</td>
<td>4,385</td>
<td>4,385</td>
<td>100.0%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>4,500</td>
<td>11,174</td>
<td>6,674</td>
<td>248.3%</td>
</tr>
<tr>
<td>Asset sales proceeds</td>
<td>5,000</td>
<td>6,007</td>
<td>1,007</td>
<td>120.1%</td>
</tr>
<tr>
<td><strong>Total Other Revenue</strong></td>
<td>724,059</td>
<td>355,338</td>
<td>(368,721)</td>
<td>49.1%</td>
</tr>
<tr>
<td><strong>Total General Fund Revenues</strong></td>
<td>$33,405,893</td>
<td>$32,553,914</td>
<td>$(851,979)</td>
<td>97.4%</td>
</tr>
</tbody>
</table>
Pikes Peak Library District  
General Fund Summary  
For the Eleven-Month Period Ended November 30, 2019

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>2019</th>
<th>2018</th>
<th>Change</th>
<th>% Chg.</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$17,765,367</td>
<td>$16,323,066</td>
<td>$1,442,301</td>
<td>8.8%</td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>658,475</td>
<td>528,655</td>
<td>129,820</td>
<td>24.6%</td>
<td></td>
</tr>
<tr>
<td>Library materials</td>
<td>3,792,616</td>
<td>3,803,077</td>
<td>(10,461)</td>
<td>-0.3%</td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>536,685</td>
<td>511,955</td>
<td>24,730</td>
<td>4.8%</td>
<td></td>
</tr>
<tr>
<td>Telecommunication costs</td>
<td>429,605</td>
<td>431,928</td>
<td>(2,323)</td>
<td>-0.5%</td>
<td></td>
</tr>
<tr>
<td>Contractual services</td>
<td>3,095,596</td>
<td>2,738,970</td>
<td>356,626</td>
<td>13.0%</td>
<td></td>
</tr>
<tr>
<td>Repairs and maintenance</td>
<td>536,376</td>
<td>482,484</td>
<td>53,892</td>
<td>11.2%</td>
<td></td>
</tr>
<tr>
<td>Other services</td>
<td>641,174</td>
<td>481,186</td>
<td>159,988</td>
<td>33.2%</td>
<td></td>
</tr>
<tr>
<td>Capital outlay</td>
<td>48,105</td>
<td>54,617</td>
<td>(6,512)</td>
<td>-11.9%</td>
<td></td>
</tr>
<tr>
<td>Operating transfers - other funds</td>
<td>2,443,411</td>
<td>2,441,064</td>
<td>2,347</td>
<td>0.1%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$29,947,409</strong></td>
<td><strong>$27,797,002</strong></td>
<td><strong>$2,150,407</strong></td>
<td><strong>7.7%</strong></td>
<td></td>
</tr>
</tbody>
</table>
### Personnel Services

<table>
<thead>
<tr>
<th>Account Description</th>
<th>2019 Budget</th>
<th>YTD Actual</th>
<th>Available Budget</th>
<th>% Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular employees</td>
<td>$16,030,549</td>
<td>$13,485,127</td>
<td>$2,545,422</td>
<td>84.1%</td>
</tr>
<tr>
<td>Temporary employees</td>
<td>22,000</td>
<td>16,151</td>
<td>5,849</td>
<td>73.4%</td>
</tr>
<tr>
<td>Substitute employees</td>
<td>446,329</td>
<td>322,319</td>
<td>124,010</td>
<td>72.2%</td>
</tr>
<tr>
<td>Work-Study And internship</td>
<td>6,383</td>
<td>2,242</td>
<td>4,141</td>
<td>35.1%</td>
</tr>
<tr>
<td>Social security contributions</td>
<td>1,296,046</td>
<td>1,013,920</td>
<td>282,127</td>
<td>78.2%</td>
</tr>
<tr>
<td>Retirement contributions</td>
<td>1,033,468</td>
<td>814,846</td>
<td>218,622</td>
<td>78.8%</td>
</tr>
<tr>
<td>Health Plan contributions</td>
<td>1,750,000</td>
<td>1,889,719</td>
<td>(139,719)</td>
<td>108.0%</td>
</tr>
<tr>
<td>Unemployment insurance</td>
<td>47,250</td>
<td>34,360</td>
<td>12,890</td>
<td>72.7%</td>
</tr>
<tr>
<td>Workers compensation</td>
<td>85,000</td>
<td>43,962</td>
<td>41,038</td>
<td>51.7%</td>
</tr>
<tr>
<td>Vision Plan insurance</td>
<td>62,000</td>
<td>54,574</td>
<td>7,426</td>
<td>88.0%</td>
</tr>
<tr>
<td>Life A&amp;D insurance</td>
<td>63,000</td>
<td>57,031</td>
<td>5,969</td>
<td>90.5%</td>
</tr>
<tr>
<td>Tuition assistance</td>
<td>40,000</td>
<td>31,116</td>
<td>8,884</td>
<td>77.8%</td>
</tr>
<tr>
<td><strong>Total Personnel Services</strong></td>
<td>20,882,026</td>
<td>17,765,367</td>
<td>3,116,659</td>
<td>85.1%</td>
</tr>
</tbody>
</table>

### Supplies

<table>
<thead>
<tr>
<th>Account Description</th>
<th>2019 Budget</th>
<th>YTD Actual</th>
<th>Available Budget</th>
<th>% Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>370,950</td>
<td>203,471</td>
<td>167,479</td>
<td>54.9%</td>
</tr>
<tr>
<td>Microform</td>
<td>950</td>
<td>-</td>
<td>950</td>
<td>0.0%</td>
</tr>
<tr>
<td>Software purchases/licenses</td>
<td>339,025</td>
<td>324,362</td>
<td>14,662</td>
<td>95.7%</td>
</tr>
<tr>
<td>Computer supplies</td>
<td>50,000</td>
<td>32,138</td>
<td>17,862</td>
<td>64.3%</td>
</tr>
<tr>
<td>Processing</td>
<td>100,480</td>
<td>14,949</td>
<td>85,986</td>
<td>14.4%</td>
</tr>
<tr>
<td>Office</td>
<td>78,554</td>
<td>60,018</td>
<td>18,535</td>
<td>76.4%</td>
</tr>
<tr>
<td>Other</td>
<td>53,341</td>
<td>23,991</td>
<td>29,350</td>
<td>45.0%</td>
</tr>
<tr>
<td><strong>Total Supplies</strong></td>
<td>993,298</td>
<td>658,475</td>
<td>334,824</td>
<td>66.3%</td>
</tr>
</tbody>
</table>

### Library Materials

<table>
<thead>
<tr>
<th>Account Description</th>
<th>2019 Budget</th>
<th>YTD Actual</th>
<th>Available Budget</th>
<th>% Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio-visual materials</td>
<td>723,658</td>
<td>489,183</td>
<td>234,475</td>
<td>67.6%</td>
</tr>
<tr>
<td>Books</td>
<td>1,435,058</td>
<td>1,054,589</td>
<td>380,469</td>
<td>73.5%</td>
</tr>
<tr>
<td>e-materials</td>
<td>1,659,865</td>
<td>1,452,378</td>
<td>207,487</td>
<td>87.5%</td>
</tr>
<tr>
<td>Library materials - other</td>
<td>233,744</td>
<td>180,223</td>
<td>53,522</td>
<td>77.1%</td>
</tr>
<tr>
<td>Microforms</td>
<td>5,000</td>
<td>-</td>
<td>5,000</td>
<td>0.0%</td>
</tr>
<tr>
<td>Periodicals</td>
<td>198,653</td>
<td>102,754</td>
<td>95,899</td>
<td>51.7%</td>
</tr>
<tr>
<td>Serials</td>
<td>33,297</td>
<td>13,491</td>
<td>19,806</td>
<td>40.5%</td>
</tr>
<tr>
<td>Databases - online services</td>
<td>550,342</td>
<td>496,491</td>
<td>53,850</td>
<td>90.2%</td>
</tr>
<tr>
<td>Memorials</td>
<td>20</td>
<td>3,508</td>
<td>(3,488)</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total Library Materials</strong></td>
<td>4,839,636</td>
<td>3,792,616</td>
<td>1,047,020</td>
<td>78.4%</td>
</tr>
</tbody>
</table>

### Utilities

<table>
<thead>
<tr>
<th>Account Description</th>
<th>2019 Budget</th>
<th>YTD Actual</th>
<th>Available Budget</th>
<th>% Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gas</td>
<td>109,168</td>
<td>53,434</td>
<td>55,734</td>
<td>48.9%</td>
</tr>
<tr>
<td>Electric</td>
<td>526,156</td>
<td>377,316</td>
<td>148,840</td>
<td>71.7%</td>
</tr>
<tr>
<td>Water/sewer</td>
<td>115,219</td>
<td>99,398</td>
<td>15,821</td>
<td>86.3%</td>
</tr>
</tbody>
</table>
## Statement of Expenditures

