PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
APRIL 9, 2019, 4 PM
PENROSE LIBRARY

PIKES PEAK LIBRARY DISTRICT
ppld

I.   CALL TO ORDER

II.   ITEMS TOO LATE FOR THE AGENDA

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

IV.   CORRESPONDENCE AND COMMUNICATIONS
         A.   Minutes (p. 1)
         B.   Correspondence
         C.   Presentation: Alicia Kwande PPLD Social Worker

V.   REPORTS
         A.   Friends of the Pikes Peak Library District Report (D. Gonzales) (p. 11)

         B.   Pikes Peak Library District Foundation Report (L. James) (p. 12
         C.   Communications Report (M. Ray) (p. 13)
         D.   Facilities Report (G. Syling)
         E.   Financial Report (M. Varnet) (p. 16)
         F.   Human Resources Report (S. Jensen)
         G.   Information Technology Report (R. Peters)
         H.   Public Services Report (T. Blevins, L. Proctor) (p. 32)
         I.   Chief Librarian's Report (J. Spears)
         J.   Board Reports
                  1.   Governance Committee Report
                  2.   Internal Affairs Committee Report
                  3.   Public Affairs Committee Report
                  4.   Adopt-a-Trustee Reports
                  5.   Board President's Report

VI.   BUSINESS ITEMS
         A.   Decision 19-4-1: Consent Items
              Consent items shall be acted upon as a whole, unless a specific item is called for discussion.
              Any item called for discussion shall be acted upon separately as "New Business".
                  1.   New Hires (p. 36)
         B.   Unfinished Business
         C.   New Business
                  1.   Decision 19-4-2: Policy Update-Facilities Naming Policy (M. Ray) (p. 37)
                  2.   Decision 19-4-3: Policy Update-Solicitation Policy (M. Ray) (p. 42)

VII. 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

MEMBERS PRESENT

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

PIKES PEAK LIBRARY DISTRICT STAFF & OTHERS PRESENT

Chief Librarian & CEO John Spears, Friends of the Pikes Peak Library District Board of Directors Vice President Stephen Adams, Director of Library Services Tim Blevins, El Paso County Commissioner Longinos Gonzalez, Assistant to the Chief Librarian Sue Hammond, Old Colorado City Library Manager Sandy Hancock, Development Officer & Foundation Executive Officer Lance James, Chief OD & HR Officer Sally Jensen, HRIS/Benefits Manager Heather Laslie, Chief Information Officer Rich Peters, Director of Branches Lynne Proctor, Chief Communications Officer Michelle Ray, Dan Schnepf of Blue and Silver Development Partners, Eric Smith of Blue and Silver Development Partners, Ashley Swendsen, Chief Facilities Management Officer Gary Syling, Chief Finance Officer Michael Varnet, Colorado Springs Urban Renewal Authority Executive Director Jariah Walker

CALL TO ORDER

President Vanderschuere called the March 12, 2019 meeting of the Pikes Peak Library District Board of Trustees to order at 4:05 p.m.

ITEMS TOO LATE FOR THE AGENDA

There were no items to add to the agenda.

PUBLIC COMMENT

Ashley Swendsen came before the Board to comment on a concern about vinegar syndrome in films. She explained that vinegar syndrome is a serious problem that can destroy archived films. Ms. Swendsen believes that vinegar syndrome is a problem in PPLD's Special Collections film archives. Ms. Swendsen accused PPLD of "negligence" in not addressing vinegar syndrome and further accused PPLD of "lack of trust" for refusing to grant her access to the vault to inspect the film collection on a recent visit to Special Collections at Penrose Library.

President Vanderschuere noted that this is a serious issue and stated that it would be investigated.

At this time, President Vanderschuere announced that agenda item VI.C.5., Presentation for the Urban Renewal Authority Project True North, would be moved up and would take place before any further business on the agenda.

Presentation: Urban Renewal Authority Project True North

Colorado Springs Urban Renewal Authority Executive Director Jariah Walker provided introductory information about the True North Urban Renewal Project. This Urban Renewal Authority project is part of the larger City for Champions Project and will provide a visitors' center at the north gate to the United States Air Force Academy. Hotels, offices, and some retail are included in the project, which is expected to be a boon to out-of-state tourism in Colorado Springs. The City of Colorado Springs recently annexed the land for the project.

Don Schnepf of Blue and Silver Development Partners provided commentary on a printed presentation for the project. Mr. Schnepf explained that there is a very small return on investment for developers for this project and it needs public financing to go forward so PPLD's participation is needed. Mr. Schnepf pointed out that the project would provide over 1,000 new jobs.

Eric Smith of Blue and Silver Development Partners stated that he hopes that construction for the True North Project will begin this summer, with commercial sites opening in 2021 and the visitors' center opening in 2023.

Library staff asked if there would be a possibility that library space could be part of the True North project.

Chief Finance Officer Varnet asked how many more Urban Renewal Authority Projects are coming up. Mr. Walker did not provide a detailed answer, but indicated that more projects are forthcoming.

Trustee Grossman stated that as a Board member she has a fiduciary responsibility to District taxpayers who expect that their tax dollars will be spent for library services.

Chief Librarian Spears noted that PPLD has not been successful with ballot initiatives to raise the mill levy. Therefore, the only way PPLD can increase its budget at this time is through new construction. However, he stressed that the demands of the many Urban Renewal Authority projects will start to out-pace PPLD's ability to provide library services.

Library staff asked about "blight" in the area where the project is planned. Mr. Walker explained that there were several factors that qualified the area as "blighted".

CORRESPONDENCE AND COMMUNICATIONS

Minutes

The minutes of the February 12, 2019 meeting of the Board of Trustees were presented for review. .

Motion:	Scott Taylor moved to approve the minutes of the February 12, 2019 meeting of the Board of Trustees as presented.	
Second:	Keith Clayton seconded the motion.	
Vote:	The motion was approved unanimously.	

Correspondence

No correspondence was presented.

Presentations

Old Colorado City Library Video

Old Colorado City Library Manager Sandy Hancock welcomed the Board of Trustees to the Library. She stated that Library staff appreciate the Board's support. Ms. Hancock presented a video review of the past year at Old Colorado City Library. She also presented a short, staff-produced, comic video production on how tough it is to be a bed bug at PPLD. Commissioner Gonzalez

commented that he had very much enjoyed participating in holiday caroling at the Old Colorado City Library.

Communications Plan

Pikes Peak Library District Chief Communications Officer Michelle Ray gave a presentation on her department's FY19 Strategic Communications Framework. Goals for 2019 include the launch of a new quarterly magazine and conducting a community needs assessment. Ms. Ray introduced PPLD's Spark Campaign, which taps into the amazing stories of PPLD's amazing patrons. The stories illustrate how the Library sparks the imaginations of PPLD's diverse patronage.

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 of Directors Vice President Stephen Adams reported that the Friends Booksale at East Library made over $9,000.00. He noted that the Betty Field Memorial Youth Writing Contest kept sixty-two volunteer judges busy reading three hundred seventeen mystery stories written and submitted by children in grades six through twelve.

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation report was included in the Board packet. Development Officer & Foundation Executive Officer Lance James shared a story from Rob Hilbert's daughter who told of reading a Library book to her father in hospice and feeling that it was very fitting that her father would get to enjoy a book from PPLD in his final days.

Communications Report

The Communications Report was included in the Board packet. Chief Communications Officer Michelle Ray pointed out that PPLD was featured in thirty-one news stories in February 2019. She noted that meeting room statistics have been added to her monthly Board report.

Chief Librarian Spears took this opportunity to thank Commissioner Gonzalez for being a panelist at the recent Coalition for Prevention, Addiction Education, and Recovery (CPAR) Community Listening Forum at Library 21c. CPAR is a program of Community Health Partnership and Springs Recovery Connection.

Facilities Report

Chief Facilities Management Officer Gary Syling reported that the skylight replacement and roof projects at Library 21c will begin ahead of schedule during the week of March 18. Fountain Library will be closed the first week of April for recarpeting and planning for the replacement of the wood flooring at Old Colorado City Library has begun.

Financial Report

The Financial Report for the period ending January 31, 2019 was included in the Board packet. Chief Finance Officer Michael Varnet noted that revenues from property tax collections are down in January, but

this is a matter of timing and the difference will be made up in February. Specific ownership tax revenues are down and he will continue to monitor this revenue source.

Human Resources Report

Chief HR & OD Officer Sally Jensen introduced Heather Laslie who is PPLD's HRIS/Benefits Manager. Ms. Jensen reported that HR staff recently provided core competencies training for supervisors. She was pleased to announce that with the hiring of a new Talent Management Supervisor on March 18, the Human Resources Department will be fully staffed.

Information Technology Report

Chief Information Officer Richard Peters reported that PPLD's new voice system is operational. Mr. Peters will bring two E-Rate decisions to the Board at a special meeting later in March. The stringent timeline for E-Rate proposals dictates the need for the special meeting.

Public Services Report

Director of Library Services Tim Blevins spoke briefly to the issue of "vinegar syndrome". Mr. Blevins agreed that vinegar syndrome is a serious threat to film archives, but he pointed out that it is inaccurate to suggest that this is a problem in the PPLD archives. The PPLD archival vault is climate controlled and there has not been an instance of vinegar syndrome in the PPLD vault. Mr. Blevins added that Special Collections staff have ordered acid detection strips to test for vinegar syndrome and will continue to monitor materials in the vault.

Mr. Blevins reported that an upswing in circulation statistics in February 2019 is the partial result of PPLD's auto-renewal program going into effect on February 11, 2019. There were 105,937 auto-renewals between February 11 and February 28, and there were also 61,000 patron-initiated renewals in February 2019.

Director of Branches Lynne Proctor reported on happenings at PPLD libraries:
- High Prairie Library is preparing to circulate seeds.
- Ute Pass Library is circulating ukuleles.
- PPLD's "Human Library" will take place at East Library on March 23.
- PPLD will participate in Colorado Springs' St. Patrick's Day parade.
- A new partnership with Pillar will provide free classes for the community.

Chief Librarian's Report

Chief Librarian & CEO John Spears announced that both Chief OD & HR Officer Sally Jensen and Director of Branches Lynne Proctor have announced their retirements from Pikes Peak Library District. Ms. Proctor's final day at PPLD will be April 26. The position of Director of Branches will be retired along with Ms. Proctor. Director of Library Services Tim Blevins will assume supervision of the three regional managers and supervision of the Security Manager will transfer to Chief Librarian Spears.

