

**PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
November 12, 2019
4 p.m.
Penrose Library**

BOARD MEMBERS, PIKES PEAK LIBRARY DISTRICT STAFF & OTHERS PRESENT

President Wayne Vanderschuere, Vice President Debbie English, Secretary/Treasurer Scott Taylor, Trustee Keith Clayton, Trustee Cathy Grossman, Trustee Mina Liebert, Trustee Ned Stoll

Chief Librarian & CEO John Spears, Chief Safety, Social Services & Security Officer Michael Brantner, Friends of the Pikes Peak Library District Board of Directors President Dora Gonzales, El Paso County Commissioner Longinos Gonzalez, Assistant to the Chief Librarian Sue Hammond, Chief Development Officer & Foundation Executive Officer Lance James, Chief Public Services Officer Teona Shainidze Krebs (4:45 pm), Chief HR & OD Officer Heather Laslie, Director of Children's Services Nancy Maday, Chief Information Officer Rich Peters, Young Adult Services Senior Librarian Becca Philipsen, Chief Communications Officer Michelle Ray, Director of Young Adult Services Joanna Rendon, William Rogers, Chief Facilities Management Officer Gary Syling, Caleb Taylor

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Vanderschuere called the November 12, 2019 regular meeting of the Pikes Peak Library District Board of Trustees to order at 4 p.m.

ITEMS TOO LATE FOR THE AGENDA

There were no items to add to the agenda.

PUBLIC COMMENT

There was no public Comment

CORRESPONDENCE AND PRESENTATIONS

Presentations

Summer Adventure Report

Director of Children's Services Nancy Maday reported on the 2019 Summer Adventure program for patrons from birth through age eleven. Registration for the program was up by about 4% from 2018 with thirteen thousand registrants, and completions were up by 14% from last year. Ms. Maday reported that Communications made an all-out effort to publicize the events this year and that paid off in increased attendance.

Young Adult Services Senior Librarian Becca Philipsen reported that young adult participants (ages 12-18 years) in the 2019 Summer Adventure program showed increased enrollment as well as increased completions. There were 226 young adult programs offered this year with 2,184 in attendance.

Teen volunteers provided more than 8,400 hours during the 2019 Summer Adventure program. PPLD staff are continuing to work to make the volunteer experience as meaningful as possible for teen volunteers.

In partnership with the State Library, PPLD evaluates the summer program by having participants and their parents/caregivers complete the PLA Project Outcome survey. This year's survey results showed that 87% of teens participating learned something new from what they read and 95% of Summer Adventure participants maintained or increased their reading skills this summer.

BUSINESS ITEMS

Board Minutes

Decision 19-11-1: Minutes of the October 8, 2019 Meeting

The minutes of the October 8, 2019 regular meeting of the Pikes Peak Library District Board of Trustees were included in the Board packet.

Motion: Ned Stoll moved to approve the minutes of the October 8, 2019 regular meeting of the Pikes Peak Library District Board of Trustees as presented.

Second: Scott Taylor 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 19-11-2: 2020 Board Meeting Dates

The schedule of proposed dates for regular meetings of the Pikes Peak Library District Board of Trustees was included in the Board packet. A request from one Colorado Springs City Councilmember and Board Liaison to change the meeting dates to a time when City Council Liaisons could attend the meetings led to changing the date to the 4th Wednesday of each month at 4 pm.

At today's meeting, it was noted that March 25 falls in Spring Break week for local schools. After discussion, the Board of Trustees decided to change the March meeting to March 18, 2020.

Motion: Scott Taylor moved that the Pikes Peak Library District Board of Trustees approve the 2020 Board Meeting Dates as discussed, changing the March 25, 2020 meeting to March 18, 2020.

Second: Ned Stoll seconded the motion.

Vote: The motion was approved unanimously.

Decision 19-11-3: Slate of Board Officers for 2020

The Slate of Board Officers for 2020 was included in the Board packet. The creation of a slate of officers is a function of the Board Governance Committee. Governance Committee Chair Scott Taylor consulted with each Board member to create the 2020 slate of officers. The Slate of Board Officers for 2020 presented is as follows: President: Debbie English, Vice President: Mina Liebert, Secretary/Treasurer: Wayne Vanderschuere.

Motion: Cathy Grossman moved that the Pikes Peak Library District Board of Trustees approve the slate of Board officers for 2020 as presented.

Second: Ned Stoll seconded the motion.

Vote: The Board of Trustees approved the motion unanimously. Officers for 2020 will be: Debbie English, President; Mina Liebert, Vice President; Wayne Vanderschuere, Secretary/Treasurer.

President Vanderschuere thanked Scott Taylor for the excellent work he has done as the 2019 Chair of the Board Governance Committee.

Discussion: 2020 Budget

Chief Librarian John Spears led the Board in a discussion of the 2020 Budget. Mr. Spears noted that Chief Financial Officer Michael Varnet was away from the District and could not attend today's meeting. Mr. Spears reminded the Board that a public hearing and final vote on the 2020 Budget will occur on December 10, 2019. It is possible to make changes to the 2020 Budget up until that time.

Mr. Spears provided a detailed review of the 2020 Budget.

