



PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
AUGUST 14, 2018, 4 PM
MONUMENT BRANCH

- 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 (p. 10)
 - C. Events & Press Clippings (p. 15)
 - D. Presentation: Monument Branch Volunteers: Liz Turner
- V. REPORTS
 - A. Friends of the Pikes Peak Library District Report (p. 17)
 - B. Pikes Peak Library District Foundation Report (p. 18)
 - C. Board Reports
 - 1. Governance Committee Report
 - 2. Internal Affairs Committee Report
 - 3. Public Affairs Committee Report
 - 4. Adopt-a-Department Reports
 - 5. Board President's Report
 - D. Financial Report (p. 19)
 - E. Public Services Report (p. 35)
 - F. Circulation Report (p. 37)
 - G. Chief Librarian's Report
- VI. BUSINESS ITEMS
 - A. Consent Items: Decision 18-8-1 (p. 39)
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".
 - B. Unfinished Business
 - 1. Discussion: Review of Board Bylaws (K. Clayton) (p. 40)
 - 2. Discussion: Job Shadowing/Community Engagement Project (K. Clayton)
 - C. New Business
 - 1. Discussion: Mid-Year Budget Resolution (M. Varnet) (p. 54)
 - 2. Discussion: Board Budget Priorities (M. Varnet) (p. 82)
- VII. ADJOURNMENT

MINUTES
PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
June 12, 2018
4 pm
Library 21c

MEMBERS PRESENT

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

PIKES PEAK LIBRARY DISTRICT STAFF and OTHERS PRESENT

Chief Librarian & CEO John Spears, Director of Library Services Tim Blevins, Facilities Specialist Lino Calica, Chief Development Officer & Foundation Executive Officer Dolores Cromeens, Regional Manager Hillary Dodge, Regional Manager Michael Doherty, Friends of the Pikes Peak Library District Board President Dora Gonzales, Assistant to the Chief Librarian Sue Hammond, Chief HR & OD Officer Sally Jensen, Print Production Supervisor David Kelly, Administrative Assistant Colleen Lark, Chief Information Officer Richard Peters, Director of Branches Lynne Proctor, Chief Communications Officer Michelle Ray, Chief Facilities Management Officer Gary Syling, Caleb Taylor, Chief Finance Officer Michael Varnet, Information Technology Staff Members: David Burling, Virginia Franklyn, Justin Goodwin, Nancy Gulick, Cheryl Howard, Bill Hubbard, Juanita Lanaux, Dan Stone and Nick Jones of Flair Data Systems

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Owings called the June 12 2018 meeting of the Pikes Peak Library District Board of Trustees to order at 4:04 p.m.

ITEMS TOO LATE FOR THE AGENDA

There were no items to add to the agenda.

PUBLIC COMMENT

There was no public comment.

CORRESPONDENCE AND COMMUNICATIONS

Minutes

The minutes of the May 8, 2018 meeting of the Board of Trustees were presented for review.

Motion: Cathy Grossman moved to approve the minutes of the May 8, 2018 meeting of the Board of Trustees as presented.

Second: The motion was seconded by Scott Taylor.

Vote: The motion was approved unanimously.

Correspondence

Three letters were included in the Board Packet:

- A letter to Board President Ownings from AARP Foundation Tax-Aide Colorado State Coordinator David W. Hutchison thanking PPLD for supporting the AARP Foundation Tax-Aide program in 2018. Six hundred and ninety-four tax payers received assistance between February and April 15, 2018.
- A letter to Chief Librarian John Spears from Ute Pass Elementary Principal Chris Briggs-Hale thanking PPLD for supporting The After School Program (TAP) and the Ute Pass Elementary annual Literacy Night.
- A note from a library patron to the staff at Library 21c expressing appreciation for making all patrons feel like they are welcomed guests.

Events & Press Clippings

Upcoming events and recent press clippings were included in the Board packet. Chief Librarian Spears pointed out the Manitou Springs Library Lawn Concerts. He noted that the authors of the three All Pikes Peak Reads selections (*The Newcomers: Finding Refuge, Friendship, and Hope in an American Classroom* – Helen Thorpe; *Flying Lessons and other Stories* – Ellen Oh; *Last Stop on Market Street* – Matt de la Pena) will be presenting at PPLD in 2018. Mr. Spears reported that PPLD's Summer Adventure programs for children and teens have begun. PPLD's summer reading program continues to be the largest single program offered by the Library. Penrose Library will celebrate its 50th birthday on July 15, 2018 with a special day of speakers, history, fun and food. The day will begin with the rededication of The Secret Garden sculpture in front of Penrose Library. The sculpture is dedicated to past PPLD Director Bernie Margolis. Mr. Spears thanked Heidi Buljung and her team for their work on the July 15 celebration at Penrose Library.