Ms. Jensen hopes to leave PPLD by the end of April. She will remain in place until a replacement for her position has been hired. PPLD has received fifty-two applications for that position.

Trustee Grossman thanked both Ms. Jensen and Ms. Proctor for all of the work that they did on the Singer Study and the reorganization.

Chief Librarian Spears reported that he recently had a very productive meeting with Ken Jaray, Mayor of Manitou Springs. Mr. Spears offered to make himself available to speak to the Manitou Springs City Council about what PPLD could do if the City of Manitou Springs were to expand the building. He noted that it is not appropriate for PPLD to advocate for expansion and PPLD can offer no direct assistance in fundraising. Mr. Spears also mentioned that Manitou Springs citizen and library patron Matt Cavanaugh has been very actively supporting expansion of the Manitou Springs Library though articles and letters.

Chief Librarian Spears requested the Board's input regarding a request from the Colorado Springs Police Department (CSPD) to install a surveillance camera on the Penrose Library roof. CSPD made the request noting that Penrose Library is a "high crime" area. The camera would capture the Cascade entrance to Penrose Library and the front sidewalk. Mr. Spears reported that he had discussed this issue with legal counsel for the District who noted that the front sidewalk would be considered public property. Trustees had several questions and concerns. Protection of library users' rights was the greatest concern. The perception that Penrose Library is a high crime area was questioned. The only crimes of which PPLD is aware are those for which we call CSPD. Since PPLD is in the process of upgrading their own surveillance system, it was asked if a camera is planned for that location, and if it is, could CSPD simply request footage from PPLD. There was some concern that the camera might take the place of an actual police presence at Penrose Library. Chief Librarian Spears will gather more information and will ask CSPD how we can work together to create a safe and welcoming environment at Penrose Library.

Chief Librarian Spears reported on the latest developments related to the project with Pikes Peak Community College (PPCC) to construct a parking structure and possibly affordable housing units on the land that is currently the Penrose Library parking lot on W. Pikes Peak Avenue. PPCC has decided to build the large affordable housing units on the property they own on the west side of Sierra Madre. They would still like to go forward with the parking structure, and a new iteration of the plan would provide expansion for Penrose Library and Artspace live/work space of 50 units. The plan would allow PPLD to keep their signature view of Pikes Peak. Since PPLD would lose parking for the duration of construction, the Downtown Development Association has offered to provide parking during construction. Architect Mark Harris has expressed the desire to act as an advocate for PPLD in the project, making sure that the plans reflect what we want Penrose Library to be. Mr. Harris has a vision to develop the Penrose Campus to reflect what an urban library should be in our community.

The project will result in:
- Parking for library patrons and staff and for PPCC
- Added square footage for Penrose Library
- 50 Artspace units
- PPLD will own a $98,000,000 building with PPCC at the end of the land lease (25 years)

Chief Librarian Spears will sign a non-binding letter of intent. The letter provides PPLD with the option to pull out of the project at any time.

President Vanderschuere asked that we make sure that the project will preserve the signature view and protect the historic structures existing on the Penrose Campus – the Antlers Garage façade, Knights of Columbus Hall and the 1905 Carnegie Library.

Board Reports

Governance Committee

Scott Taylor reported that the Governance Committee did not meet in February.

Internal Affairs Committee

Internal Affairs Committee member Ned Stoll reported that the Internal Affairs Committee met on February 27, 2019. The committee received a briefing from the Urban Renewal Authority on the True North Project at that meeting. Staff provided information on changes to Makerspace Use and Programming Policies and Chief Librarian Spears discussed the recent amendment to the Library Bill of Rights. The Committee also received an update on the Calhan property and information about upcoming E-Rate decisions.

Public Affairs Committee

Public Affairs Committee Chair Mina Liebert reported that the Public Affairs Committee met on February 27, 2019. The Committee heard a report from Chief Communications Officer Michelle Ray on the marketing campaign. The Committee discussed developments in the Calhan property acquisition and learned about community activities related to proposed expansion at the Manitou Springs Library.

Adopt-a-Trustee Reports
- Debbie English visited Young Adult Services
- Ned Stoll visited Cheyenne Mountain Library and Palmer Lake Library
- Mina Liebert attended the launch of the Southeast Express at Sand Creek Library
- Keith Clayton visited East Library and Monument Library
- Cathy Grossman attended the Robert Hilbert Nonprofit Resource Center naming event at Penrose Library
- Scott Taylor spoke at PPLD Con and the Naturalization Ceremony at Penrose Library
- Wayne Vanderschuere attended a Facilities Department meeting and the Robert Hilbert Nonprofit Resource Center naming event at Penrose Library

Board President's Report

President Vanderschuere announced that there will be a special Board meeting for E-Rate decisions on March 25 at 4 p.m. at Penrose Library. He also announced that the April 9, 2019 Board meeting has been moved from Fountain Library to Penrose Library, as Fountain Library will be closed for carpeting.

Trustee Liebert requested that the order of Board committee meetings be changed, with Public Affairs meeting at 2 p.m., Internal Affairs at 3 p.m. and Governance at 4 p.m. There was no objection to this plan.

BUSINESS ITEMS

Consent Items

Decision 19-3-1 Consent Items

Consent Item Presented:
1. New Hires

Motion: Keith Clayton moved to approve the consent item as presented.

Second: Scott Taylor seconded the motion
Vote: The motion was approved unanimously.

Unfinished Business

There was no unfinished business to conduct.

New Business

Decision 19-3-2: Adoption of the Amended American Library Association Library Bill of Rights

The Pikes Peak Library District Board of Trustees has adopted the American Library Association's *Library Bill of Rights*. The *Library Bill of Rights* was amended on January 29, 2019 with the addition of Article VII, which states, "All people, regardless of origin, age, background or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information."

Motion: Scott Taylor moved that the Pikes Peak Library District Board of Trustees adopt the American Library Association Bill of Rights as amended.

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

Decision 19-3-3: Purchase of Property in Calhan

Pikes Peak Library District wishes to purchase real estate at 600 and 600G Bank Street in Calhan, Colorado to use as the site for a public library in Calhan, Colorado. The property has been offered to PPLD at the total price of $75,000.00.

Motion: Scott Taylor moved that the Pikes Peak Library District Board of Trustees authorize Pikes Peak Library District management to purchase properties located at 600 Bank Street and 600G Bank Street, Calhan, Colorado for the total price of $75,000.00.

Second: Debbie English seconded the motion.
Vote: The motion was unanimously approved.

Decision 19-3-4: Programming Policy Update

Pikes Peak Library District's Programming Policy provides Board policy and procedures to assist the District in providing public programs that meet the educational, informational, and cultural needs of the community. PPLD reviews and updates polices periodically and slight changes to wording have been made to Board policy in the Programming Policy.

Motion: Ned Stoll moved that the Pikes Peak Library District Board of Trustees approve Board Policy as written and presented in the Pikes Peak Library District Programming Policy.

Second:	Scott Taylor seconded the motion.
Vote:	The motion was unanimously approved.

Decision 19-3-5: Makerspace Use Policy Update

Pikes Peak Library District's Makerspace Use Policy includes details specific to the public's use of PPLD's makerspaces and the tools and resources available in the makerspaces. Minor revisions to Board policy, procedures, and guidelines were made in a recent review of the policy.

Motion:	Keith Clayton moved that the Pikes Peak Library District Board of Trustees approve Board Policy as written and presented in the Pikes Peak Library District Makerspace Use Policy.

Second:	Ned Stoll seconded the motion.
Vote:	The motion was unanimously approved.

ADJOURNMENT

There being no further business to conduct, President Vanderschuere adjourned the March 12, 2019 meeting of the Pikes Peak Library District Board of Trustees at 7:00p.m.

Ashley Swendsen left the meeting at 4:10 p.m.
Don Schnepf, Eric Smith, and Jariah Walker left the meeting at 5:05 p.m.
Sandy Hancock left the meeting at 5:15 p.m.
Sally Jensen left the meeting at 5:50 p.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

Trustee Mina Liebert

PIKES PEAK LIBRARY DISTRICT STAFF & OTHERS PRESENT

Chief Librarian & CEO John Spears, Assistant to the Chief Librarian Sue Hammond, Chief Information Officer Rich Peters, Caleb Taylor, Chief Finance Officer Michael Varnet

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SPECIAL MEETING OF THE PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES

CALL TO ORDER

President Vanderschuere called the Special Meeting of the Pikes Peak Library District Board of Trustees to order at 4:01 p.m.

ITEMS TOO LATE FOR THE AGENDA

There were no items to add to the agenda.

PUBLIC COMMENT

There was no public comment.

BUSINESS ITEMS

Decision 19-3-6: Virtual Networking System for Datacenters (RFP #520-19-02)

Pikes Peak Library District's datacenters carry risk due to insufficient disaster recovery and business continuity capabilities. PPLD issued a request for proposal for hardware and software for the redesign of the District's two datacenters. The RFP received a single response from CDW. In accordance with PPLD's Financial Guidelines, staff evaluated CDW's response for technical compliance and pricing reasonability, and found that the proposal meets both requirements. CDW's was non-compliant in submitting the number of references requested, but it was determined that this was not sufficient reason to reject the proposal per PPLD's Financial Guidelines.

CDW's price for the project is $440,501. PPLD expects that with E-Rate funding the cost of the project to the District would be $308,130.

The Universal Service Administrative Company (administrator of E-Rate funds) does on guarantee E-Rate reimbursement, so the risk exists that the cost to PPLD would be greater than anticipated, but would not exceed $440,510. If E-Rate does not fund the project, the funds required should come from IT Capital and the budget would be adjusted through a mid-year budget resolution.

Motion: Scott Taylor moved that the Board of Trustees approve CDW as the vendor for RFP#520-19-02, Virtual Networking System for Datacenters, committing $440,510 of District funds for this project with the understanding that the cost to the District would be $308,130 if E-Rate funds are awarded, and that the Board of Trustees commit or reallocate Capital IT funds to cover the costs of this project.

Second: Ned Stoll seconded the motion.
Vote: The motion was unanimously approved.

Decision 19-3-7: Virtual Networking System for Datacenters (RFP #520-19-03)

Pikes Peak Library District's Cisco Core Switches must be replaced. PPLD issued a request for proposal for the core switch replacement which received a single response from Flair Data Systems at the cost of $56,667.44. It is presumed that E-Rate will cover 80% of the total cost, making the cost to PPLD $11,333.49. The IT Department budged funds in the amount of $140,000 in the 2019 budget to cover switch replacement, firewall replacement and uninterruptable power supply replacement.