### General Fund

For the Eleven-Month Period Ended November 30, 2019

<table>
<thead>
<tr>
<th>Account Description</th>
<th>2019 Budget</th>
<th>YTD Actual</th>
<th>Available Budget</th>
<th>% Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storm water fees</td>
<td>7,844</td>
<td>6,537</td>
<td>1,307</td>
<td>83.3%</td>
</tr>
<tr>
<td><strong>Total Utilities</strong></td>
<td><strong>758,387</strong></td>
<td><strong>536,685</strong></td>
<td><strong>221,702</strong></td>
<td><strong>70.8%</strong></td>
</tr>
<tr>
<td><strong>Telecommunications</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data</td>
<td>300,000</td>
<td>299,768</td>
<td>232</td>
<td>99.9%</td>
</tr>
<tr>
<td>Voice</td>
<td>123,903</td>
<td>65,806</td>
<td>58,097</td>
<td>53.1%</td>
</tr>
<tr>
<td>Cellular</td>
<td>78,000</td>
<td>62,363</td>
<td>15,637</td>
<td>80.0%</td>
</tr>
<tr>
<td>Expansion</td>
<td>5,000</td>
<td>1,668</td>
<td>3,332</td>
<td>33.4%</td>
</tr>
<tr>
<td><strong>Total Telecommunications</strong></td>
<td><strong>506,903</strong></td>
<td><strong>429,605</strong></td>
<td><strong>77,299</strong></td>
<td><strong>84.8%</strong></td>
</tr>
<tr>
<td><strong>Contractual Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Janitorial services</td>
<td>330,000</td>
<td>292,502</td>
<td>37,498</td>
<td>88.6%</td>
</tr>
<tr>
<td>Carpet cleaning services</td>
<td>117,000</td>
<td>115,379</td>
<td>1,621</td>
<td>98.6%</td>
</tr>
<tr>
<td>Library facility rental</td>
<td>566,473</td>
<td>545,350</td>
<td>21,123</td>
<td>96.3%</td>
</tr>
<tr>
<td>Common area maintenance</td>
<td>156,052</td>
<td>157,205</td>
<td>(1,153)</td>
<td>100.7%</td>
</tr>
<tr>
<td>Storage rental</td>
<td>16,800</td>
<td>16,200</td>
<td>600</td>
<td>96.4%</td>
</tr>
<tr>
<td>Audit</td>
<td>45,000</td>
<td>45,585</td>
<td>(585)</td>
<td>101.3%</td>
</tr>
<tr>
<td>Legal</td>
<td>65,000</td>
<td>74,970</td>
<td>(9,970)</td>
<td>115.3%</td>
</tr>
<tr>
<td>Consultant</td>
<td>266,500</td>
<td>132,823</td>
<td>133,677</td>
<td>49.8%</td>
</tr>
<tr>
<td>Cataloging</td>
<td>50,600</td>
<td>28,053</td>
<td>22,547</td>
<td>55.4%</td>
</tr>
<tr>
<td>Trash removal</td>
<td>22,925</td>
<td>19,205</td>
<td>3,720</td>
<td>83.8%</td>
</tr>
<tr>
<td>Copier services</td>
<td>56,000</td>
<td>61,167</td>
<td>(5,167)</td>
<td>94.2%</td>
</tr>
<tr>
<td>Courier services</td>
<td>222,231</td>
<td>126,264</td>
<td>95,967</td>
<td>56.8%</td>
</tr>
<tr>
<td>Liability/property insurance</td>
<td>184,500</td>
<td>153,249</td>
<td>31,251</td>
<td>83.1%</td>
</tr>
<tr>
<td>Collection agency fees</td>
<td>30,000</td>
<td>25,588</td>
<td>4,412</td>
<td>85.3%</td>
</tr>
<tr>
<td>Printing</td>
<td>125,000</td>
<td>90,412</td>
<td>34,588</td>
<td>72.3%</td>
</tr>
<tr>
<td>Programming</td>
<td>400,564</td>
<td>276,720</td>
<td>123,845</td>
<td>69.1%</td>
</tr>
<tr>
<td>Treasurer fees</td>
<td>420,000</td>
<td>422,698</td>
<td>(2,698)</td>
<td>100.6%</td>
</tr>
<tr>
<td>Microfilming services</td>
<td>25,101</td>
<td>2,474</td>
<td>22,627</td>
<td>9.9%</td>
</tr>
<tr>
<td>Computer support agreements</td>
<td>301,500</td>
<td>285,702</td>
<td>15,798</td>
<td>94.8%</td>
</tr>
<tr>
<td>Computer equipment maintenance</td>
<td>147,000</td>
<td>146,955</td>
<td>45</td>
<td>100.0%</td>
</tr>
<tr>
<td>Software licenses</td>
<td>19,000</td>
<td>17,227</td>
<td>1,773</td>
<td>90.7%</td>
</tr>
<tr>
<td>Employee Assistance Program</td>
<td>20,000</td>
<td>11,376</td>
<td>8,624</td>
<td>56.9%</td>
</tr>
<tr>
<td>Parking</td>
<td>43,646</td>
<td>48,492</td>
<td>(4,846)</td>
<td>111.1%</td>
</tr>
<tr>
<td><strong>Total Contractual Services</strong></td>
<td><strong>3,630,892</strong></td>
<td><strong>3,095,596</strong></td>
<td><strong>535,296</strong></td>
<td><strong>85.3%</strong></td>
</tr>
</tbody>
</table>

### Repairs and Maintenance

<table>
<thead>
<tr>
<th>Account Description</th>
<th>2019 Budget</th>
<th>YTD Actual</th>
<th>Available Budget</th>
<th>% Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grounds maintenance</td>
<td>75,500</td>
<td>68,073</td>
<td>7,427</td>
<td>90.2%</td>
</tr>
<tr>
<td>Vehicle operating costs</td>
<td>70,250</td>
<td>65,028</td>
<td>5,222</td>
<td>92.6%</td>
</tr>
<tr>
<td>Equipment maintenance</td>
<td>373,244</td>
<td>280,884</td>
<td>92,360</td>
<td>75.3%</td>
</tr>
<tr>
<td>Equipment repairs</td>
<td>61,394</td>
<td>5,733</td>
<td>55,662</td>
<td>9.3%</td>
</tr>
<tr>
<td>Furniture repairs</td>
<td>34,310</td>
<td>23,992</td>
<td>10,318</td>
<td>69.9%</td>
</tr>
</tbody>
</table>
Pikes Peak Library District
Statement of Expenditures
General Fund
For the Eleven-Month Period Ended November 30, 2019

<table>
<thead>
<tr>
<th>Account Description</th>
<th>2019 Budget</th>
<th>YTD Actual</th>
<th>Available Budget</th>
<th>% Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building repairs</td>
<td>142,750</td>
<td>92,665</td>
<td>50,085</td>
<td>64.9%</td>
</tr>
<tr>
<td><strong>Total Repairs and Maintenance</strong></td>
<td>757,449</td>
<td>536,376</td>
<td>221,073</td>
<td>70.8%</td>
</tr>
</tbody>
</table>