Presentations

Introduction of New Staff

Chief Librarian Spears introduced PPLD's new Chief Communications Officer Michelle Ray. Ms. Ray expressed that she is excited to be at PPLD.

Chief Facilities Management Officer Gary Syling introduced new Facilities Specialist Lino Calica.

Director of Branches Lynne Proctor introduced Hillary Dodge who was recently hired as Regional Manager for the North Region.

Information Technology Staff

Chief Information Officer Rich Peters brought many of the fourteen member IT team to meet the Board. Staff members introduced themselves.

- Juanita Lanaux: IT Tech Support Manager, 3 years at PPLD
- David Burling: Voice System Engineer, 2 years at PPLD
- Nancy Gulick: Network Administrator, 20 years at PPLD
- Bill Hubbard: IT Network and Phone Technician, 4 years at PPLD
- Cheryl Howard: Web Developer, 12 years at PPLD
- Virginia Franklyn: Web Developer, 21 years at PPLD
- Daniel Stone: Server Administrator, 2 days at PPLD
- Justin Goodwin: Server Administrator, 2 days at PPLD
- Nick Jones: Flair Data Systems Network Engineer

REPORTS

Friends of the Pikes Peak Library District

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends Board President Dora Gonzales reported that the Friends are working on better serving the community through improved communications. The Friends are currently involved in planning for this fall's Latina Voices program and are working with Library staff to move administration of the annual Betty Fields Writing Contest from the Friends to Library programming staff.

Pikes Peak Library District Foundation

The PPLD Foundation Report was included in the Board packet. Chief Development Officer & Foundation Executive Officer Dolores Cromeens thanked Chief Finance Officer Varnet and the Finance Department staff for their assistance with the Foundation's audit process. She recognized Foundation Development Specialist Isabel Soto-Luna for an excellent job with Foundation reports.

Board Reports

Governance Committee

Governance Committee Chair Keith Clayton reported that the Committee met on May 25. The Committee discussed a possible job shadowing opportunity, the 2018 Board retreat and the annual review of the Board Bylaws.

A job shadowing event would allow Board members to experience first-hand some of the daily work of PPLD staff members. It would also provide an opportunity for Board members to engage with the public. Ms. Hammond will continue to look at dates that this activity could occur.

The Governance Committee suggests that the 2018 Board Retreat be designed to include PPLD Foundation and Friends Board members at a deeper level than in the past.

The Bylaws are included for Board discussion at today's meeting.

Internal Affairs Committee

Internal Affairs Committee Chair Wayne Vanderschuere reported that the Internal Affairs Committee met on May 25, 2018 and also on June 12, 2018.

Internal Affairs Committee member Debbie English reported on the May 25, 2018 meeting. The Committee discussed the voice switch vendor selection, the selection of a GC/CM for the Penrose Campus project and the Calhan lease.

Wayne Vanderschuere reported that the Committee met with the auditors and CFO Varnet to discuss the audit of the District's 2017 financial records at their June 12, 2018 meeting.

Public Affairs Committee

Public Affairs Committee Chair Cathy Grossman reported that the Committee did not meet in May.

Adopt-a-Trustee Reports

- Cathy Grossman visited Young Adult Services Division.
- Scott Taylor visited East Library.
- Debbie English visited the Rockrimmon Branch Library and the Old Colorado City Branch Library.
- Keith Clayton visited the Adult Education Division and provided the welcome at the Celebrate Literacy Event. He also visited the Palmer Lake Branch Library on the day of the Summer Adventure kickoff.
- Wayne Vanderschuere visited the Security Department, the Ute Pass Branch Library, the Manitou Springs Branch Library and the Human Resources Department. He recognized HR staff for the work they did related to salary changes as a result of recommendations from the Singer Report.

Board President

President Owings did not give a report.

Financial Report

The financial report for the period ending April 30, 2018 was included in the Board packet. Chief Finance Officer Michael Varnet reported the audit of the District's 2017 financial records had been completed and will be presented to the Board at today's meeting. The District has begun the process for the 2019 budget.

With one third of the year completed, District's revenues and expenses are on track. Mr. Varnet noted that there is a one-month delay for bill payments to be reflected in the budget report.

Public Services Report

Director of Library Services Tim Blevins thanked Trustee Debbie English and Chief Librarian Spears for their parts in welcoming guests to the 15th annual Regional History Symposium on June 7, 2018. Mr. Blevins provided some statistics from the feedback received after the Symposium.

- 100% of Symposium participants agreed that the Symposium engaged their interest in community/regional history.
- 100% of Symposium participants agreed that the Symposium increased their knowledge of community/regional history.
- 54% of Symposium participants said that their assumptions of the region's history are transformed based on what they heard at the Symposium.
- 75% of Symposium participants said that what they heard at the Symposium inspired them to seek more knowledge about the topic.