Motion: Ned Stoll moved that the Board of Trustees approve Flair Data Systems as the vendor for RFP 520-19-03, Core Switch Acquisition.

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

ADJOURNMENT

There being no further business to conduct, President Vanderschuere adjourned the March 25, 2019 meeting of the Pikes Peak Library District Board of Trustees at 4:30 p.m.
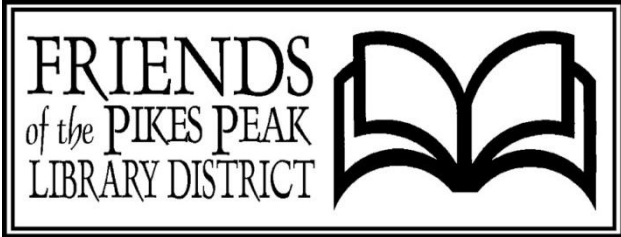
Friends Report – April 9, 2019

E-Commerce Sales:

Amazon Sales: March 2019

$2,167   69 units $33.86 avg. sale

E-bay Sales: March 2019

$ 578   4 transactions $145 avg. sale

Literary Awards—Purchase your tickets to attend; $45 per person.

Betty Field Writing Contest will be transitioning to PPLD Young Adults

Book Sale: As announced at the March meeting, the Book Sale grossed $9260.
Thank you for all who supported this fundraising event.

Penrose Bookstore: Very excited with the move to front of Penrose Library near the rear entrance

Thank You Lynne for all the support you have provided for all the branches and especially to Friends of PPLD this past year.

Foundation Report
April 9, 2019

Isabel Soto-Luna and Lance James created PPLD Foundation Fundraising plan and a redesigned PPLD Foundation Board Member Handbook in preparation for the April PPLD Foundation board meeting.

Met with Corporate & Foundation Relations VPs and Managers at Colorado College, Harrison School District Two, Penrose/St. Francis Health Services Foundation, and the University of Colorado Colorado Springs to gather information on strategies and tactics to build our corporate and foundation relations efforts.

Met with Foundation Board Executive Committee in advance of April PPLD Foundation Board meeting to set agenda.

Coordinated with UCCS on annual Unstoppable Women's Luncheon honoring Peggy Shivers.

Lance James attended Manitou Community Forum exploring plans for the Manitou Library's expansion.

Attended the Colorado Non-Profit Association's Non Profit Day on Friday 15 March as a PPLD representative.

Worked with Finance and Communications staff to amend Facilities Naming and Solicitation Policies.

Lance James continues meeting one-on-one with all PPLD Foundation board members and major donors.

News coverage from March 2019 *(compiled by Kayah Swanson, Public Relations Specialist):*

- CK Comics helps youngsters hone their reading skills (*Pikes Peak Bulletin;* Feb. 28, 2019)
- Grab a book and celebrate National Read Aloud Day (FOX21 News; March 1, 2019)
- March Library Events: Display of quilts and continuation of Winter Adult Reading (*Our Community* News; March 2, 2019)
- Republican State Chairperson candidates host forum in Colorado Springs (FOX21 News; March 4, 2019)
- 41 people from 22 countries become U.S. citizens in Colorado Springs (*Colorado Springs Gazette;* March 5, 2019)

- Race around Colorado Springs and find clues in the 'Where to Next?' Race (FOX21 News; March 5, 2019)
- 5 Around Town: March 9th and 10th (KOAA; March 6, 2019)
- Council focus is on missing library funds (*Pikes Peak Bulletin;* March 7, 2019)
- Letters: What legal immigration is about (*Colorado Springs Gazette;* March 10, 2019)
- Free PPLD language classes helped him seize opportunities, become part of community (*Colorado Springs Gazette;* March 11, 2019)
- Become a potions master! (FOX21 News; March 11, 2019)
- Library 21c baby, family yoga classes provide winter respite (*Woodmen Edition;* March 13, 2019)
- 41 Coloradans become U.S. citizens during Pikes Peak Library District ceremony (*Cheyenne Edition;* March 13, 2019)
- 41 Coloradans become U.S. citizens during Pikes Peak Library District ceremony (*Woodmen Edition;* March 13, 2019)
- Pikes Pick: Shutterbugs from yesteryear captured early Springs (*Colorado Springs Gazette;* March 13, 2019)
- Northwest Notes: There's no place like home ... when you have to be there (*Woodmen Edition;* March 13, 2019)
- St. Patrick's Day Parade to draw up to 25,000 in Colorado Springs - with multiple attractions (*Colorado Springs Gazette;* March 15, 2019)
- League of Women Voters to host Colorado Springs Ballot Issue 1 Election Forum (KOAA; March 17, 2019)
- Debate held on only ballot issue on Colorado Springs' April ballot (KRDO; March 18, 2019)
- VIDEO: Community Forum Help On Ballot Issue (KKTV; March 18, 2019)
- Mayor and firefighters face off in ballot issue forum (FOX21 News; March 18, 2019)
- Collective Bargaining ballot question debate draws full house (KOAA; March 18, 2019)
- Mayor, firefighters association face off on collective bargaining for Colorado Springs firefighters (*Colorado Springs Gazette;* March 18, 2019)
- Find the Greenback Cutthroat Trout in Old Colorado City (KOAA; March 19, 2019)
- Firefighters' Issue 1 pros and cons outlined at public forum (*Colorado Springs Independent;* March 19, 2019)
- Library Limelight: Conquer fears of conflict with PPLD's Human Library event (*Tri-Lakes Tribune;* March 20, 2019)
- Library Limelight: Conquer fears of conflict with PPLD's Human Library event (*Woodmen Edition;* March 20, 2019)

- Library Limelight: Conquer fears of conflict with PPLD's Human Library event (*Cheyenne Edition;* March 20, 2019)

- 18 things to do around Colorado Springs this weekend: American Indian Festival, Lazy Olympians, Human Library, The Thorn, Disney (*Colorado Springs Gazette;* March 20, 2019)
- Human Library' event aims to spark community connectivity (*Colorado Springs Gazette;* March 21, 2019)
- Seed swap helps gardeners gear up for spring planting (*Pikes Peak Bulletin;* March 21, 2019)
- Share a vision of what Manitou's new library can be (*Pikes Peak Bulletin;* March 21, 2019)
- Incredible stories told by those that lived them (FOX21 News; March 22, 2019)
- 9 Wild Historical Facts about Colorado Springs (*Out There Colorado;* March 22, 2019)
- Voter tips for April 2 municipal election (*Colorado Springs Gazette;* March 23, 2019)

- [Pikes Peak Library District hosts Human Library](#) (FOX21 News; March 25, 2019)
- [Pikes Peak Library District offers Spring Break programs](#) (KOAA; March 28, 2019)

Digital marketing statistics and highlights *(compiled by Virginia Franklin, Website Manager, and Jeremiah Walter, Digital Marketing Specialist):*

- Statistics:
    - **PPLD.org** had a total of **128,508 users**, with 250,967 sessions and 462,488 pageviews, during March. The most popular web page, besides the home page, was Cybershelf.
    - Our district-wide **Facebook** account has **6,524 page likes** and **Twitter** has **4,958 followers**, as April 1.

- Social media highlights:
    - On **April Fools' Day**, PPLD reminded parents to avoid using the return slot for their children. The social media posts garnered a lot of attention: 1,887 engagements with 10,293 people reached on Facebook, 97 engagements on Instagram, and 34 on Twitter. [KKTV also reshared it as their favorite April Fools' post](#).

    - **Two Gazette features** also performed well via Facebook: The "spark" story about Allan Cano and Adult Education reached 3,145 people (114 engagements) and Kayah Swanson's latest Library Limelight column reached 2,917 people (77 engagements).
    - The [first video spot of the "Spark" marketing campaign](#) received more than 4,200 views with 71 engagements on Facebook alone.

Community partnerships, events & other happenings *(compiled by Elyse Jones, Community Partnership Coordinator, and David Kelly, Marketing Manager):*

- The **inaugural issue of** *District Discovery*, Pikes Peak Library District's new quarterly magazine, will release during the week of April 8. In addition to a print publication, there will be an easy-to-read digital version.

- The **"spark" marketing campaign** continues through mid-May, highlighting three different patron stories to increase public awareness and demonstrate the Library District's value. [Find your spark at PPLD.org](#).

- Elyse Jones introduced a **community engagement toolkit for staff**, as well as launched a new [**Partnership and Outreach**](#) webpage.

- **KRCC will host** [David Greene of NPR's Morning Edition](#) at **Library 21c's venue,** in partnership with PPLD, on the evening of Friday, April 12. The special after-hours, invitation-only event includes a live interview with the NPR host and award-winning journalist.

- The **Shivers Concert Series** for 2019 kicks off on Friday, April 12, at the Broadmoor Community Church. The concert begins at 7:30 p.m. with Karen Walwyn, pianist and composer; Brian Major, baritone; and Michelle Johnson, soprano. Proceeds benefit the [Shivers Fund at Pikes Peak Library District](#).

- **Vitalant will host blood drives**, in partnership with PPLD, at Library 21c and East Library on Friday, April 19. Future blood drives are planned at those library facilities, as well as Fountain and Monument libraries, through December.

- The **Friends of Pikes Peak Library District's** annual [Literary Awards Luncheon](#) will take place beginning at noon on Saturday, April 20, at the Antlers Hotel. In addition to providing the keynote address, best-selling mystery writer

Anne Hillerman will be honored as the 2019 recipient of the Frank Waters Award for literary excellence. Dian Curtis Regan will receive the Golden Quill award, which recognizes local authors, for her 60-plus children's and young adult books. Tickets cost $40/person, with all proceed benefiting the Friends of PPLD.