- Transmittal Letter: This document provides a bird's-eye view of the factors involved in arriving at the budget.
- The Charts: The 2020 Budget contains many charts that provide a picture of Pikes Peak Library District relative to other public libraries in Colorado. The charts allow the reader to see trends and understand how they are affecting PPLD. Chief Librarian Spears highlighted the following charts:
 - Library Service Area Population (p. 17): PPLD ranks second in the population of its service area. PPLD's fifteen locations serve a service area of over two thousand square miles. In comparison, Denver Public Library's twenty-six locations serve a much smaller area.
 - Library Visits per Capita (p. 18): Although PPLD is one of the most visited public libraries in Colorado, ranking second in total annual visits, PPLD ranks next to last (twelfth) in visits per capita. This indicates that PPLD does have many underserved citizens and needs to have more locations.
 - Total Circulation (p. 21): PPLD ranks third in Colorado for total circulation. However, as PPLD's service area population increases, circulation per capita is decreasing. PPLD has added additional funds to the 2020 budget for library materials. PPLD is a national leader in e-book circulation. However, recent changes in the e-book publishing industry contribute to the costs of e-materials.

- Total Expenditures per Capita (p. 31): Pikes Peak Library District is in thirteenth place in total expenditures per capita.
- Total Operating Revenue (p. 40): PPLD ranks tenth in this category. This is a reflection of wise budgeting and spending with limited funding.
- Staff Expenditures (p. 44-46): The majority of PPLD's operating budget (64%) is spend on staffing.

Information provided in the charts will be helpful in the strategic planning process. Mr. Spears noted that we will take a three-pronged approach to strategic planning. The Community Needs Assessment that is currently wrapping up will inform a facilities master plan. Results from both of these studies will go into the creation of a strategic plan for the District.

- Certification of Tax Levies (p. 53): Most of PPLD's funding comes from property taxes. This was an assessment year and the gross valuation increased significantly. However, we can expect that next year (not an assessment year) the valuation will stay relatively the same. A total mill Levy of 3.733 mills in 2020 means that we will be able to recapture some of our 4 mills and we will have some room to grow.
- General Fund Revenue/Expenditure Summary (p. 56): Revenues for 2020 are budgeted at \$35,305,475 and expenditures are budgeted at \$36,725,529. The amount of expenditures over revenues will be \$1,520,055 for an anticipated fund balance at the end of the year of \$7,740,856. At about 2.2 months of operating revenues, this figure falls within the range that the Board has established for PPLD's fund balance (1-3 months of operating revenues). However, it is very likely that the fund balance could be closer to \$9.7 million at the end of the year.
- Emergency (TABOR) Budget: This "forced" savings account is included in the fund balance. It will be slightly over one million dollars in 2020.
- Revenues (p. 59): The majority of PPLD's operating budget comes from taxes. In 2020, \$100,000 is budgeted to come from fines and fees. With the discontinuation of overdue fines, most of this amount will come from fees (lost, damaged). PPLD's interest income continues to do well and \$425,000 has been budgeted to come from interest in 2020.
- Mill Levy Calculation (p. 61): PPLD can go above 4 mills if it is part of credits and abatements. However, when PPLD asked Manitou Springs voters to join the District, there was a promise that we would not go above 4 mills. The total mill levy in 2020 is 3.733 mills.
- Expenditures by Major Account Classification (p. 63): At \$21,883,537 personnel services is the largest expenditure. It is followed by library materials at \$4,925,880 and contractual services at \$4,006,244. All expenditures, including other services and expenditures (\$1,029,472) are detailed on pages 65-70.
- The Personnel Services budget includes a three percent salary adjustment as well as adjustments related to minimum wage requirements. After 2020 minimum wage will be adjusted by the CPI for Denver, Colorado. PPLD polls Colorado libraries to see what their annual salary adjustments will be. It is important that PPLD does not backslide in with salaries in relation to our peers. The approximate cost of these adjustments is \$750,000.
- New Positions: The 2020 budget includes two new positions (1.5 FTE), a forty-hour Facilities Project Manager and a part-time IT Technical Support Analyst. The total budget for these new positions is \$102,043.
- Employee health benefits increased from \$1.9 million to \$2.3 million. Premiums for health insurance increased by 5%. PPLD will not offer a premium holiday in 2020.
- The 2020 budget for work study staffing increased from \$7,000 to \$35,000. Most of PPLD's work study students come from UCCS and Colorado College. The cost is minimal for PPLD, and work study students account for more than seventeen thousand hours of staffing, the equivalent of five FTEs.

The Board asked if there is a point when staffing decisions for 2020 might be reevaluated and a discussion of the proposed Kitchen Manager position followed. Mr. Spears explained that upgrades to the kitchen at Library 21c will go forward as proposed to ensure the success of the Culinary Quick Start program. The Kitchen Manager position will be reevaluated at some point in 2020.