Director of Branches Lynne Proctor reported that the 2018 Summer Adventure programs for children and teens kicked off on June 1, 2018. She noted that many area teens are involved as volunteers, helping with the programs each summer.

Ms. Proctor announced that Janina Goodwin has been selected as the Branch Manager for East Library. She also reported that Branch Manager positions are currently open at Old Colorado City Branch Library, Fountain Branch Library, Sand Creek Branch Library, Ruth Holley Branch Library and High Prairie Branch Library. PPLD will recruit for these positions at the American Library Association Annual Conference later this month in New Orleans.

Circulation Report

The Circulation Report for May 2018 was included in the Board packet. Chief Librarian Spears noted that circulation and visitor count are statistics traditionally reviewed by Boards on a monthly basis, but PPLD collect many other statistics which are reported in the annual Facts & Figures document. He also noted that circulation stats have been up and down without any recognizable pattern. He plans to speak with his peers at the ALA Annual Conference to compare current trends in public library circulation statistics.

Chief Librarian's Report

Chief Librarian Spears thanked Trustees Debbie English and Keith Clayton for providing the welcome at recent major PPLD events adding that it means a lot to see the Board invested in these programs.

Mr. Spears recognized newly hired Regional Library Managers Hillary Dodge, Michael Doherty and Abby Simpson for "heading into uncharted territory" with the new positions. He also recognized Director of Branches Lynne Proctor for guiding the three new managers as they begin their new jobs.

Mr. Spears recognized IT staff member David Burling, noting that Mr. Burling "deserves combat pay" for his work keeping the troubled phone system operating. Mr. Spears praised the entire IT Department for doing a great job and keeping all hands on deck.

Mr. Spears reported that PPLD continues to be involved in the library world at the international level. He, Director of Library Services Tim Blevins and Adult Education Division Head Teona Shainidze-Krebs recently present a webinar with librarians in the Country of Georgia via Skype. The Georgian librarians visited several major United States libraries last year and were most impressed with PPLD. Both parties are discussing the possibility of a staff exchange. PPLD staff have been invited to present in Latvia and will be able to do so through a grant. PPLD is involved in a relationship with the Berlin Public Library, and of course, PPLD staff will attend the IFLA Annual Conference in Kuala Lumpur later this summer. Trustees suggested that PPLD might seek relationships with libraries in Latin America, and Mexico. Mr. Spears agreed that PPLD needs to hire more Spanish-speaking staff and can improve outreach to the Spanish-speaking community as well as strengthen our collections of Spanish materials.

Mr. Spears is involved with library directors from Denver Public Library, Douglas County Libraries and Arapahoe Public Library in a project to identify attributes that will be valuable to library staff in the next three to five years and to come up with methods to prepare current staff to attain these attributes.

Chief Librarian Spears is part of a group of eighteen library directors that the Public Library Association has charged with planning for the future of public libraries. The group will look at external factors impacting the communities served by public libraries to determine how public libraries can provide the support that communities will need.

Eight PPLD staff will attend the American Library Association Annual Conference in New Orleans. Many of these staff will be presenting at the conference.

BUSINESS ITEMS

Decision 18-6-1: Consent Items

Consent Items Presented:

1. New Hires

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

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was approved unanimously.

Unfinished Business

Decision 18-6-2: Vendor for Voice Switch

PPLD's current telephone system must be replaced. Two vendors responded to PPLD's RFP for a new voice system. Both vendors were compliant with the requirements of the RFP, but Flair Data Systems submitted the lower bid.

Motion: Cathy Grossman moved that the Board of Trustees approve Flair Data Systems to provide the services stipulated in RFP 520-18-01 Voice System redesign at the cost of \$246,578.92 for 2018.

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

Decision 18-6-3: CM/GC for the Penrose Complex Project

PPLD issued an RFP for Construction Manager/General Contractor services for the Penrose Complex Project. Humphries Poli Architects was approved by the Board of Trustees in March 2018 to provide design services for the Penrose Complex Project. The Project will include improvements to Knights of Columbus Hall, the 1905 Carnegie and Penrose Library. Two vendors responded to the RFP. Nunn Construction provided the best overall complete bid for the project.

Motion: Mina Liebert moved that the Board of Trustees approve Nunn Construction as the CM/GC for the Penrose Complex Project at a total cost of \$149,323.00

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

Decision 18-6-4: Calhan Land Lease

In lieu of replacing bookmobile L-702 to provide library services to Eastern El Paso County, PPLD will partner with Calhan School District RJ-1 to provide a library in a modular building to be located on 3 acres of land to be leased to PPLD from the School District at the cost of \$1.00/year, guaranteed for fifty years. In exchange for the land lease, PPLD agrees to pay School District RJ-1 \$15,000 to be used for the construction a fence around the school bus parking lot that borders the Library property.