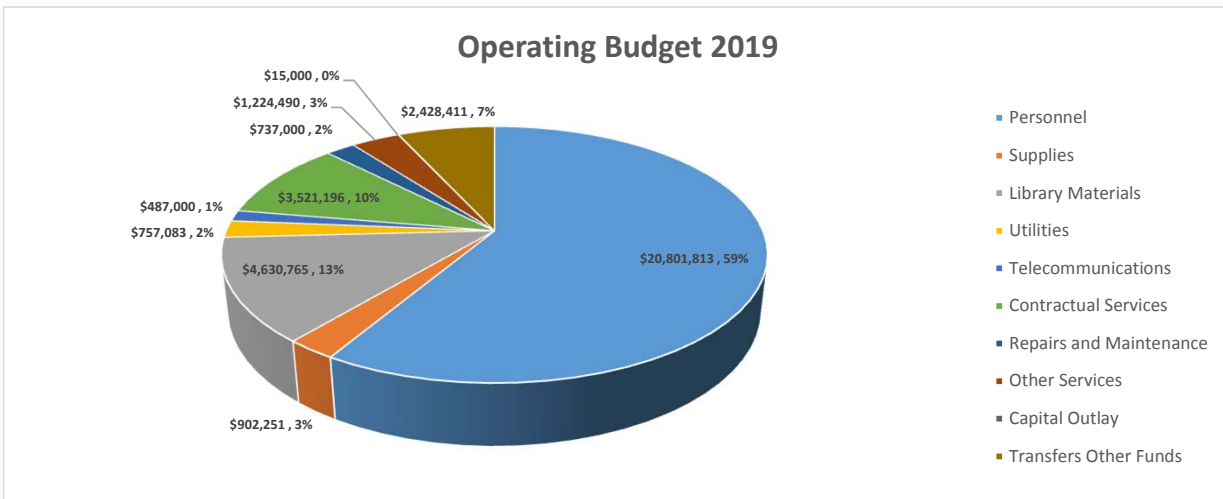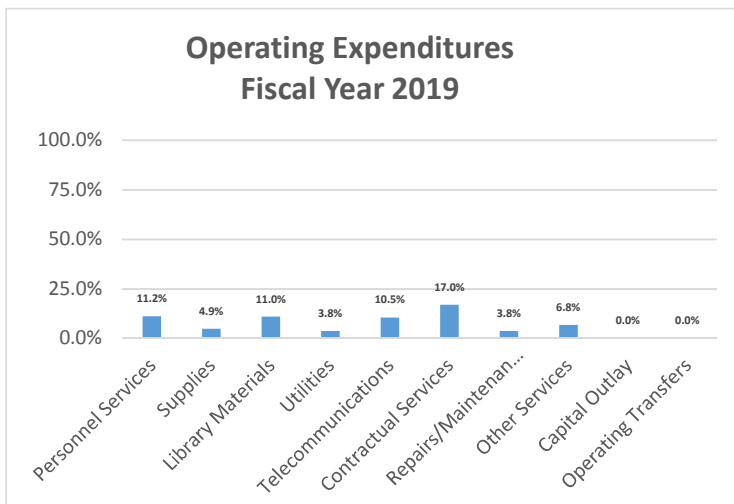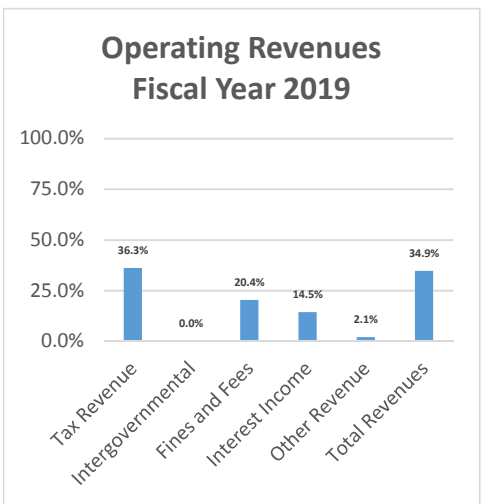- This year's **Mountain of Authors** happens on Saturday, April 27, from 11 a.m. to 5 p.m. at Library 21c. The premier regional program provides an opportunity for the public and local authors to network, listen to notable authors, and learn more about the craft of writing and trends in publishing.

Meeting and study room statistics *(compiled by Nana Lee, Meeting Room Specialist, and Virginia Franklin, Website Manager and Library Market Administrator):*

- Room usage:
  - Patrons reserved **4,251 public meetings** in March, with a year-to-date total of 11,027.
  - PPLD team members hosted **1,439 public programs** in March, bringing the year-to-date total to 3,804.
  - There were **4,192 online requests** as it relates to Library Market reservations and cancellations, in addition to **485 phone and email inquiries**, during March.

- Library Market use:
  - A total of **12,940 users**, with 26,121 sessions and 156,141 pageviews, utilized PPLD.LibraryMarket.com during March.

Pikes Peak Library District Financial Dashboard

February 2019

Cash and Investment Balance

Legend: 2015, 2016, 2017, 2018, 2019

Operating Revenues Fiscal Year 2019

Category	Percent
Tax Revenue	36.3%
Intergovernmental	0.0%
Fines and Fees	20.4%
Interest Income	14.5%
Other Revenue	2.1%
Total Revenues	34.9%

Operating Expenditures Fiscal Year 2019

Category	Percent
Personnel Services	11.2%
Supplies	4.9%
Library Materials	11.0%
Utilities	3.8%
Telecommunications	10.5%
Contractual Services	17.0%
Repairs/Maintenan...	3.8%
Other Services	6.8%
Capital Outlay	0.0%
Operating Transfers	0.0%

Operating Budget 2019

- Personnel — $20,801,813, 59%
- Supplies — $902,251, 3%
- Library Materials — $4,630,765, 13%
- Utilities — $757,083, 2%
- Telecommunications — $487,000, 1%
- Contractual Services — $3,521,196, 10%
- Repairs and Maintenance — $737,000, 2%
- Other Services — $1,224,490, 3%
- Capital Outlay — $15,000, 0%
- Transfers Other Funds — $2,428,411, 7%

Pikes Peak Library District

February 2019 Financial Report

Presented to Board of Trustees April 9, 2019

Pikes Peak Library District
General Fund Summary
For the Two-Month Period Ended February 28, 2019

| General Fund | Year-To-Date | | | | |
	2019	2018	Change	% Chg.	Notes
Revenues					
Property taxes	$ 11,013,504	$ 10,409,482	$ 604,022	5.8%	
Specific ownership taxes	545,464	508,272	37,192	7.3%	
Fines/fees	20,409	19,494	915	4.7%	
Investment earnings	55,036	28,620	26,416	92.3%	1
Other	15,489	15,901	(412)	-2.6%	
Total Revenues	$ 11,649,901	$ 10,981,769	$ 668,133	6.1%	

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

Account Description	2019 Budget	YTD Actual	Variance	% Collected
Tax Revenue				
Property taxes				
Current	$ 28,477,334 $	11,017,134 $	17,460,200	38.7%
Abatements/refunds	(140,000)	(9,479)	(130,521)	6.8%
Omitted properties	6,000	256	5,744	4.3%
Delinquent	17,000	5,515	11,485	32.4%
Penalties/interest	36,000	78	35,922	0.2%
Specific ownership taxes	3,450,000	545,464	2,904,536	15.8%
Local government in lieu of prop. taxes	10,500	-	10,500	0.0%
Total Tax Revenue	31,856,834	11,558,968	20,297,866	36.3%
Intergovernmental				
Federal - eRate Funding	200,000	-	200,000	0.0%
State Grant - library materials	145,000	-	145,000	0.0%
Total Intergovernmental	345,000	-	345,000	0.0%
Fines and Fees	100,000	20,409	79,591	20.4%
Interest Income	380,000	55,036	324,964	14.5%
Other Revenue				
Donations/grants/gifts				
PPLD Foundation	567,559	-	567,559	0.0%
Other	18,000	53	17,947	0.3%
Copier charges/PMS charges	96,000	12,401	83,599	12.9%
Parking lot collections	33,000	2,016	30,984	6.1%
Merchandise sales	-	416	(416)	100.0%
Miscellaneous	4,500	603	3,897	13.4%
Asset sales proceeds	5,000	-	5,000	0.0%
Total Other Revenue	724,059	15,489	708,570	2.1%
Total General Fund Revenues	$ 33,405,893 $	11,649,901 $	21,755,992	34.9%

Pikes Peak Library District
General Fund Summary
For the Two-Month Period Ended February 28, 2019

General Fund		Year-To-Date				Notes
		2019	2018	Change	% Chg.	
Expenditures						
Personnel	$	2,322,662	$ 2,288,618	$ 34,044	1.5%	
Supplies		44,104	137,131	(93,027)	-67.8%	
Library materials		508,595	600,018	(91,423)	-15.2%	
Utilities		28,734	50,925	(22,191)	-43.6%	
Telecommunication costs		51,046	108,899	(57,853)	-53.1%	
Contractual services		598,327	706,890	(108,563)	-15.4%	
Repairs and maintenance		27,964	88,987	(61,023)	-68.6%	
Other services		83,045	62,096	20,949	33.7%	
Capital outlay		-	24,348	(24,348)	-100.0%	
Operating transfers - other funds		-	-	-	0.0%	
Total Expenditures	$	3,664,477	$ 4,067,912	$ (403,435)	-9.9%	

Overall Fluctuations in expenditure balances typically occur during the first two months of the year for various reasons including the timing of payments for both the current and prior years. Typically January and February are months in which prior year expenditures are paid. Payments for current year expenditures for 2019 appear to be slower than they were for 2018, in part because there any 26+ additional positions in 2019 includinge managerial positions, and the processing is delayed somewhat due to learning processes. Trends and fluctuations from year to year should normalize somewhat in March 2019.