**Other Services**

<table>
<thead>
<tr>
<th>Account Description</th>
<th>2019 Budget</th>
<th>YTD Actual</th>
<th>Available Budget</th>
<th>% Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Translation services</td>
<td>500</td>
<td>412</td>
<td>88</td>
<td>82.4%</td>
</tr>
<tr>
<td>Advertising</td>
<td>1,000</td>
<td>468</td>
<td>532</td>
<td>46.8%</td>
</tr>
<tr>
<td>Bank And trustee Fees</td>
<td>11,600</td>
<td>9,692</td>
<td>1,908</td>
<td>83.5%</td>
</tr>
<tr>
<td>School engagement</td>
<td>1,000</td>
<td>620</td>
<td>380</td>
<td>62.0%</td>
</tr>
<tr>
<td>Mileage/Travel reimbursement</td>
<td>74,400</td>
<td>63,706</td>
<td>10,694</td>
<td>85.6%</td>
</tr>
<tr>
<td>Employee recruitment</td>
<td>50,500</td>
<td>19,114</td>
<td>31,386</td>
<td>37.8%</td>
</tr>
<tr>
<td>Employee testing</td>
<td>500</td>
<td>-</td>
<td>500</td>
<td>0.0%</td>
</tr>
<tr>
<td>Dues and memberships</td>
<td>63,153</td>
<td>36,986</td>
<td>26,168</td>
<td>58.6%</td>
</tr>
<tr>
<td>Merchandising</td>
<td>7,000</td>
<td>3,064</td>
<td>3,936</td>
<td>43.8%</td>
</tr>
<tr>
<td>Employee recognition</td>
<td>20,525</td>
<td>7,892</td>
<td>12,633</td>
<td>38.5%</td>
</tr>
<tr>
<td>Board of Trustees</td>
<td>7,000</td>
<td>2,175</td>
<td>4,825</td>
<td>31.1%</td>
</tr>
<tr>
<td>Community outreach</td>
<td>116,915</td>
<td>94,998</td>
<td>21,916</td>
<td>81.3%</td>
</tr>
<tr>
<td>Training</td>
<td>319,104</td>
<td>236,586</td>
<td>82,518</td>
<td>74.1%</td>
</tr>
<tr>
<td>Signage</td>
<td>20,200</td>
<td>11,057</td>
<td>9,143</td>
<td>54.7%</td>
</tr>
<tr>
<td>Bindery</td>
<td>10,000</td>
<td>3,603</td>
<td>6,397</td>
<td>36.0%</td>
</tr>
<tr>
<td>Summer Reading Club</td>
<td>29,686</td>
<td>16,784</td>
<td>12,902</td>
<td>56.5%</td>
</tr>
<tr>
<td>Patron reimbursement</td>
<td>500</td>
<td>-</td>
<td>500</td>
<td>0.0%</td>
</tr>
<tr>
<td>Postage</td>
<td>62,500</td>
<td>58,190</td>
<td>4,310</td>
<td>93.1%</td>
</tr>
<tr>
<td>Volunteer program</td>
<td>5,900</td>
<td>4,205</td>
<td>1,695</td>
<td>71.3%</td>
</tr>
<tr>
<td>Safety and wellness</td>
<td>18,500</td>
<td>6,497</td>
<td>12,003</td>
<td>35.1%</td>
</tr>
<tr>
<td>Other grant/donation expenditures</td>
<td>230,296</td>
<td>43,998</td>
<td>186,298</td>
<td>19.1%</td>
</tr>
<tr>
<td>Administrative support</td>
<td>10,500</td>
<td>1,858</td>
<td>8,642</td>
<td>17.7%</td>
</tr>
<tr>
<td>Equipment rental</td>
<td>3,620</td>
<td>3,284</td>
<td>337</td>
<td>90.7%</td>
</tr>
<tr>
<td>Other</td>
<td>(59,362)</td>
<td>15,986</td>
<td>(75,347)</td>
<td>-26.9%</td>
</tr>
<tr>
<td><strong>Total Other Services</strong></td>
<td>1,005,537</td>
<td>641,174</td>
<td>364,363</td>
<td>63.8%</td>
</tr>
</tbody>
</table>

**Capital Outlay**

<table>
<thead>
<tr>
<th>Account Description</th>
<th>2019 Budget</th>
<th>YTD Actual</th>
<th>Available Budget</th>
<th>% Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>107,953</td>
<td>48,105</td>
<td>59,849</td>
<td>44.6%</td>
</tr>
<tr>
<td><strong>Total Capital Outlay</strong></td>
<td>107,953</td>
<td>48,105</td>
<td>59,849</td>
<td>44.6%</td>
</tr>
</tbody>
</table>

**Operating Transfers to Other Funds**

<table>
<thead>
<tr>
<th>Account Description</th>
<th>2019 Budget</th>
<th>YTD Actual</th>
<th>Available Budget</th>
<th>% Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund transfers out</td>
<td>2,443,411</td>
<td>2,443,411</td>
<td>-</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$ 35,925,494</td>
<td>$ 29,947,409</td>
<td>$ 5,978,085</td>
<td>83.4%</td>
</tr>
</tbody>
</table>
Pikes Peak Library District
Special Revenue Funds
For the Eleven-Month Period Ended November 30, 2019

Fund Balance - January 1, 2019 $ 160,757

Expenditures 39,149

Fund Balance - November 30, 2019 $ 121,608

Fund Balance - By Fund - November 30, 2019

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Fund</td>
<td>$ 212</td>
</tr>
<tr>
<td>Cheyenne Mountain Library Fund</td>
<td>812</td>
</tr>
<tr>
<td>Fountain Branch Library Fund</td>
<td>3,768</td>
</tr>
<tr>
<td>High Prairie Library Fund</td>
<td>93,012</td>
</tr>
<tr>
<td>Sand Creek Library Fund</td>
<td>17,319</td>
</tr>
<tr>
<td>1905 Carnegie Library Facility Fund</td>
<td>4,374</td>
</tr>
<tr>
<td>Carnegie Garden Support Fund</td>
<td>998</td>
</tr>
<tr>
<td>Special Collections Support Fund</td>
<td>1,113</td>
</tr>
</tbody>
</table>
Pikes Peak Library District
East Library Capital Projects Fund
For the Eleven‐Month Period Ended November 30, 2019

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Approved Budget</th>
<th>Mid-Year Adjustment</th>
<th>Revised Budget</th>
<th>2019 Activity</th>
<th>Encumbrances</th>
<th>Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donations-PPLD Foundation</td>
<td>$5,000</td>
<td>$ -</td>
<td>$5,000</td>
<td>$ -</td>
<td>$ -</td>
<td>$5,000</td>
</tr>
<tr>
<td>Fund Transfers In</td>
<td>139,627</td>
<td>-</td>
<td>139,627</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues and Other Sources of Funds</strong></td>
<td>144,627</td>
<td>-</td>
<td>144,627</td>
<td>139,627</td>
<td>-</td>
<td>5,000</td>
</tr>
</tbody>
</table>

| Expenditures                          |                 |                     |                |               |             |                 |
|---------------------------------------|                 |                     |                |               |             |                 |
| Chiller Roof Structure Over Pit       | 19,000          | -                   | 19,000         | 8,715         | 10,285       | -               |
| Roofing Evaluation & Design           | 30,000          | -                   | 30,000         | -             | -            | 30,000          |
| Window Screen/Shades-Children         | 1,627           | (1,627)             | -              | -             | -            | -               |
| External Filtration System            | 10,000          | (8,093)             | 1,907          | 1,907         | -            | -               |
| Replace Emergency Generator           | 60,000          | 23,065              | 83,065         | 1,950         | 650          | 80,465          |
| Enclose Chiller Pit                   | -               | 15,398              | 15,398         | 2,665         | 4,933        | 7,800           |
| Reading Bay Area Furniture            | 15,000          | 5,000               | 20,000         | -             | -            | 20,000          |
| Patio Furniture (Fundraising)         | 5,000           | (5,000)             | -              | -             | -            | -               |
| Shared Workstation - 4-Person         | 4,000           | (1,235)             | 2,765          | 2,765         | -            | -               |
| Additional Study Room Chairs          | -               | 3,500               | 3,500          | 3,547         | -            | (47)            |
| Reface Cabinets In Story Office       | -               | 5,500               | 5,500          | -             | -            | 5,500           |
| Contingency                           | -               | 39,645              | 39,645         | -             | -            | 39,645          |
| IT Equipment                          | -               | 2,071               | 2,071          | -             | -            | 2,071           |
| **Total Expenditures**                | $144,627        | $78,224             | $222,851       | $21,549       | $15,868      | $185,434        |

| Excess Revenues over Expenditures     |                 |                     |                |               |             | 118,078        |
| Fund Balance - January 1, 2019        |                 |                     |                |               |             | 78,224         |
| Fund Balance - November 30, 2019      |                 |                     |                |               |             | $196,302       |
### Revenues and Other Sources of Funds

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Approved Budget</th>
<th>Carryover</th>
<th>Revised Budget</th>
<th>2019 Activity</th>
<th>Encumbrances</th>
<th>Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Transfers In</td>
<td>$96,700</td>
<td>$-</td>
<td>$96,700</td>
<td>$96,700</td>
<td>$-</td>
<td>$-</td>
</tr>
</tbody>
</table>