- Telecommunications Costs (p. 67): Costs have increased from \$466,903 to \$609,500.
- Contractual Services (p. 68): Contractual Services contains \$200,000 for a facilities master plan and a strategic plan.
- Programming Costs (p. 68): Programming costs have increased as a direct result of PPLD's new operating plan.
- Facilities Rental/CAM (p. 68): The cost of facilities rental has increased to \$742,228.
- Mr. Spears noted that staff had concerns about possible ramifications of discontinuing the Collection Agency. Staff decided to wait another year to study what changes could be made internally that would offset the services provided by the Collection Agency.
- Advertising (p. 69): \$25,000 increase
- Training (p. 69): Increased by about \$50,000. Staff training is critical to the mission of PPLD.
- Capital Projects (p. 185): We are trying to spend out these accounts in accordance with GFO recommendations. Many of the accounts are already zeroed out.
- Total Capital Expenditures ((p. 196): This line is over two million dollars.

Next Steps in the 2020 Budget Process:

- Adjustments will continue to be made up to the December 10 Board meeting.
 - Some very recent changes may not be reflected in this document.

The Board indicated that they are in agreement with the 2020 budget as it has been presented.

The Board took a 6-minute break.

REPORTS

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends Board President Dora Gonzales reported that the Friends Fall Booksale was extremely successful, making over \$10,000.

The Friends are ready to hire a new Volunteer Coordinator. Ms. Gonzales thanked the HR Department and Heather Laslie for their guidance throughout the process.

The Friends Annual Meeting is scheduled for January 25, 2020 at 10 a.m. at Library 21c.

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation report was included in the Board packet. Chief Development Officer & Foundation Executive Officer Lance James announced that the PPLD Foundation has been awarded a 2020 Census grant. He has not yet received official notification on the amount of the grant.

The Give campaign has started. Mr. James invited the Board to participate.

Financial Report

The Financial Report for the period ending September 30, 2019 was included in the Board packet.

Public Services Report

The Public Services Report and the Circulation Report were included in the Board packet. Chief Public Services Officer Teona Shainidze Krebs noted that October was a very busy month for PPLD staff. The Harvest Festival at High Prairie Library brought out about 1,400 attendees, and the Mini Maker Faire at Library 21c was attended by over 3,000.

Library Reports

Reports from the Communications, Facilities, Human Resources, and Information Technology departments were included in the Board packet.

President Vanderschuere asked Chief Information Officer Peters why computer use is down. Mr. Peters explained that until recently computer use was counted differently, doubling the actual counts. The method of counting computer use has been changed to more accurately reflect actual activity.

Chief Librarian's Report

Chief Librarian & CEO John Spears invited the Trustees to attend PPLD's annual staff holiday party on December 6, 2019.

Mr. Spears reported that despite strong urging from various state libraries as well as the American Library Association, Macmillan Publishing has gone ahead and enacted the ebook embargo on public libraries effective November 1, 2019. Public libraries will be limited to the purchase of one copy of new Macmillan ebooks during the first eight weeks of the ebook's release. This will result in much longer waits for ebook patrons. Some libraries are boycotting Macmillan in protest. PPLD is letting our patrons know about this through info on the public website and social media postings.

Board Reports

Governance Committee

Governance Committee Chair Scott Taylor reported that the Committee met on October 16, 2019. The Committee discussed Board of Trustees meeting dates for 2020, the slate of Board officers for 2020, and the candidates for the upcoming Board vacancy. The Committee submitted its recommendations of candidates to be interviewed to the representatives of the Colorado Springs City Council and the El Paso County Board of County Commissioners.

Internal Affairs Committee

Internal Affairs Chair Debbie English reported that the Committee met on October 16, 2019. The 2020 budget was the only agenda item for the meeting. The Internal Affairs Committee would like to have a discussion with the full Board about benchmarks that indicate that it is time to make plans to ask the public for additional resources through a ballot initiative.

Public Affairs Committee

Public Affairs Committee Chair Mina Liebert reported that the Committee met on October 23, 2019. The Committee discussed the Community Needs Assessment and a request to rename East Library. The Committee noted that East Library's name fits with PPLD's *Facilities Naming Policy* which states it is the practice to name facilities for geographic identification. Under special circumstances, a facility may be named for a person. That person must have dedicated a substantial amount of energy, time, resources, leadership, and/or volunteer service to improve and benefit the Library or PPLD. The depth and breadth of the contributions must be obvious and compelling as well as reflect a dedication and beneficence to the facility or the Library District over a great span of time. The Committee asked Chief Librarian Spears to follow-up with the citizen who submitted a petition to rename East Library.

Adopt-a-Trustee Reports

- Scott Taylor attended the Naturalization Ceremony on October 21, 2019, the Calhan Sneak Peek VIP Reception on November 2, 2019, and Adult Education Graduation on November 9, 2019.
- Mina Liebert attended the Calhan Sneak Peek VIP Reception on November 2, 2019.
- Debbie English attended Culinary Quick Start Graduation on October 11, 2019 and the Calhan Library Grand Opening on November 4, 2019.
- Wayne Vanderschuere job shadowed at Library 21c on November 12, 2019.

ADJOURNMENT

There being no further business to conduct, President Vanderschuere adjourned the November 12, 2019 meeting of the Pikes Peak Library District Board of Trustees at 6:20 p.m.

L. Gonzalez left the meeting at 4:55 pm