Statement of Expenditures
General Fund
For the Two-Month Period Ended February 28, 2019

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Personnel Services				
Regular employees	$ 16,206,332	$ 1,729,210	$ 14,477,122	10.7%
Temporary employees	12,000	-	12,000	0.0%
Substitute employees	327,594	44,179	283,415	13.5%
Work-Study And internship	9,000	-	9,000	0.0%
Social security contributions	1,222,809	129,568	1,093,241	10.6%
Retirement contributions	976,828	103,837	872,990	10.6%
Health Plan contributions	1,750,000	258,414	1,491,586	14.8%
Unemployment insurance	47,250	-	47,250	0.0%
Workers compensation	85,000	41,380	43,620	48.7%
Vision Plan insurance	62,000	7,429	54,571	12.0%
Life A&D insurance	63,000	8,645	54,355	13.7%
Tuition assistance	40,000	-	40,000	0.0%
Total Personnel Services	20,801,813	2,322,662	18,479,151	11.2%
Supplies				
General	304,965	15,999	288,966	5.2%
Microform	950	-	950	0.0%
Software purchases/licenses	322,000	12,516	309,484	3.9%
Computer supplies	42,000	956	41,044	2.3%
Processing	95,000	1,115	93,885	1.2%
Office	92,250	9,670	82,580	10.5%
Other	45,086	3,847	41,239	8.5%
Total Supplies	902,251	44,104	858,147	4.9%
Library Materials				
Audio-visual materials	762,300	45,031	717,269	5.9%
Books	1,364,400	95,578	1,268,822	7.0%
e-materials	1,584,700	201,811	1,382,889	12.7%
Library materials - other	266,000	17,311	248,689	6.5%
Microforms	5,000	-	5,000	0.0%
Periodicals	110,000	88,902	21,098	80.8%
Serials	25,000	8,608	16,392	34.4%
Databases - online services	513,365	51,045	462,320	9.9%
Memorials	-	307	(307)	0.0%
Total Library Materials	4,630,765	508,595	4,122,170	11.0%
Utilities				
Gas	109,168	7,141	102,027	6.5%
Electric	526,656	20,403	506,253	3.9%
Water/sewer	113,415	1,191	112,224	1.0%

Pikes Peak Library District
Statement of Expenditures
General Fund
For the Two-Month Period Ended February 28, 2019

Percent of Year   **16.7%**

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Storm water fees	7,844	-	7,844	0.0%
Total Utilities	757,083	28,734	728,349	3.8%
Telecommunications				
Data	300,000	42,757	257,243	14.3%
Voice	104,000	7,080	96,920	6.8%
Cellular	78,000	-	78,000	0.0%
Expansion	5,000	1,209	3,791	24.2%
Total Telecommunications	487,000	51,046	435,954	10.5%
Contractual Services				
Janitorial services	330,000	25,792	304,208	7.8%
Carpet cleaning services	117,000	11,118	105,882	9.5%
Library facility rental	566,473	75,127	491,345	13.3%
Common area maintenance	156,052	22,010	134,042	14.1%
Storage rental	16,800	2,700	14,100	16.1%
Audit	45,000	-	45,000	0.0%
Legal	65,000	-	65,000	0.0%
Consultant	216,500	-	216,500	0.0%
Cataloging	50,600	-	50,600	0.0%
Trash removal	24,229	4,063	20,166	16.8%
Copier services	56,000	25,700	30,300	45.9%
Courier services	222,231	7,416	214,815	3.3%
Liability/property insurance	184,500	132,251	52,249	71.7%
Collection agency fees	30,000	-	30,000	0.0%
Printing	125,000	9,345	115,655	7.5%
Programming	357,065	26,980	330,085	7.6%
Treasurer fees	420,000	165,345	254,655	39.4%
Microfilming services	19,600	-	19,600	0.0%
Computer support agreements	301,500	62,979	238,521	20.9%
Computer equipment maintenance	135,000	27,500	107,500	20.4%
Software licenses	19,000	-	19,000	0.0%
Employee Assistance Program	20,000	-	20,000	0.0%
Parking	43,646	-	43,646	0.0%
Total Contractual Services	3,521,196	598,327	2,922,869	17.0%
Repairs and Maintenance				
Grounds maintenance	75,500	180	75,320	0.2%
Vehicle operating costs	61,000	2,834	58,166	4.6%
Equipment maintenance	382,300	19,937	362,363	5.2%
Equipment repairs	42,450	59	42,392	0.1%
Furniture repairs	33,000	1,340	31,660	4.1%

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Building repairs	142,750	3,615	139,135	2.5%
Total Repairs and Maintenance	737,000	27,964	709,036	3.8%

Other Services

Translation services	500	-	500	0.0%
Advertising	1,000	-	1,000	0.0%
Bank And trustee Fees	11,600	4,034	7,566	34.8%
School engagement	1,000	90	910	9.0%
Mileage/Travel reimbursement	73,800	4,590	69,210	6.2%
Employee recruitment	50,500	742	49,758	1.5%
Employee testing	500	-	500	0.0%
Dues and memberships	74,000	2,319	71,681	3.1%
Merchandising	1,000	-	1,000	0.0%
Employee recognition	20,525	1,210	19,315	5.9%
Board of Trustees	7,000	878	6,122	12.5%
Community outreach	110,000	10,402	99,599	9.5%
Training	287,534	17,948	269,586	6.2%
Signage	16,000	781	15,219	4.9%
Bindery	5,000	-	5,000	0.0%
Summer Reading Club	34,306	69	34,237	0.2%
Patron reimbursement	500	-	500	0.0%
Postage	62,500	14,522	47,978	23.2%
Volunteer program	5,900	-	5,900	0.0%
Safety and wellness	18,500	149	18,351	0.8%
Other grant/donation expenditures	411,125	25,095	386,030	6.1%
Administrative support	10,500	-	10,500	0.0%
Equipment rental	1,000	88	912	8.8%
Other	20,200	129	20,071	0.6%
Total Other Services	1,224,490	83,045	1,141,445	6.8%

Capital Outlay

Other	15,000	-	15,000	0.0%
Total Capital Outlay	15,000	-	15,000	0.0%

Operating Transfers to Other Funds

Fund transfers out	2,428,411	-	2,428,411	0.0%
Total Expenditures	$ 35,505,009	$ 3,664,477	$ 31,840,531	10.3%

Pikes Peak Library District
Special Revenue Funds
For the Two-Month Period Ended February 28, 2019

Fund Balance - January 1, 2019	$	161,319
Expenditures		-
Fund Balance - February 28, 2019	$	161,319

Fund Balance - By Fund - February 28, 2019
`

Annual Fund	$	212
Cheyenne Mountain Library Fund		812
Fountain Branch Library Fund		11,560
High Prairie Library Fund		114,478
Sand Creek Library Fund		27,772
1905 Carnegie Library Facility Fund		4,374
Carnegie Garden Support Fund		998
Special Collections Support Fund		1,113
	$	161,319

Pikes Peak Library District
East Library Capital Projects Fund
For the Two-Month Period Ended February 28, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
Revenues and Other Sources of Funds						
Donations-PPLD Foundation	$ 5,000	$ -	$ 5,000	$ -	$ -	$ 5,000
Fund Transfers In	139,627	-	139,627	-	-	139,627
Total Revenues and Other Sources of Funds	144,627	-	144,627	-	-	144,627
Expenditures						
2019 Budget						
Chiller Roof Struct Over Pit	19,000	-	19,000	-	3,160	15,840
Roofing Evaluation & Design	30,000	-	30,000	-	-	30,000
Window Screen/Shades-Childr	1,627	-	1,627	-	-	1,627
External Filtration System	10,000	-	10,000	-	-	10,000
Replace Emergency Generator	60,000	-	60,000	-	-	60,000
Reading Bay Area Furniture	15,000	-	15,000	-	-	15,000
Patio Furniture (Fundraising)	5,000	-	5,000	-	-	5,000
Shared Workstation - 4-Person	4,000	-	4,000	-	-	4,000
Sub-total	144,627	-	144,627	-	3,160	141,467
Carryover From 2018						
Roof Inspection And Repairs	-	6,235	6,235	-	-	6,235
Window Leak-2Nd Floor	-	7,500	7,500	-	-	7,500
Replace Public Water Fountains	-	494	494	-	-	494
Replace Staff Lounge Blinds	-	142	142	-	-	142
Ea Update Security Equipment	-	5,000	5,000	-	-	5,000
Laminator	-	205	205	-	-	205
Enclose Chiller Pit	-	38,463	38,463	-	-	38,463
Additional Study Room Chairs	-	3,500	3,500	-	-	3,500
Reface Cabinets In Story Office	-	5,500	5,500	-	-	5,500
Children'S Cabinets	-	5,478	5,478	-	-	5,478
Tractor Replacement	-	2,001	2,001	-	-	2,001
Contingency	-	1,635	1,635	-	-	1,635
IT Equipment	-	2,071	2,071	-	-	2,071
Sub-total	-	78,224	78,224	-	-	78,224
Total Expenditures	$ 144,627	$ 78,224	$ 222,851	-	$ 3,160	$ 219,691
Excess Revenues over Expenditures				-		
Fund Balance - January 1, 2019				78,224		
Fund Balance - February 28, 2019				$ 78,224		

Pikes Peak Library District
Penrose Library Capital Projects Fund
For the Two-Month Period Ended February 28, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
Revenues and Other Sources of Funds						
Fund Transfers In	96,700	-	96,700	-	-	(96,700)
Expenditures						
2019 Budget						
Asphalt Crack Fill	15,500	-	15,500	-	-	15,500
Roofing Evaluation Pe	30,000	-	30,000	-	-	30,000
Replace Lobby Rooftop Unit	23,500	-	23,500	-	-	23,500
Replace Existing Fire Panel	18,500	-	18,500	-	16,921	1,579
Charging Station Outlets	2,000	-	2,000	-	-	2,000
Larger Trash Receptacles	3,600	-	3,600	-	-	3,600
Adjustable Heigh Desks	3,600	-	3,600	-	-	3,600
Sub-total	96,700	-	96,700	-	16,921	79,779
Carryover from 2018						
Penrose Entry Way	-	370	370	-	-	370
Roof Inspection And Repairs	-	5,130	5,130	-	-	5,130
Replace Existing Parking Meter	-	50,000	50,000	-	-	50,000
Elevator Modernization - Cab	-	8,914	8,914	-	-	8,914
Upgrade Two Interior Elevators	-	4,577	4,577	-	-	4,577
Chiller Replacement	-	55,000	55,000	-	-	55,000
27" Laminator	-	705	705	-	-	705
Hvac Heating Loop & Glycol	-	9,324	9,324	-	-	9,324
Penrose Renovation Conting	-	18,985	18,985	-	-	18,985
Pe Campus Project	-	912,563	912,563	383,726	221,126	307,711
Sub-total	-	1,065,568	1,065,568	383,726	221,126	460,716
Total Expenditures	$ 96,700	$ 1,065,568	$ 1,162,268	383,726	$ 238,047	$ 540,495
Excess Revenues over Expenditures				(383,726)		
Fund Balance - January 1, 2019				1,065,568		
Fund Balance - February 28, 2019				$ 681,842		