### Expenditures

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Approved Budget</th>
<th>Carryover</th>
<th>Revised Budget</th>
<th>2019 Activity</th>
<th>Encumbrances</th>
<th>Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asphalt Crack Fill</td>
<td>15,500</td>
<td>15,500</td>
<td>15,764</td>
<td>-</td>
<td>(264)</td>
<td></td>
</tr>
<tr>
<td>Roofing Evaluation</td>
<td>30,000</td>
<td>30,000</td>
<td>-</td>
<td>30,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roof Inspection And Repairs</td>
<td>-</td>
<td>5,130</td>
<td>5,130</td>
<td>-</td>
<td></td>
<td>5,130</td>
</tr>
<tr>
<td>Replace Existing Parking Meter</td>
<td>-</td>
<td>50,000</td>
<td>50,000</td>
<td>-</td>
<td></td>
<td>50,000</td>
</tr>
<tr>
<td>Penrose Campus Project</td>
<td>-</td>
<td>850,363</td>
<td>850,363</td>
<td>558,554</td>
<td>8,652</td>
<td>283,157</td>
</tr>
<tr>
<td>Replace Lobby Rooftop Unit</td>
<td>23,500</td>
<td>23,500</td>
<td>20,544</td>
<td>-</td>
<td>2,956</td>
<td></td>
</tr>
<tr>
<td>Replace Existing Fire Panel</td>
<td>18,500</td>
<td>18,500</td>
<td>16,921</td>
<td>-</td>
<td>1,579</td>
<td></td>
</tr>
<tr>
<td>Charging Station Outlets</td>
<td>2,000</td>
<td>2,000</td>
<td>-</td>
<td>-</td>
<td>2,000</td>
<td></td>
</tr>
<tr>
<td>Larger Trash Receptacles</td>
<td>3,600</td>
<td>3,600</td>
<td>-</td>
<td>-</td>
<td>3,600</td>
<td></td>
</tr>
<tr>
<td>Adjustable Height Desks</td>
<td>3,600</td>
<td>3,600</td>
<td>852</td>
<td>-</td>
<td>2,748</td>
<td></td>
</tr>
<tr>
<td>Chiller Replacement</td>
<td>-</td>
<td>55,000</td>
<td>55,000</td>
<td>-</td>
<td>55,000</td>
<td></td>
</tr>
<tr>
<td>Penrose Renovation Contingency</td>
<td>-</td>
<td>42,875</td>
<td>42,875</td>
<td>2,514</td>
<td>-</td>
<td>40,361</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$96,700</strong></td>
<td><strong>$1,003,368</strong></td>
<td><strong>$1,100,068</strong></td>
<td><strong>$615,149</strong></td>
<td><strong>$8,652</strong></td>
<td><strong>$476,267</strong></td>
</tr>
</tbody>
</table>

**Excess Revenues over Expenditures**

$(518,449)

**Fund Balance - January 1, 2019**

$1,003,368

**Fund Balance - November 30, 2019**

$484,919
# Revenues and Other Sources of Funds

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Approved Budget</th>
<th>Carryover</th>
<th>Revised Budget</th>
<th>2019 Activity</th>
<th>Encumbrances</th>
<th>Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Transfers In</td>
<td>$ 1,156,100</td>
<td>$ -</td>
<td>$ 1,156,100</td>
<td>$ 1,156,100</td>
<td>$ -</td>
<td>$ -</td>
</tr>
</tbody>
</table>

## Expenditures

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Approved Budget</th>
<th>Carryover</th>
<th>Revised Budget</th>
<th>2019 Activity</th>
<th>Encumbrances</th>
<th>Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venue Improv &amp; Equip</td>
<td>-</td>
<td>33,676</td>
<td>33,676</td>
<td>-</td>
<td>-</td>
<td>33,676</td>
</tr>
<tr>
<td>Concrete Walkway Ea To South</td>
<td>-</td>
<td>19,500</td>
<td>19,500</td>
<td>-</td>
<td>-</td>
<td>19,500</td>
</tr>
<tr>
<td>Courtyard Improvements</td>
<td>-</td>
<td>20,000</td>
<td>20,000</td>
<td>19,916</td>
<td>-</td>
<td>84</td>
</tr>
<tr>
<td>Roof Replacement</td>
<td>1,035,000</td>
<td>(52,637)</td>
<td>982,363</td>
<td>663,879</td>
<td>192,056</td>
<td>126,428</td>
</tr>
<tr>
<td>Replace Skylight/Repairs</td>
<td>108,000</td>
<td>-</td>
<td>108,000</td>
<td>104,560</td>
<td>-</td>
<td>3,440</td>
</tr>
<tr>
<td>Re-Bulb Children’s Area</td>
<td>1,200</td>
<td>-</td>
<td>1,200</td>
<td>-</td>
<td>120</td>
<td>-</td>
</tr>
<tr>
<td>Children’s Shelf Movers</td>
<td>2,500</td>
<td>-</td>
<td>2,500</td>
<td>-</td>
<td>200</td>
<td>-</td>
</tr>
<tr>
<td>Studio Column, Make Space</td>
<td>1,000</td>
<td>-</td>
<td>1,000</td>
<td>-</td>
<td>1000</td>
<td>-</td>
</tr>
<tr>
<td>Roof Repairs</td>
<td>-</td>
<td>2,350</td>
<td>2,350</td>
<td>-</td>
<td>200</td>
<td>-</td>
</tr>
<tr>
<td>Signage</td>
<td>-</td>
<td>5,000</td>
<td>5,000</td>
<td>-</td>
<td>500</td>
<td>-</td>
</tr>
<tr>
<td>Improv Teen Gaming Room</td>
<td>-</td>
<td>9,409</td>
<td>9,409</td>
<td>-</td>
<td>9,409</td>
<td>-</td>
</tr>
<tr>
<td>Ent &amp; Make ii Window Treatment</td>
<td>-</td>
<td>4,152</td>
<td>4,152</td>
<td>-</td>
<td>4,152</td>
<td>-</td>
</tr>
<tr>
<td>Roof Replacement</td>
<td>-</td>
<td>40,200</td>
<td>40,200</td>
<td>13,938</td>
<td>26,262</td>
<td>-</td>
</tr>
<tr>
<td>Office Chairs-Meeting Room</td>
<td>7,200</td>
<td>-</td>
<td>7,200</td>
<td>6,000</td>
<td>1200</td>
<td>-</td>
</tr>
<tr>
<td>Tables-Adjustable Height, Cm</td>
<td>1,200</td>
<td>-</td>
<td>1,200</td>
<td>-</td>
<td>1,200</td>
<td>-</td>
</tr>
<tr>
<td>Audio Booth</td>
<td>-</td>
<td>2,000</td>
<td>2,000</td>
<td>-</td>
<td>200</td>
<td>-</td>
</tr>
<tr>
<td>New Teen Service Desk</td>
<td>-</td>
<td>1,200</td>
<td>1,200</td>
<td>-</td>
<td>1,200</td>
<td>-</td>
</tr>
<tr>
<td>Contingency</td>
<td>-</td>
<td>101,068</td>
<td>101,068</td>
<td>67,668</td>
<td>2,264</td>
<td>31,136</td>
</tr>
<tr>
<td>Install Additional Can Lights</td>
<td>-</td>
<td>1,200</td>
<td>1,200</td>
<td>-</td>
<td>1,200</td>
<td>-</td>
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<tr>
<td>Munis Record Management System</td>
<td>-</td>
<td>30,000</td>
<td>30,000</td>
<td>-</td>
<td>30,000</td>
<td>-</td>
</tr>
<tr>
<td>Av Equipment Maintenance</td>
<td>-</td>
<td>4,686</td>
<td>4,686</td>
<td>3,264</td>
<td>-</td>
<td>1,422</td>
</tr>
<tr>
<td>Studio Noise Mitigation</td>
<td>-</td>
<td>21,979</td>
<td>21,979</td>
<td>1,417</td>
<td>-</td>
<td>20,562</td>
</tr>
<tr>
<td>Increase Stage Size</td>
<td>-</td>
<td>4,908</td>
<td>4,908</td>
<td>1,788</td>
<td>-</td>
<td>3,120</td>
</tr>
<tr>
<td>Venue Led Lighting</td>
<td>-</td>
<td>3,572</td>
<td>3,572</td>
<td>3,095</td>
<td>-</td>
<td>477</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$ 1,156,100</strong></td>
<td><strong>$ 252,264</strong></td>
<td><strong>$ 1,408,364</strong></td>
<td><strong>885,525</strong></td>
<td><strong>195,520</strong></td>
<td><strong>$ 327,319</strong></td>
</tr>
</tbody>
</table>

## Excess Revenues over Expenditures

$ 270,575

## Fund Balance - January 1, 2019

$ 252,263

## Fund Balance - November 30, 2019

$ 522,838
Pikes Peak Library District  
Capital Reserve Fund  
For the Eleven-Month Period Ended November 30, 2015

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Approved Budget</th>
<th>Carryover</th>
<th>Revised Budget</th>
<th>2019 Activity</th>
<th>Encumbrances</th>
<th>Available Budget</th>
</tr>
</thead>
</table>