Pikes Peak Library District
Library 21c Capital Projects Fund
For the Two-Month Period Ended February 28, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
Revenues and Other Sources of Funds						
Fund Transfers In	$ 1,156,100	$ -	$ 1,156,100	$ -	$ -	$ (1,156,100)
Expenditures						
2019 Budget						
Roof Replacement	1,035,000	-	1,035,000	-	-	1,035,000
Replace Skylight/Repairs	108,000	-	108,000	33,280	71,280	3,440
Re-Bulb Children'S Area	1,200	-	1,200	-	-	1,200
Children'S Shelf Movers	2,500	-	2,500	-	-	2,500
Studio Column, Make Space	1,000	-	1,000	-	-	1,000
Office Chairs-Meeting Room	7,200	-	7,200	-	-	7,200
Tables-Adjustable Height, Cm	1,200	-	1,200	-	-	1,200
Sub-total	1,156,100	-	1,156,100	33,280	71,280	1,051,540
Carryover from 2018						
Venue Improv & Equip	33,676	-	33,676	-	-	33,676
Concrete Walkway Ea To South	19,500	-	19,500	-	-	19,500
Courtyard Improvements	20,000	-	20,000	-	2,180	17,820
Roof Repairs	2,350	-	2,350	-	-	2,350
Improv Teen Gaming Room	9,409	-	9,409	-	-	9,409
Ent & Make Ii Window Treatment	4,152	-	4,152	-	-	4,152
Roof Replacement	40,200	-	40,200	-	10,100	30,100
Audio Booth	2,000	-	2,000	-	-	2,000
New Teen Service Desk	1,200	-	1,200	-	-	1,200
Cafe Table Public Area	551	-	551	-	-	551
Contingency	47,317	-	47,317	-	-	47,317
Install Additional Can Lights	1,200	-	1,200	-	-	1,200
New Display Case With Lighting	39	-	39	-	-	39
Signage	5,000	-	5,000	-	-	5,000
Av Equipment Maintenance	4,686	-	4,686	445	-	4,241
Increase Stage Size	4,908	-	4,908	-	1,638	3,270
Studio Noise Mitigation	21,979	-	21,979	-	-	21,979
Venue Led Lighting	7,626	-	7,626	3,095	-	332
Public Equipment Eol Replacem	154	-	154	-	-	154
New Public Equipment Inventory	369	-	369	219	-	150
Munis Record Management Syst	30,000	-	30,000	-	-	30,000
Sub-total	256,317	-	256,317	3,759	13,918	234,441
Total Expenditures	$ 1,412,417	$ -	$ 1,412,417	37,039	$ 85,198	$ 1,285,981
Excess Revenues over Expenditures				(37,039)		
Fund Balance - January 1, 2019				252,263		
Fund Balance - February 28, 2019				$ 215,224		

Pikes Peak Library District
Capital Reserve Fund
For the Two-Month Period Ended February 28, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
Revenues and Other Sources of Funds						
Donations-PPLD Foundation	$ 123,000	$ -	$ 123,000	$ -	$ -	$ 123,000
Fund Transfers In	1,035,984	-	1,035,984	-	-	1,035,984
Total Revenues and Other Sources of Funds	1,158,984	-	1,158,984	-	-	1,158,984
Expenditures						
2019 Budget						
Facilities						
Dw- Asphalt Maintenance	7,500	-	7,500	-	-	7,500
Fo-Window Tint - Children'S	3,000	-	3,000	-	-	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	-	-	5,000
Ho-Add Electricity In Storage	2,000	-	2,000	-	-	2,000
Mo-Replace Bulbs	1,200	-	1,200	-	-	1,200
Ol-Replace Floor Main Level	75,000	-	75,000	-	-	75,000
Ellicot Facility Allowance	200,000	-	200,000	-	-	200,000
Roof Inspection	10,000	-	10,000	-	-	10,000
Ch-Work Room Cabinets&Stor	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	-	-	15,000
Ho-Study Room Furniture	3,000	-	3,000	-	-	3,000
Ro-Redesign Children'S Area	2,500	-	2,500	-	-	2,500
Contingency	50,000	-	50,000	6,259	9,543	34,198
Sub-total	402,200	-	402,200	6,259	9,543	386,398
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	-	3,090	15,910
Technology Refresh (Patrons)	131,000	-	131,000	-	130,845	155
Pcs-Video Editing	11,114	-	11,114	-	-	11,114
Isoc Computers	10,000	-	10,000	-	-	10,000
Laptops- Young Adult Services	6,000	-	6,000	-	-	6,000
Laptops-Children'S Ipads	6,000	-	6,000	-	-	6,000
Self-Check-Peadd Data Ports	2,500	-	2,500	-	-	2,500
Scanners-Collect Managem	2,080	-	2,080	-	-	2,080
Network Switches/Ups	100,000	-	100,000	-	-	100,000
Surveillance System Redesign	30,000	-	30,000	-	-	30,000
Surveillance System	125,000	-	125,000	-	-	125,000
Isoc - A/V Standardization	75,000	-	75,000	-	-	75,000
It Management Reserve	47,500	-	47,500	-	-	47,500
Sub-total	642,194	-	642,194	-	133,935	508,259

Pikes Peak Library District
Capital Reserve Fund
For the Two-Month Period Ended February 28, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
Creative Services/Video Studio						
Wireless Mic Kit	1,300	-	1,300	-	-	1,300
Audio Recorder	300	-	300	-	-	300
Audio Recorder Kit	1,200	-	1,200	-	-	1,200
Cameras - Studio21C	37,500	-	37,500	-	-	37,500
Dslr Cameras - Checkout	5,700	-	5,700	-	-	5,700
Teleprompter	1,550	-	1,550	-	-	1,550
Video Cam Kit - Checkout	3,000	-	3,000	-	-	3,000
Gopro Kits	1,500	-	1,500	-	-	1,500
Tripod System	320	-	320	-	-	320
Photo Roller System	1,000	-	1,000	-	-	1,000
Chechout Equip 21C	3,900	-	3,900	-	-	3,900
Chargeable Batteries	1,620	-	1,620	-	-	1,620
Isolation Booth 21C Studio	20,000	-	20,000	-	-	20,000
Cricut Machines	1,200	-	1,200	-	-	1,200
Sa-Vinyl Record Cutter	9,000	-	9,000	-	-	9,000
Sa-Larger Kiln	3,000	-	3,000	-	-	3,000
Ea-Larger Laser Cutter	18,000	-	18,000	-	-	18,000
New Maker Kits	1,000	-	1,000	-	-	1,000
Equipment Replacement	3,500	-	3,500	-	-	3,500
Sub-total	114,590	-	114,590	-	-	114,590
Total Exepnditures 2019 Budget	1,158,984	-	1,158,984	6,259	143,478	1,009,247
Carryover from 2018						
Facilities						
Mo-Access Control	-	150	150	-	-	150
Dw- Concrete Replacement	-	23,560	23,560	-	-	23,560
Dw - Asphalt Repairs	-	15,072	15,072	-	-	15,072
Staff Lounges Improvements	-	29,916	29,916	-	-	29,916
Water Management System	-	18,373	18,373	-	8,373	10,000
Upgrade Fire System Dialers	-	15,000	15,000	-	-	15,000
Furniture Replacement	-	19,259	19,259	6,610	3,526	9,123
Childr&Teen Area Furnit	-	7,000	7,000	-	-	7,000
Vehicles	-	8,625	8,625	-	-	8,625
Calhan Project	-	515,642	515,642	1,600	1,143	512,899
Replace Generator For Bo	-	12,500	12,500	-	-	12,500
Contingency	-	126,729	126,729	160	1,380	125,189
Contingency - Furniture Replac	-	24,253	24,253	-	-	24,253
Sub-total	-	816,079	816,079	8,370	14,422	793,287

Pikes Peak Library District
Capital Reserve Fund
For the Two-Month Period Ended February 28, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
Information Technology						
Replace Computers	-	39,485	39,485	-	2,091	37,394
Technology Refresh (Patrons)	-	68,795	68,795	-	-	68,795
Barcode Scanners	-	15,102	15,102	-	-	15,102
Copier Replacement	-	200,718	200,718	-	-	200,718
Telephone Switches	-	279,768	279,768	-	-	279,768
Firewall Replacement	-	45,000	45,000	-	-	45,000
Switches/Ups Replacement	-	40,000	40,000	-	-	40,000
Archival Manag System	-	13,400	13,400	-	-	13,400
Amh Bins (2)	-	20,000	20,000	-	-	20,000
Surveillance System Redesign	-	100,121	100,121	-	-	100,121
Children'S Equipment	-	643	643	-	-	643
Special Collections Equip	-	29,000	29,000	-	15,380	13,620
Ea Library Tween Computers	-	4,000	4,000	-	-	4,000
Datacenter Project	-	111,399	111,399	-	-	111,399
Av Equip For Audio Visual Dw	-	50,000	50,000	-	-	50,000
Contingency I/T	-	5,853	5,853	-	-	5,853
Sub-total	-	1,023,284	1,023,284	-	17,471	1,005,813
Creative Services/Video Studio						
Video Projector Repl & Addit	-	5,000	5,000	-		5,000
Maker Machinery Purchases	-	40,015	40,015	-	-	40,015
New Machinery	-	8,871	8,871	-	-	8,871
Sub-total	-	53,886	53,886	-	-	53,886
Total Carryover from 2018	-	1,893,248	1,893,248	8,370	31,893	1,852,985
Total Expenditures	$ 1,158,984	$ 1,893,248	$ 3,052,232	14,629	$ 175,371	$ 2,862,232

Excess Revenues over Expenditures	(14,629)
Fund Balance - January 1, 2019	1,893,248
Fund Balance - February 28, 2019	$ 1,878,619

Pikes Peak Library District
Receipts and Disbursements by Cash Account
For the Month of February 2019

	ColoTrust Investments	US Bank Checking	Total Cash
Cash and Investments Balance February 1, 2019	$ 12,815,639	$ (29,931)	$ 12,785,708
Receipts February 2019			
Property Taxes	1,415,572	-	1,415,572
Daily Cash Receipts	-	12,946	12,946
Credit Card Receipts	-	8,239	8,239
Interest	24,238	-	24,238
Disbursements January 2019			
Payment of Bills week of 02/08/2019	-	(112,140)	(112,140)
Payment of Bills week of 02/15/2019	-	(177,587)	(177,587)
Payment of Bills week of 02/22/2019	-	(115,553)	(115,553)
Payment of Bills week of 02/28/2019	-	(729,998)	(729,998)
Payroll 02/08/2019	-	(662,208)	(662,208)
Payroll 02/22/2019	-	(640,099)	(640,099)
End of Month Pyroll Payments	-	(221,179)	(221,179)
Transfer between funds	(2,400,000)	2,400,000	-
Cash and Investments Balance February 28, 2019	$ 11,855,449	$ (267,510)	$ 11,587,939

Community
The Ruth Holley Library celebrated the legacy of Ruth Olive Holley and the library named after this amazing local leader in 1987 (at its current location since 2004). The first supervisor of East Library, Ruth, and her husband John Holley, were actively involved in the Library and within our community.

The Nonprofit Resource Center was rededicated with a new plaque and sign in memory of Robert Hilbert on February 27. Attendance was excellent and it was a very nice ceremony.