### Revenues and Other Sources of Funds

Donations-PPLD Foundation  
$123,000  
Fund Transfers In  
1,050,984

Total Revenues and Other Sources of Funds  
1,173,984

### Expenditures

#### 2019 Budget

**Facilities**

- Dw- Asphalt Maintenance  
  7,500  
- CAL - Landscape allowance  
  - 40,000 - 40,000 - 40,000
- Fo-Window Tint - Children's  
  3,000  
- Ho-Replace Meeting Room Carpet  
  13,000 - 13,000 - 13,000 -
- Ho-Repaint Interior  
  10,000 - 10,000 - 10,000 -
- Update Service Points  
  5,000 - 5,000 - 4,421 - 579
- Ho-Add Electricity In Storage  
  2,000 - 2,000 - 2,000 -
- Mo-Replace Bulbs  
  1,200 - 1,200 - 864 - 336
- Oil-Replace Floor Main Level  
  75,000 - 75,000 - 75,000 -
- Ellicott Facility Allowance  
  200,000 - 200,000 - 200,000 -
- Roof Inspection  
  10,000 - 10,000 - 10,000 -
- Calhan Project  
  - 341,134 341,134 234,868 67,593 38,673
- Dw- Concrete Replacement  
  - 23,560 23,560 3,240 2,390 17,930
- Dw- Asphalt Repairs  
  - 15,072 15,072 716 - 14,356
- Staff Lounges Improvements  
  - 29,916 29,916 2,883 - 27,033
- Water Management System  
  - 10,000 10,000 685 9,315 -
- CAL - Intrusion Alarm  
  - 3,500 3,500 - 2,762 738
- Upgrade Fire System Dialers  
  - 15,000 15,000 - - 15,000
- CAL - Furniture  
  - 39,357 39,357 19,679 19,679 -
- Ch-Work Room Cabinets&Storage  
  2,000 - 2,000 - 2,000 -
- Fo-Av Closet - Meeting Room  
  3,000 - 3,000 - 3,000 -
- Ho-Meeting Room Furniture  
  15,000 - 15,000 15,198 - (198)
- Ho-Study Room Furniture  
  3,000 - 3,000 2,962 - 38
- Ro-Redesign Children's Area  
  2,500 - 2,500 - 2,500 -
- Childrens&Teen Area Furniture  
  - 7,000 7,000 - 7,000 -
- CAL - Shelving  
  - 15,187 15,187 7,594 7,593 -
- Vehicles  
  - 8,625 8,625 - 8,625 -
- Replace Generator For Bo  
  - 12,500 12,500 - 12,500 -
- Contingency  
  50,000 - 50,000 18,937 15,075 15,988
- CAL - Contingency  
  - 11,578 11,578 - - 11,578
- Contingency  
  - 154,254 154,254 40,399 1,380 112,475
- Contingency - Furniture Replacement  
  - 24,509 24,509 160 - 24,349
- CAL - Signage  
  - 10,000 10,000 3,809 4,106 2,085

**Sub-total**  
402,200 761,192 1,163,392 387,043 131,892 644,457

### Information Technology

- Servers-Ea Data Updates  
  2,000 - 2,000 - - 2,000
- Data Center Redesign Servers  
  75,000 - 75,000 - - 75,000
- Technology Refresh (Staff)  
  19,000 - 19,000 12,809 1,755 4,436
- Technology Refresh (Patrons)  
  131,000 - 131,000 130,845 - - 131,000
- Pcs-Video Editing  
  11,114 - 11,114 - - 11,114
- Replace Computers  
  - 39,485 39,485 23,750 6,582 9,153
- Technology Refresh (Patrons)  
  - 68,795 68,795 3,279 - - 65,516
- Isoc Computers  
  - 10,000 10,000 - - 10,000
- Laptops- Young Adult Services  
  6,000 - 6,000 5,897 - 103
- Laptops-Children's IPad  
  6,000 - 6,000 5,980 - 20
- Self-Check - Data Ports  
  2,500 - 2,500 - - 2,500

Pikes Peak Library District Board of Trustees  
January 22, 2020  
Page 60 of 78
## Pikes Peak Library District
### Capital Reserve Fund
#### For the Eleven-Month Period Ended November 30, 2015

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Approved Budget</th>
<th>Carryover</th>
<th>Revised Budget</th>
<th>2019 Activity</th>
<th>Encumbrances</th>
<th>Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scanners-Collect Management</td>
<td>2,080</td>
<td>-</td>
<td>2,080</td>
<td>-</td>
<td>-</td>
<td>2,080</td>
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<tr>
<td>Barcode Scanners</td>
<td>-</td>
<td>15,102</td>
<td>15,102</td>
<td>-</td>
<td>-</td>
<td>15,102</td>
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<tr>
<td>RFID Wands</td>
<td>-</td>
<td>15,000</td>
<td>15,000</td>
<td>-</td>
<td>-</td>
<td>15,000</td>
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<tr>
<td>Copier Replacement</td>
<td>-</td>
<td>301,000</td>
<td>301,000</td>
<td>14,135</td>
<td>2,982</td>
<td>283,883</td>
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<tr>
<td>Network Switches/Ups</td>
<td>100,000</td>
<td>-</td>
<td>100,000</td>
<td>82,739</td>
<td>-</td>
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<tr>
<td>Surveillance System Redesign</td>
<td>30,000</td>
<td>-</td>
<td>30,000</td>
<td>-</td>
<td>6,922</td>
<td>23,078</td>
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<tr>
<td>Telephone Switches</td>
<td>-</td>
<td>94,834</td>
<td>94,834</td>
<td>61,502</td>
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<td>33,332</td>
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<td>Firewall Replacement</td>
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<td>45,000</td>
<td>45,000</td>
<td>14,455</td>
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<td>30,545</td>
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<tr>
<td>Switches/Ups Replacement</td>
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<td>40,000</td>
<td>40,000</td>
<td>11,606</td>
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<td>28,394</td>
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<td>CAL - IT Equipment</td>
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<td>54,886</td>
<td>54,886</td>
<td>43,278</td>
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<td>Archival Manag System</td>
<td>-</td>
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<td>-</td>
<td>13,400</td>
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<tr>
<td>Am Bins (2)</td>
<td>-</td>
<td>20,000</td>
<td>20,000</td>
<td>-</td>
<td>-</td>
<td>20,000</td>
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<tr>
<td>Special Collections Equip</td>
<td>-</td>
<td>29,000</td>
<td>29,000</td>
<td>15,380</td>
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<td>13,620</td>
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<td>Ea Library Tween Computers</td>
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<td>4,000</td>
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<td>Datacenter Project</td>
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<td>125,000</td>
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<td>-</td>
<td>125,000</td>
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<tr>
<td>Av Equip For Audio Visual Dw</td>
<td>-</td>
<td>50,000</td>
<td>50,000</td>
<td>-</td>
<td>-</td>
<td>50,000</td>
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<tr>
<td>Isoc - A/V Standardization</td>
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<td>-</td>
<td>75,000</td>
<td>-</td>
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<td>It Management Reserve</td>
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<tr>
<td>Contingency I/T</td>
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<td>6,335</td>
<td>2,320</td>
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<td>4,015</td>
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<tr>
<td><strong>Sub-total</strong></td>
<td>642,194</td>
<td>908,236</td>
<td>1,550,430</td>
<td>427,975</td>
<td>21,681</td>
<td>1,100,774</td>
</tr>
</tbody>
</table>

### Creative Services/Video Studio

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Approved Budget</th>
<th>Carryover</th>
<th>Revised Budget</th>
<th>2019 Activity</th>
<th>Encumbrances</th>
<th>Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wireless Mic Kit</td>
<td>1,300</td>
<td>-</td>
<td>1,300</td>
<td>-</td>
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<td>1,300</td>
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<tr>
<td>Audio Recorder</td>
<td>300</td>
<td>-</td>
<td>300</td>
<td>-</td>
<td>-</td>
<td>300</td>
</tr>
<tr>
<td>Audio Recorder Kit</td>
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<td>-</td>
<td>1,200</td>
<td>-</td>
<td>-</td>
<td>1,200</td>
</tr>
<tr>
<td>Video Projector Repl &amp; Additional</td>
<td>-</td>
<td>5,000</td>
<td>5,000</td>
<td>-</td>
<td>-</td>
<td>5,000</td>
</tr>
<tr>
<td>Cameras - Studio21C</td>
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<td>-</td>
<td>37,500</td>
<td>-</td>
<td>-</td>
<td>37,500</td>
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<tr>
<td>Dsl Cameras - Checkout</td>
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<td>5,700</td>
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<td>-</td>
<td>5,700</td>
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<td>Teleprompter</td>
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<td>-</td>
<td>1,550</td>
<td>-</td>
<td>-</td>
<td>1,550</td>
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<tr>
<td>Video Cam Kit - Checkout</td>
<td>3,000</td>
<td>-</td>
<td>3,000</td>
<td>-</td>
<td>-</td>
<td>3,000</td>
</tr>
<tr>
<td>Gopro Kits</td>
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<td>-</td>
<td>1,500</td>
<td>-</td>
<td>-</td>
<td>1,500</td>
</tr>
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<td>Tripod System</td>
<td>320</td>
<td>-</td>
<td>320</td>
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<td>-</td>
<td>320</td>
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<tr>
<td>Photo Roller System</td>
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<td>-</td>
<td>1,000</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Checkout Equip 21C</td>
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<td>-</td>
<td>3,900</td>
<td>-</td>
<td>-</td>
<td>3,900</td>
</tr>
<tr>
<td>Chargeable Batteries</td>
<td>1,620</td>
<td>-</td>
<td>1,620</td>
<td>-</td>
<td>-</td>
<td>1,620</td>
</tr>
<tr>
<td>Isolation Booth 21C Studio</td>
<td>20,000</td>
<td>-</td>
<td>20,000</td>
<td>20,000</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Cricut Machines</td>
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<td>-</td>
<td>1,200</td>
<td>-</td>
<td>-</td>
<td>1,200</td>
</tr>
<tr>
<td>Sa-Vinyl Record Cutter</td>
<td>9,000</td>
<td>-</td>
<td>9,000</td>
<td>-</td>
<td>-</td>
<td>9,000</td>
</tr>
<tr>
<td>Sa-Larger Klin</td>
<td>3,000</td>
<td>-</td>
<td>3,000</td>
<td>-</td>
<td>-</td>
<td>3,000</td>
</tr>
<tr>
<td>Ea-Larger Laser Cutter</td>
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<td>-</td>
<td>18,000</td>
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<td>560</td>
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<tr>
<td>New Maker Kits</td>
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<td>-</td>
<td>-</td>
<td>1,000</td>
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<tr>
<td>Equipment Replacement</td>
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<td>-</td>
<td>3,500</td>
<td>791</td>
<td>-</td>
<td>2,709</td>
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<tr>
<td>New Machinery</td>
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<td>-</td>
<td>48,886</td>
<td>-</td>
<td>-</td>
<td>48,886</td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
<td>114,590</td>
<td>53,886</td>
<td>168,476</td>
<td>38,231</td>
<td>-</td>
<td>130,245</td>
</tr>
</tbody>
</table>

**Total Expenditures**

$1,158,984 $1,723,314 $2,882,298 $853,249 $153,573 $1,875,476

**Excess Revenues over Expenditures**

197,735

**Fund Balance - January 1, 2019**

1,708,313

**Fund Balance - November 30, 2019**

$1,906,048
## Pikes Peak Library District
### Receipts and Disbursements by Cash Account
**For the Month of November 2019**

<table>
<thead>
<tr>
<th></th>
<th>ColoTrust Investments</th>
<th>US Bank Checking</th>
<th>Total Cash</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash and Investments Balance November 1, 2019</strong></td>
<td>$17,690,715</td>
<td>$1,026,018</td>
<td>$18,716,733</td>
</tr>
<tr>
<td><strong>Receipts November 2019</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Taxes</td>
<td>577,823</td>
<td>-</td>
<td>577,823</td>
</tr>
<tr>
<td>Daily Cash Receipts</td>
<td>-</td>
<td>14,066</td>
<td>14,066</td>
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<tr>
<td>Credit Card Receipts</td>
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<td>9,234</td>
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<tr>
<td>Interest</td>
<td>27,487</td>
<td>-</td>
<td>27,487</td>
</tr>
<tr>
<td><strong>Disbursements November 2019</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment of Bills week of 11/1/2019</td>
<td>-</td>
<td>(12,955)</td>
<td>(12,955)</td>
</tr>
<tr>
<td>Payment of Bills week of 11/8/2019</td>
<td>-</td>
<td>(535,837)</td>
<td>(535,837)</td>
</tr>
<tr>
<td>Payment of Bills week of 11/15/2019</td>
<td>-</td>
<td>(49,887)</td>
<td>(49,887)</td>
</tr>
<tr>
<td>Payment of Bills week of 11/22/2019</td>
<td>-</td>
<td>(361,993)</td>
<td>(361,993)</td>
</tr>
<tr>
<td>Payment of Bills week of 11/29/2019</td>
<td>-</td>
<td>(64,618)</td>
<td>(64,618)</td>
</tr>
<tr>
<td>Payroll 11/1/2019</td>
<td>-</td>
<td>(649,702)</td>
<td>(649,702)</td>
</tr>
<tr>
<td>Payroll 11/15/2019</td>
<td>-</td>
<td>(671,808)</td>
<td>(671,808)</td>
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<tr>
<td>Payroll 11/29/2019 and End of Month</td>
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<td>(874,077)</td>
<td>(874,077)</td>
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<tr>
<td>Transfer to Health Plan funds</td>
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<td>(27,391)</td>
<td>(27,391)</td>
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<tr>
<td><strong>Transfer between funds</strong></td>
<td>(2,300,000)</td>
<td>2,300,000</td>
<td>-</td>
</tr>
<tr>
<td><strong>Cash and Investments Balance November 30, 2019</strong></td>
<td>$15,996,025</td>
<td>$101,050</td>
<td>$16,097,075</td>
</tr>
</tbody>
</table>
Community

The 2019 Yule Ball is an annual event to recognize the cultural touchstone that the Harry Potter series has become. The attendance estimate is 550 patrons of all ages. Holding the Yule Ball at Coronado High School was a great opportunity to develop another partnership with School District 11. Becca Philipsen, Britt Bloom, Lauren Fellers, and Kirsten (YAS Work Study) with YAS helped in the Prefect’s Lounge where participants 16+ could hang out and drink non-alcoholic butterbeer, make alcohol ink house inspired ornaments, make mini book charms, or create an origami howler. Joe Paisley did a wonderful job organizing volunteers, staff, and patrons for a magical event.

Heidi Buljung, of AS, organized PPLD’s participation in the Festival of Lights Parade. Organizers estimated that over 50,000 people attended.

High Prairie put on a community caring event that was very successful and widely popular - we even had patrons that don’t typically come to our branch! For the last week of November and first week of December we collected cards for Operation Gratitude. During the first week of December we hosted a hot chocolate bar on 3 different occasions and put out card making supplies, we had over 100 people come and make cards! It was great to see the community coming together for a common purpose, which was the goal of the passive program.

Rockrimmon also hosted a popular Cookie Tin decorating and recipe exchange program.

Resources

Palmer Lake’s December homeschool program, Celebrations Around the World, had 31 attendees. Children and families heard about the Aztec roots of Mexico’s Day of the Dead, learned why the Chinese New Year is not celebrated on January 1, and tried their hand at the Norwegian Christmas tradition of weaving heart-shaped paper baskets.

Cheyenne held our second annual Community Food Faire event on December 21. We opened early with a pancake breakfast served by staff, volunteers, and our community partner, Karen Fleming with Meadows Park Community Center. Natalie Avila from Colorado Springs Food Rescue provided an activity and opportunity for patrons who may experience food insecurity the chance to find resources. A craft table included cookbook creations and old fashioned holiday decorations, a cranberry garland and orange clove pomander. Staff organized DIY gingerbread houses for kids and teens to make from recycled cardboard boxes, assorted candy, and paper. More food options included bottomless coffee from our neighbor, Caffeinated Cow and soup from the Burrowing Owl. Patty’s Hamburger’s Food Truck served lunch as well.

Innovation / Creativity

Amy Rodda helped coordinate the Holiday Vegan Market at Library 21c along with Catie Tierney and Hillary Dodge and Colorado Springs Vegan Events. The event went very well and we had over 3500 attendees and many new library cards were issued.

Creative Services staff reviewed applications and interviewed applicants for the 2020 Maker in Residence program. Textiles West has been selected for the Spring residency, and will offer several hand-stitched fabric collage classes for patrons across the district, in addition to creating a collaborative piece that will involve the community and represent what community means to them. Cara McKinley has been selected for the Fall residency, and will offer a variety of clay/plaster/metal/glass working classes, teaching participants how to create sculptural pieces using renewable resources, repurposing whenever possible.
Andrea Keiter, supervisor of our new Calhan Library, reached out to Dave Somers, the Outreach and Development Director of Envida, concerning transportation for the patrons living at the Paulson Senior Center in Calhan. They were able to develop a plan that would give seniors who are unable to drive the ability to attend the library programs using their free transportation services. We are thankful for Envida’s willingness to help by supporting the Calhan library and its patrons and our future programs!