In her role as Recovery co-chair for CPAR, Tiffany Paisley coordinated a community listening forum at Library 21c attended by 60 people featuring a panel of elected officials and people from faith, police, and educational sectors. Head of Adult Services Amy Rodda and 21c Associate Melina Dabney were instrumental in ensuring the evening went as planned.

Alyssa Rail, Rotary Intern (Old Colorado City/East), met with principles in charge of instituting another LGBT roundtable, like one she spearheaded last summer, at 21c on April 11. She remarks to Tiffany Paisley (Cheyenne Library Manager), "Can you tell I am excited?"

Mobile Library Services patrons and staff collected and delivered 150 pounds of food and paper goods for the Antioch Food Pantry in Edison, Colorado.

Rockrimmon Library's art display in the Children's area featured artwork from High Plains Elementary during the month of February. Tina Matiatos offered a reception for the young artists, friends, and family.

High Prairie Library Supervisor Laura Foye and Library Associate Connie Davila took crafts to the Calhan Senior Housing Authority. They all enjoyed making Valentine's Day Cards.

Resources
Joy Fleishacker and the Homeschool committee presented the 2019 Homeschool Science Fair on February 15 at Library 21c with 44 children exhibiting projects and a total attendance of 261.

Collection Management held the Spring Collection Summit at 21c on February 28. New proposed materials and services included ukuleles, Blu-ray discs, and streaming music. Items reviewed included Juvenile Talking Books and Launchpads, Stargazing Backpacks, board games and eComics.

Lacey Miller and Teona Shainidze Krebs met with managers from each Library location to share and gather information regarding digital literacy.

Mobile Library Services visits 87 unique locations in the city of Colorado Springs and throughout El Paso County in their bi-weekly schedule. The Lobby Stop Van visits 19 older adult care facilities, the City Bookmobile visits 40 locations, and the County Bookmobile currently visits 28 unique locations.

Archivist Heather Jordan added the Terrence Lore Smith Records to the Special Collections archives. Terry was a published author and former PPLD employee. The collection includes his popular novel, *The Thief Who Came to Dinner,* newspaper clippings, and correspondence.

Innovation / Creativity
Planning continues for Culinary Quickstart. Creative Services' Morgan Sawicki and Becca Cruz attended a meeting with Adult Education's Teona Shainidze Krebs and Lacey Miller and Pikes Peak Workforce Center staff to discuss budgetary needs, space, orientation, and program parameters.

Old Colorado City Library Associate Joe Paisley's Art and Wine program continues to be a hit with the community. Also, the snacks Joe provides helps create a safe place for teens to spend after school hours.

Fountain Library officially started a new Toddler Time and Family Place Playgroups rotation, now offered quarterly at Fountain and Sand Creek Libraries (previously done twice annually). The acquisition of more sensory materials permitted the increased frequency that allows patrons more choice and flexibility.

Service
Archivist Bill Thomas provided a historic film to the Royal Gorge visitor's center. The 1929 silent movie documents a family vacation featuring a look at the Arkansas River from the bridge. The video will be showcased in the Royal Gorge introductory film.

Monument Library Manager Drew Hart, along with the Tri-Lakes Friends president, met with the newly opened Jackson Creek Senior Living Center, to discuss how the Friends could support their little free library. Drew also discussed possible outreach opportunities to the facility to teach classes and to work out homebound state for many of the residents.

Internal- Staff
PPLDCon 2019 was a big success and was planned by the North Region and hosted at 21c on February 18. Staff learned about the Library's budget, future projects, investigated the differences in interaction with different generational groups, and how to face change in a positive way, with resiliency. And the room full of kittens were a huge hit! The sessions were described as "helpful," "practical," and "enlightening." *"How refreshing to receive information straight from administrators, along with so much other input. Best of all is actually seeing PPLD is one big organization, interwoven, and all its team players working together,"- David Rasmussen, Old Colorado City Library*

Security has instituted a PITS report writing class to allow those who use the program to have a clear understanding of how it works. There are three offerings and the first one has already been a great success!

Strategic Librarian Delaina Massie attended Courage to Risk, a collaborative conference for Special Education, at the Broadmoor Hotel. Topics included: equitable education, respect for learning differences, resiliency, Art as a Communication Tool for Diverse Learners, and Teaching the Autism Community Trades.

On February 4, the CATS Winter Workshop was held at Library 21c. As the chair of CATS, Cameron Landreth helped plan and coordinate the workshop. Cameron was excited that the presentation he organized with Mary Hoefler of the Colorado Department of Behavioral Health on youth suicide prevention resources was especially well-received.

Accountability
Fran Toledo, Katie Cronk, and Joelle Wren are working on special projects with other staff assistance in order to improve the library workflow and organization at Ruth Holley.

Fountain Library Supervisor Mark Fletcher is working on a new procedure for after-hours meeting groups to use when they are closing the Community Room at the end of their reservation. This new procedure will help capture statistics and make it easier to retrieve key cards that patrons use, and hopefully alleviate any issues a patron may experience while using out space.

2019 Circulation ITEM Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	277784	285529	332088	0	0	0	0	0	0	0	0	0	**895401**
DVD	134871	147462	176680	0	0	0	0	0	0	0	0	0	**459013**
CD Music	12862	15085	16143	0	0	0	0	0	0	0	0	0	**44090**
CD Book	14932	15071	18322	0	0	0	0	0	0	0	0	0	**48325**
Playaway	6258	6686	8369	0	0	0	0	0	0	0	0	0	**21313**
Kit	1582	1571	1723	0	0	0	0	0	0	0	0	0	**4876**
Game	3178	3541	4736	0	0	0	0	0	0	0	0	0	**11455**
Software	0	0	0	0	0	0	0	0	0	0	0	0	**0**
TOTAL Physical Items	451467	474945	558061	0	0	0	0	0	0	0	0	0	**1484473**
													0
ILL	2037	1983	2307	0	0	0	0	0	0	0	0	0	**6327**
CyberShelf-OverDrive	167140	148668	167363	0	0	0	0	0	0	0	0	0	**483171**
RB Digital Magazines	5910	5611	6620	0	0	0	0	0	0	0	0	0	**18141**
eReader	4	7	6	0	0	0	0	0	0	0	0	0	**17**
OneClick Audio	460	387	415	0	0	0	0	0	0	0	0	0	**1262**
Hot Spots	58	56	56	0	0	0	0	0	0	0	0	0	**170**
Cameras & Equipment	65	84	64	0	0	0	0	0	0	0	0	0	**213**
													0
TOTAL STATE Circ	627141	631741	734892	0	0	0	0	0	0	0	0	0	**1993774**
One Play				0	0	0	0	0	0	0	0	0	**0**
Freegal Music	7065	6521	6835	0	0	0	0	0	0	0	0	0	**20421**
Freading	108	109	132	0	0	0	0	0	0	0	0	0	**349**
DVD Player	160	137	95	0	0	0	0	0	0	0	0	0	**392**
Hoopla	1948	1767	2059	0	0	0	0	0	0	0	0	0	**5774**
Comics	341	368	405	0	0	0	0	0	0	0	0	0	**1114**
Kanopy	838	828	844	0	0	0	0	0	0	0	0	0	**2510**
													0
CLC	9990	10628	12635	0	0	0	0	0	0	0	0	0	**33253**
Laptop Use	1373	1336	1519	0	0	0	0	0	0	0	0	0	**4228**
Active Users	255131	254818	254774	0	0	0	0	0	0	0	0	0	

Monthly Circ by Format

	2019	2018	Change
Print	332088	295271	12%
DVD	176680	150079	18%
CD Music	16143	15351	5%
CD Book	18322	18433	-1%
Playaway	8369	5911	42%
Kit	1723	1843	-7%
Game	4736	3580	32%
	0	0	
TOTAL Physical Items	558061	490468	13.78%
ILL	2307	2280	1%
CyberShelf-OverDrive	167363	138406	21%
RB Digital Magazines	6620	3343	98%
eReader	6	25	-76%
OneClick Audio	415	450	-8%
Hot Spots	56	76	-26%
Cameras & Equipment	64	72	
Total e-materials	174460	142300	23%
OnePlay		0	
Freegal Music	6835	8130	-16%
Freading	132	52	154%
DVD Player	95	175	-46%
Hoopla	2059	1870	10%
Comics	405	240	
Kanopy	844	278	204%
CLC	12635	10789	17%
Laptop Use	1519	1592	-5%
Active Users	254774	257950	-1%

MTD Total	2019	2018	Change
January	627141	612152	2%
February	631741	560716	13%
March	734892	635120	16%
April		601395	-100%
May		607959	-100%
June		652514	-100%
July		658303	-100%
August		632095	-100%
September		584033	-100%
October		627088	-100%
November		598931	-100%
December			#DIV/0!

YTD Total	2019	2018	Change
January	627141	612152	2%
February	1258882	1172868	7%
March	1993774	1807988	10%
April		2409383	-100%
May		3017342	-100%
June		3669856	-100%
July		4328159	-100%
August		4960254	-100%
September		5544287	-100%
October		6171375	-100%
November		6770306	-100%
December			#DIV/0!