At East, for Senior Lunch and a Movie, we showed Bohemian Rhapsody and 41 people attended. Trent remarked that that was a fantastic turnout given that it is the holidays. One patron shared a snack with staff members present. It was one patrons’ first time at Senior Lunch and a Movie and she loved it.

Service

Betty McDonald, of Children's Services, sent out a new Spring 2020 Lightning Lesson menu to all schools, adding Keva planks and Bee Bots. Lightning Lessons have been very successful this fall. Since Sept., children's staff have provided over 40 classroom Lightning lessons in the schools involving STEM, history, and art.

Alicia Gomori-Lusker (Fountain Library Manager) and Mark Fletcher (Library Supervisor) met with the Special Education Facilitator at Fountain-Fort Carson High School. This meeting was the first step to bring in student volunteers at the Fountain Library from FFCHS. This will be a great opportunity for the volunteers to learn basic job training and social skills. These volunteers will also help us with shelf reading and keeping our family place area nice and clean.

Ruth Holley families enjoy time to chat, compare notes, and share ideas during Stay and Play. Cynde Roberts (Senior Library Associate) overheard a mom inviting a new family to join the Ruth Holley Toddler Time mom’s group for an upcoming visit to the zoo. This group (not an official library sponsored group) grew out of the friendships developed during our Ruth Holley’s Toddler programs.

Sand Creek was officially recognized as a Family Place Site in December after our walk through with staff from Family Place. Jordan gave a presentation about our Family Place playgroups to community members who were invited to the event. We will be added to the Family Place website as well as be able to hang the Family Place banner we were given.

Internal – Staff

In Childrens Service's we are happy to welcome Emily Kohut, our new Children's Services Administrative Specialist!

At Library 21c, Adult, C3, and Children's staff have been supporting Circulation during a recent period of high staff vacancies, low volunteer hours, and holiday closures. Shelving materials in a timely manner ensures patrons have access to materials as quickly as possible, and the OPAC accurately reflects and communicates an item’s status. Front-line staff have demonstrated extraordinary customer service, flexibility and teamwork by working with Circulation to reshelve items, process bins, and maintain pull lists.

Everyone enjoyed the Equity training given by Dr. Nita Mosby Tyler. We all learned something from her training that we can take back to the library and to the community.

Accountability

Library 21c received a book challenge for Escape from Asylum by Madeleine Roux. The challenge forms have been shared with leadership.
### Current Month Circulation Comparison by Facility

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<thead>
<tr>
<th>Facility</th>
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<th>2018</th>
<th>% Change</th>
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<tr>
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### Current Month e-materials & Summary

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### YTD CIRC Comparison

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### Circulation with Renewals

**December 2019**

- Penrose: 335,949 (335,949) - 19.6%
- Mobile Libraries: 92,361 (92,361) - 9.4%
- Calhan: 2,146 (2,146) 0.0%
- Cheyenne: 268,265 (268,265) - 9.3%
- Fountain: 119,690 (119,690) - 15.7%
- High Prairie: 196,690 (196,690) - 8.5%
- Rush Holley: 215,574 (215,574) - 15.9%
- Manitou Springs: 33,231 (33,231) 0.0%
- Monument: 263,830 (263,830) - 7.9%
- Old Colorado City: 140,735 (152,205) - 7.5%
- Palmer Lake: 29,426 (28,258) 4.1%
- Rockrimmon: 246,677 (265,560) - 7.1%
- Sand Creek: 217,284 (262,972) - 17.4%
- Ute Pass: 17,289 (21,432) - 18.3%
- Senior Van: 17,352 (20,821) - 17.6%
- East: 938,154 (961,004) - 2.4%
- Library Ztc: 634,754 (700,557) - 9.4%
- **Total Physical Materials**: 3,769,407 (4,160,974) - 9.4%

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**Circulation with Renewals**

- **Renewals** added to the circulation numbers above, providing a more accurate representation of library usage.
### YTD Circ Comparison 2019 vs 2018

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<th>% Change</th>
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#### Circulation Report By Facility December 2019

![Circulation Report By Facility December 2019](image)

### Current Month Comparison

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<th>% Change</th>
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<tr>
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Pikes Peak Library District Board of Trustees  
January 22, 2020  
Page 66 of 78
### 2019 Circulation Item Summary

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Communications Department: Report for January 2020

News coverage and media highlights

- **Total features:**
  - Last month: 59
  - 2019 total: 939, which averages to about 78 per month

- **Highlighted coverage for the month (from the full interactive report):**
  - The first **Holiday Vegan Market** was featured as a Pike's Pick in the *Colorado Springs Gazette* and in several news shows on KKTV. The KKTV piece was shared 681 times on social media.
  - A **young woman who created a documentary** on the behavioral impacts of screens, using resources of used Peak Library District in place of a prestigious film internship, was interviewed alongside Chief Librarian and CEO John Spears on FOX21 News for Give! 2019. She was also featured in the Library Limelight column in the *Woodmen Edition*, *Cheyenne Edition*, and *Tri-Lakes Tribune*.
  - A **profile of Chief Librarian and CEO John Spears** ran in the *COS CEO 2020 Leadership Lessons* publication produced by the *Colorado Springs Business Journal* (article not yet available online).
  - **Library Journal** ran a piece about the **Design Institute**, which they hosted at Pikes Peak Library District in September 2019.
  - **Penrose Library's new mural** was featured in *303 Magazine's list* of their favorite Colorado murals from 2019.

Digital marketing statistics and highlights

- **PPLD.org website statistics:**
  - Monthly totals: 110,684 users, with 93,245 being new; 204,321 sessions; and 358,415 pageviews
  - 2019 totals: 1,496,514 users, with 1,194,945 being new; 2,929,108 sessions; and 5,216,550 pageviews
  - Most popular web page for last month, besides the home page: ppld.org/cybershelf

- **District-wide social media statistics:**
  - **Facebook:** 7,663 total page likes, with 190 new likes last month; 14,452 for total daily engagements last month, with total tracked engagement of 65,228 (March – December)
  - **Twitter:** 5,130 total followers; 10,497 for total annual engagement
  - **Instagram:** 1,540 total followers; 6,847 for total tracked engagement (July – December)
  - **LinkedIn:** 955 total followers; 422 for total tracked engagement (September – December)
Video production statistics & highlights

- **Totals (from June – December 2019):**
  - **Online video views:** 289,488
  - **Content production:** 56 produced by PPLD
  - **PPLD TV:** 21 hours of new programming

Community partnerships, events & other happenings

- **Totals for 2019:**
  - **Community partnerships:** 27, with 19 currently active
  - **Outreach activities:** 124 (excludes school visits)
  - **Known outreach impressions:** 17,087

- **New year, new ways to use your Library!** PPLD’s mini-campaign aims to let people know [how a library card can help them achieve their resolutions](#) and goals, whether it involves health and wellness, hobbies, organization, family, travel, finances, career and business, or something else.

- Save the date for PPLD’s [Winter Adult Reading Program: Imagine Your Story](#)! The annual program runs from Feb. 1 - March 31, and participants can read books and attend Library programs to win prizes.

- Theatreworks presents [Mobile Shakespeare: Comedy of Errors](#), a zany, 75-minute adaption of the classic that’s appropriate for all ages. The performance will take place at Knights of Columbus Hall on Fri., Jan. 24, beginning at 7 p.m.

- Join us at a [KinderSpark! event](#) to discover fun ideas that can enhance early literacy! Caregivers of children who are 0-5 years old can explore pre-reading activities that they can try at home—and get a free book. The events are happening on the following Saturdays from 10 a.m. to noon: Jan. 25 at Ruth Holley Library, Feb. 1 at Cheyenne Mountain Library, and Feb. 8 at East Library.

- In partnership with Converge, PPLD is giving away tickets to [Converge Lecture Series: Anthony Doerr](#), taking place on the evening of Fri., Feb. 7, at the Chapman Foundations Recital Hall of the Ent Center for the Arts. The series aims to build bridges of connection in Colorado Springs by providing lectures with national authors that are designed to inspire conversation. Upcoming authors include Jesmyn Ward on Sat., May 2, and CE Morgan on Fri., Oct. 2.

- The 13th annual [Teen Art Contest](#) is open to middle and high school students who are residents of El Paso County. This year’s theme is 20/20 vision, and submissions are due by Sun., Feb. 16. The awards ceremony taking place on Sun., March 29, at 2 p.m. in Library 21c's venue.