OnePlay no longer providing resosurces to PPLD

Circulation Report
Item Type
March 2019

2019 Circulation by Facility

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	47527	46142	52535	0	0	0	0	0	0	0	0	0	146204
Mobile Libraries Total	11278	13161	13478	0	0	0	0	0	0	0	0	0	37917
Cheyenne	30604	33278	37279	0	0	0	0	0	0	0	0	0	101161
Fountain	13965	14601	17060	0	0	0	0	0	0	0	0	0	45626
High Prairie	24346	25660	29705	0	0	0	0	0	0	0	0	0	79711
Holley	27152	28984	32016	0	0	0	0	0	0	0	0	0	88152
Manitou	3756	4166	4943	0	0	0	0	0	0	0	0	0	12865
Monument	30228	32367	39250	0	0	0	0	0	0	0	0	0	101845
Old Colorado City	16491	17317	19837	0	0	0	0	0	0	0	0	0	53645
Palmer Lake	2970	3458	3566	0	0	0	0	0	0	0	0	0	9994
Rockrimmon	30572	30602	34924	0	0	0	0	0	0	0	0	0	96098
Sand Creek	25926	28975	34099	0	0	0	0	0	0	0	0	0	89000
Ute Pass	2081	2248	3108	0	0	0	0	0	0	0	0	0	7437
Senior Van	1567	1970	1750	0	0	0	0	0	0	0	0	0	5287
Bookmobiles	9711	11191	11728	0	0	0	0	0	0	0	0	0	32630
East	112093	115913	141935	0	0	0	0	0	0	0	0	0	369941
Library 21c	72298	77951	94214	0	0	0	0	0	0	0	0	0	244463
Dispensers	0	0	0	0	0	0	0	0	0	0	0	0	0
Parenting	180	122	112	0	0	0	0	0	0	0	0	0	414
Total Physical Materials	**451467**	**474945**	**558061**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1484473**

YTD CIRC Comparison

	2019	2018	% Change
Penrose	146204	161521	-9.5%
Mobile Libraries Total	37917	39920	-5.0%
		0	
Cheyenne	101161	93063	8.7%
Fountain	45626	46091	-1.0%
High Prairie	79711	72221	10.4%
Holley	88152	87202	1.1%
Manitou	12865	10864	18.4%
Monument	101845	94375	7.9%
Old Colorado City	53645	50399	6.4%
Palmer Lake	9994	10715	-6.7%
Rockrimmon	96098	88737	8.3%
Sand Creek	89000	85472	4.1%
Ute Pass	7437	7474	-0.5%
Senior Van	5287	5785	-8.6%
Bookmobiles	32630	34135	-4.4%
East	369941	309038	19.7%
Library 21c	244463	235812	3.7%
Dispensers	0	0	
Parenting	414	406	2.0%
Total Physical Materials	**1484473**	**1393310**	**6.54%**

Current Month Comparison CIRCULATION

	2019	2018	% Change
Penrose	52535	55956	-6.1%
Mobile Libraries Total	13478	13957	-3.4%
Cheyenne	37279	33393	11.6%
Fountain	17060	16565	3.0%
High Prarie	29705	26503	12.1%
Holley	32016	30440	5.2%
Manitou	4943	3861	28.0%
Monument	39250	33553	17.0%
Old Colorado City	19837	17376	14.2%
Palmer Lake	3566	3949	-9.7%
Rockrimmon	34924	30805	13.4%
Sand Creek	34099	30112	13.2%
Ute Pass	3108	2739	13.5%
Senior Van	1750	1814	-3.5%
Bookmobiles	11728	12143	-3.4%
East	141935	107240	32.4%
Library 21c	94214	83841	12.4%
Dispensers	0	0	
Parenting	112	178	-37.1%
Total Physical Materials	**558061**	**490468**	**13.78%**

Current Month Comparison VISITORS

	2019	2018	% Change
Penrose	59191	47362	25.0%
Mobile Libraries Total	3099	3448	-10.1%
Cheyenne	15015	19299	-22.2%
Fountain	7206	8884	-18.9%
High Prairie	9038	10051	-10.1%
Ruth Holley	13981	18694	-25.2%
Manitou	3636	4537	-19.9%
Monument	15784	15332	2.9%
Old Colorado City	11366	13135	-13.5%
Palmer Lake	1255	2055	-38.9%
Rockrimmon	14328	15821	-9.4%
Sand Creek	18776	21256	-11.7%
Ute Pass	1571	1954	-19.6%
Knights of Columbus Hall	0	283	-100.0%
East	47514	51066	-7.0%
Library 21c	43628	47877	-8.9%
TOTAL	**265388**	**281054**	**-5.6%**
Special Collections	1808	2957	-38.9%

Circulation Report
By Facility
March 2019

Consent Item: New Hires

The following individuals were hired by the Pikes Peak Library District for the positions indicated during the period of March 1, 2019 – March 31, 2019.

Matthew Kaip: Library Associate, 21c (20 hrs)
Melody Alvarez: Senior Library Associate-Children's, PE (40 hrs)
Cristina Jaramillo: Talent Management Supervisor, 21c (40 hrs)
Christina Carlson: Collection Management Supervisor, 21c (40 hrs)

Policy Update – Facilities Naming Policy

Pikes Peak Library District's *Facilities Naming Policy* outlines the decision-making process for naming or renaming library facilities. It also covers other naming opportunities and the length of naming rights.

Pikes Peak Library District reviews policies annually. Updates to the *Facilities Naming Policy* include clarification of the Board Policy, in addition to minor revisions and restructuring of the Procedures section.

Facilities Naming Policy

BOARD POLICY

The decision of naming a new Library facility or renaming an existing Library facility of Pikes Peak Library District (PPLD) rests with the Board of Trustees.

PROCEDURES

I. **Naming Facilities**

It is practice of PPLD's Board of Trustees to name Library facilities for geographic identification, neighborhood, or natural geographical features, so patrons can easily ascertain the Library's location.

The Board may choose to approve naming a Library facility after a person under special circumstances, if the following criteria are met:

A. A 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.

B. The proposed name should reflect the spirit of PPLD's mission of free and equal access to information and inclusion of all.

C. The name should not be controversial and not carry the banner of a transitory cause, no matter how worthy.

Pikes Peak Library District: Facilities Naming Policy
Approved by the Board of Trustees XXXXXX; Updated by PPLD Management XXXXXX
Last Amended 3/15/11
Page **1** of **2**
Pikes Peak Library District Board of Trustees
April 9, 2019
Page 38 of 46

II.   Other Naming Opportunities

The Library, through the Chief Librarian and CEO and the Pikes Peak Library District Foundation, may provide other naming opportunities within buildings based upon a set charitable gift. This includes but is not limited to meeting rooms, collections, gardens, and reading areas.

III.   Length of Naming Rights

Although it would be the intention to use honorary names of Library facilities and other areas for many years to come, PPLD cannot promise that a name will be used in perpetuity.

Pikes Peak Library District: Facilities Naming Policy
Approved by the Board of Trustees XXXXXX*; Updated by PPLD Management* XXXXXX
Last Amended 3/15/11   Page **2** of **2**
Pikes Peak Library District Board of Trustees   Page 39 of 46
April 9, 2019

Facilities Naming Policy

BOARD POLICY

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It is practice of PPLD's Board of Trustees to name Library facilities for geographic identification, neighborhood, or natural geographical features, so patrons can easily ascertain the Library's location.

The Board may choose to approve naming a Library facility after a person under special circumstances, if the following criteria are met:

A. A 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.

B. The proposed name should reflect the spirit of PPLD's mission of free and equal access to information and inclusion of all.

C. The name should not be controversial and not carry the banner of a transitory cause, no matter how worthy.

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II.   Other Naming Opportunities

The Library, through the Chief Librarian and CEO and the Pikes Peak Library District Foundation, may provide other naming opportunities within buildings based upon a set charitable gift. This includes but is not limited to meeting rooms, collections, gardens, and reading areas.

III.   Length of Naming Rights

Although it would be the intention to use honorary names of Library facilities and other areas for many years to come, PPLD cannot promise that a name will be used in perpetuity.

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Policy Update - Solicitation Policy

Pikes Peak Library District's *Solicitation Policy* outlines allowed uses of our library facilities and properties. The *Solicitation Policy* covers permissible activities for on-site solicitation as well as promotion and display of community materials.

Pikes Peak Library District reviews policies annually. Updates to the *Solicitation Policy* include some minor revisions and clarification of the Board Policy, in addition to minor revisions and restructuring of the Procedures section.

Solicitation Policy

BOARD POLICY

Pikes Peak Library District (PPLD) has authority to make reasonable rules that are universally applicable and content-neutral regarding the allowed uses of our library facilities and property. Public library facilities and grounds are defined as limited public forums subject to reasonable time, place, and manner restrictions.

PROCEDURES

A. Allowed Activities for On-site Solicitation

PPLD allows:

A. The circulation of petitions and electioneering outside of library facilities only.

B. Activities of nonprofit organizations including sales and distribution of information, with prior approval of PPLD.

C. Media and public awareness events with prior approval of PPLD.

The following apply to all such activities:

A. Persons may stand on library property as long as they do not block entrances and exits, or interfere with patrons seeking to use the library.

B. No unauthorized solicitation of funds or sales of goods and services are allowed.

C. Individuals and groups can reserve and utilize available meeting rooms at library facilities, as long as they adhere to PPLD's Meeting and Study Room Policy.

D. Solicitors must secure a letter of authorization from the Communications Office and/or Foundation Office for all activities, with the exception of petitioning. A copy of each letter will be provided to the solicitor, as well as PPLD Security, the Library Manager and staff, and the Communications staff.

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II.   Promotion and Display of Materials

Programs hosted by members of the community are not sponsored by PPLD, nor does the PPLD provide marketing assistance or promote these programs. Brochures and flyers about library events and programs, as well as community events and programs, are displayed in community literature racks and on bulletin boards. These displays are intended for programs that are free to the public or sponsored by nonprofit organizations. PPLD sponsored activities are always given priority, followed by local activities and events of interest when deciding what to post in each library.

A. The Library Manager or Supervisor must approve all postings not produced by PPLD or previously approved by the Communications Office.
B. Community postings are subject to approval by PPLD based upon the availability of space, the size of the posting, and the applicability to their local community.
C. Duration of a posting may be limited in time as determined by the Library Manager or Supervisor. Postings are never for an indefinite time and may be removed at the discretion of the Library Manager or Supervisor.
D. Commercial or personal services, social events, goods, or merchandise will not be advertised.
E. Each community literature display and/or bulletin board will contain a sign stating: "Literature on display here does not imply endorsement by Pikes Peak Library District."
F. The Communications Office distributes community literature to all library facilities. Each library is responsible for its own displays.

Questions and solicitor inquiries should be directed to PPLD's Communications Office.

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BOARD POLICY

Pikes Peak Library District (PPLD) has authority to make reasonable rules that are universally applicable and content-neutral regarding the allowed uses of our library facilities and property. Public library facilities and grounds are defined as limited public forums. ~~The public sidewalks around our libraries are traditional public forums~~ subject to reasonable time, place, and manner restrictions. Sidewalks around our libraries are traditional public forums, defined as places held in trust of the public to use for free speech and other activities ~~on those wishing to use them for purposes~~ protected by the First Amendment.

PROCEDURES

    A.   **Allowed Activities for On-site Solicitation**

        PPLD allows:
        A. The circulation of petitions and electioneering outside of library facilities only.
        B. Activities of nonprofit organizations including sales and distribution of information, with prior approval of PPLD.
        C. Media and public awareness events, with prior approval of PPLD.

        The following apply to all such activities:
        A. Persons may stand on library property as long as they do not block entrances and exits, or interfere with patrons seeking to use the library.
        B. No unauthorized solicitation of funds or sales of goods and services are allowed.
        C. Individuals and groups can reserve and utilize available meeting rooms at library facilities, as long as they adhere to PPLD's Meeting and Study Room Policy.
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