- Join us for [Human Library](#) on Sat., March 7, from 1-4 p.m. at East Library! With a collection of people from all walks of life, the annual program is designed to build a positive framework for conversations that can challenge stereotypes and prejudices through dialogue. Individuals serve as human “books,” and participants can “read” the book by engaging in a conversation with the book on loan. It aims to establish a safe and conversational space where difficult questions are expected, appreciated, and hopefully answered.
The entry deadline for PPLD’s Jean Ciavonne Poetry Contest is Tues., March 3. The contest is open to 4th and 5th grade students in the Pikes Peak region, and this year’s theme is “Poetry Stew: Poems About Food.” Six winners will each receive $50 and a book of poetry during the award ceremony on Sat., April 11.

Meeting and study room statistics

- **Room usage:**
  - **Patron reservations:** 3,209 during the month, bringing the year-to-date total to 43,803—an average of 3,650 per month
  - **Staff-hosted public programs:** 867 public programs, bringing the year-to-date total to 15,385—an average of 1,282 per month

- **Library Market and other related use (reservations and cancellations):**
  - **Use of PPLD.LibraryMarket.com:** 14,356 users; 27,043 sessions; and 129,936 pageviews last month;
  - **Online requests:** 4,393 for last month, bringing the year-to-date total to 54,703
  - **Phone and email inquiries:** 381 for last month, bringing the year-to-date total 5,442

Other key updates

- **Community needs assessment:**
  - The PPLD team is delving into the final reports and data provided by Elevated Insights.
  - We’re working on a public report and traveling presentation deck that will provide a macro-level look for community stakeholders and partners (for release in February 2020).
  - PPLD staff also plan to use the assessment’s findings and recommendations to inform future decisions, such as for strategic planning and marketing/promotion efforts.

- **Other top priorities:**
  - The Communications department recently restructured to better align with its four key areas of focus—branding, community engagement, internal communications, and marketing/promotion.
  - We’re also finalizing the strategic communications framework for Fiscal Year 2020, as well as planning for crisis and issue-related communications.
Projects

The East Library back-up generator is still on schedule. Anticipated production of the generator is slated for January 30, 2020 with shipment a couple of days later. Minor prep to the onsite location will occur through the month of January. Installation is expected to extend through February at this time with substantial completion date set for March 2, 2020.

The project for the installation of a roofing structure over the old chiller pit at the East Library to provide for some protected storage was abandoned in late December. Numerous attempts to get the project through permitting with the Regional Building Department ended with a Fire Department requirement to add a fire sprinkler system to the space. Cost and future challenges in maintaining such a system including harsh winter temperatures proved to outweigh the benefits for proceeding with this project.

The architecture firm, Design Edge has submitted their schematic design for the new Learning Lab planned for the Ruth Holley Library. Walk-throughs are being coordinated at this time for electrical and mechanical engineering firms to detail such needs in the design.

At Library 21c, we wrapped up some upgrades to the former Ricoh Print location in preparation for a new library service point. Improvements included the installation of a one-way viewing window in the staff work area as well as some improvements to the work area millwork. Staff will begin moving into this space soon and are excited for this new space.

We are currently in discussions with architectural firms regarding design for the expansion of the East Security office. This space is planned to expand into the current vending and Weigh and Win space off of the entry lobby. Once design is complete, bids will be procured for the renovation work.

We are currently working with our fire protection contractor on the planning and design for replacement of the existing fire alarm panel at the East Library. The existing panel is original to the building and we are finding parts are becoming more and more obsolete. The new panel will also require us to review system notification units throughout the facility and update the overall fire alarm system.

Facilities department is reviewing all approved 2020 capital projects and purchases and determining the best course of action for completing.

Facilities Staff

Facilities staff was busy with holiday programs as well as assisting other departments in December. Staff helped with set up and take down for events such as the Vegan Market that had an estimated 3,500 attendees, as well as the annual Yule Ball.

Penrose staff assisted the IT department in the computer desk upgrades in the Penrose computer lab. Facilities staff teamed up to assist in the delivering the traveling artwork, Virage, a part of the Art of Colorado's Natural Environment to the Penrose Library. This artwork will travel to other locations in the district throughout 2020.

Monthly Statistics

In the month of December, the Facilities department completed 135 routine visits to district library facilities. Routine visits are done weekly and allow Facilities Specialists and Supervisors to complete any pending work orders, inspect
location for safety issues, address minor projects, restock building supplies and meet with managers regarding any concerns or requests.

Also in the month of December, Facilities staff completed 137 demand work orders (work orders submitted by PPLD staff) accounting for 270.57 hours of staff time and 173 preventive maintenance work orders (work orders scheduled for equipment, etc.) to account for 244.84 hours of staff time for a total of 310 work orders.

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

Over the past month, Facilities completed 128 meeting room set ups at the three large libraries accounting for 67 hours.
Human Resources:

Major projects included the following:

- Organizational Development (Cody Logsdon)
  - Facilitated a team building exercise with the Children's Services team.
  - The first cohort of 9 participants completed PPLD's new Leadership Program.
  - Facilitated Change Management training for the Collection Management team.
  - Piloted a new Customer Service foundations training that will be made available to the district starting in February.
  - The West region completed equity training.
  - Posted the Training Coordinator position.

- HRIS/Benefits/Compliance (Cristina Jaramillo)
  - Completed administration of Open Enrollment.
  - Currently preparing to process the 2020 merit pay increase for staff.
  - Cristina is busy learning the HRIS/Benefits/Compliance issues role.
  - Workers Compensation: 1 new injury was reported in December.

- Wellness program (Laurie Jackson)
  - Routine Revolution Challenge is in progress from January 1- February 28 with 110 participants.

- Volunteer program (Karen Goates)
  - Karen Goates began in this position in December.

- Recruitment (Soumya Gollapalli)
  - Soumya has returned at full capacity, so the temporary hiring freeze has been lifted.

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<td>Separated Employees</td>
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- Training (Vacancy)
  - Angela Gilbert ended her tenure with PPLD in December.

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<td>Team Communication</td>
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<tr>
<td>Equity Training</td>
<td>Dec. 13</td>
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Projects

- Broadband Internet Service Increase. Project completed December 31, 2019.
- Core Switch Installation. Project Estimated Completion Date (ECD) moved from December to March (delay due to staff availability due to other higher priority requirements).
- Transition to Windows 10/Office 2016 completed except for Self-Checks and library workflow stations that will continue to use Windows 7. Cybersecurity risk analysis rated as low since these systems are closed systems.
- Technology Refresh Patrons. Project to replace 143 patron computers throughout the District completed.
- Multifunction Device (MFD) Request for Proposal (RFP). The project team encountered a problem with facsimile services requiring resolution before moving forward. Anticipate providing Finance with requirements end of December.
- Planning to add eight computers to Sand Creek in FY20. Adding these computers required working with Facilities Department to replace existing computer tables to allow for additional computers.
- Voice service wireless phones implemented across District allowing staff to service patrons easier and streamlines access to Security.
- Implemented cloud backup to protect against ransomware.

FY20 Projects

- #1 Priority – E-rate Program RFP to replace internet and wide area network (WAN) service provider
- #2 Priority – Surveillance system replacement RFP
- #3 Priority – MFD

Monthly Statistics

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Beginning in February the monthly IT report will include internet and Wide Area Network (WAN) service availability to provide the Board with information on broadband service for patrons.
Security

Security has finished mining our statistical data for 2019 and some of the higher-level statistics are presented in this report. This project delves much deeper, looking into each region as well as each branch, identifying trends in reports and suspension, and what the trends mean in conjunction with community crime rates, branch visitation numbers, and officer staffing.

Safety

Safety has completed creating twenty-seven new Blood Bourne pathogen cleanup kits and has distributed them across the District retiring all old, out of use equipment. A final coordination of the massive training effort across the District to identify and teach staff in this area is almost complete and will be sent out in the next few weeks.

Other major Safety projects are nearing completion for distribution and will be updated soon.

Social Services

2019 statistics were compiled for social Services and highlights are listed here:

- 551 separate contacts
- CONNECT group: Began April 2019. Total attendance of all groups for the year = 390
- 1 individual moved into transitional housing
- 1 individual moved into her own apartment after securing assistance for paying off a prior eviction (and other types of assistance for meeting requirements for the Housing Authority)
- 1 individual housed in his own apartment in Walsenburg (included coordination with landlord and other social service providers)
- 2 families that I entered into the system housed through coordinated entry; 2 others still in process
- 53 bus passes for appointments, shelter or job interviews

Other successes:
- Secured assistance for free mechanics & lawn care (person was facing citation from the city)
- motel vouchers for a families on cold nights
- clothing and medicine for children
- vouchers for pharmacy
- rides to social security office
- applications for food stamps and Medicaid
- waitlists for the Housing Authority
- appointments with lawyer for disability applications
- financial assistance to return home, get into a new home, & pay utilities
- connection to resources that have provided phones to several individuals through Lifeline phone program