Motion: Scott Taylor moved that the Board of Trustees approve the land lease with Calhan School District RJ-1 as presented.

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

Chief Librarian Spears noted that if this model for the delivery of library services is successful, it will be duplicated in other areas that are currently served by county bookmobiles or that are currently under served.

Decision 18-6-5: Audit of 2017 Financial Records

The final draft of PPLD's Comprehensive Annual Financial Report for the year ended December 31, 2017 was included in the Board packet, as was the final draft of BKD, LLP's communication letter to the Board of Trustees, Internal Affairs Committee and Management. BKD,LLP will issue their final reports after the Board of Trustees has accepted the results of the 2017 audit. The Board Internal Affairs Committee met with management and representatives from BKD, LLP to hear the results of the audit of the District's 2017 financial

records. Internal Affairs Committee Chair Wayne Vanderschuere reported that it was a clean audit and received an unqualified opinion.

Chief Finance Officer Varnet pointed out some of the highlights of the audit report.

- The District's total assets as of 12/31/17: \$79,203,063
- The District's total liabilities as of 12/31/17: \$40,459,621
- The District has three months of expenses in the fund balance as of 12.31/17
- Employee Health Plan Fund as of 12/31/17: \$489,967
- The auditor feels that the District's liability to the El Paso County Retirement Plan is understated.

Motion: Stott Taylor moved that the Board of Trustees accept the results of the audit of PPLD's 2017 financial records as presented.

Second: Mina Liebert seconded the motion

Vote: The motion as unanimously approved.

Wayne Vanderschuere thanked Chief Finance Officer Mike Varnet and the Finance office for their diligent work throughout the year.

Discussion: Review of Board Bylaws

The Bylaws of the Pikes Peak Library District Board of Trustees specify that the Board should review the Bylaws annually and make any changes/additions as necessary. The Governance Committee is charged with the administration of such a review. Governance Committee Chair Keith Clayton reported that the Committee has begun discussion of the Bylaws and has asked PPLD legal counsel to review the Bylaws. The Governance Committee will continue with the review process.

EXECUTIVE SESSION

Motion: Keith Clayton moved that the Board convene in Executive Session to discuss personnel matters related to the annual performance of goals of the Chief Librarian & CEO as authorized by C.R.S. § 24-6-402(4)(f)

Second: Cathy Grossman seconded the motion.

Vote: The motion was unanimously approved.

The Board convened in Executive Session to discuss personnel matters related to the annual performance of goals of the Chief Librarian & CEO as authorized by C.R.S. § 24-6-402(4)(f) at 5:30 p.m.

Motion: Wayne Vanderschuere moved that the Board reconvene in Open Session

Second: Mina Liebert seconded the motion.

Vote: The motion was approved unanimously.

The Board of Trustees reconvened in Open Session at 5:50 p.m.

ADJOURNMENT

There being no further business to conduct, President Owings adjourned the meeting at 5:51 p.m.

Keith Clayton joined the meeting at 4:06 pm

D. Kelly joined the meeting at 4:17 pm

Lino Calica, V. Franklyn, Nancy Gulick, Cheryl Howard, Juanita Lanaux, all left the meeting at 4:18 pm

B. Hubbard, N. Jones left the meeting at 5:05 pm

D. Cromeens left the meeting at 5:20 pm

The following left the meeting at 5:30 pm: T. Blevins, H. Dodge, M. Doherty, D. Gonzales, S. Hammond, S. Jensen, D. Kelly, C. Lark, R. Peters, L. Proctor, M. Ray, G. Syling, C. Taylor, M. Varnet, D. Burling, J. Goodwin, D. Stone, N. Jones



Nicholas M. Gledich, Ed.D., Superintendent of Schools

(719) 520-2001
FAX (719) 520-2278
nicholas.gledich@d11.org

Spring, 2018

John Spears
Pikes Peak Library District
20 North Cascade Avenue
Colorado Springs, CO. 80903

Dear Mr. Spears:

***Try not to become a man of success but rather try to become a man of value.
Albert Einstein***

Preparing our students for the challenges they will inherit as they assume positions of responsibility requires sound educational practices balanced with exemplary role models.

As a District 11 volunteer partner, you assist us by enriching the curriculum as a classroom presenter or as a host to a student interested in exploring your career field.

This year Nancy Maday, Christa Funke, Stacy Smith, Kristin Brown, Betty McDonald, Evan Kendrick, Carol Scheer, Barbara Huff, Cameron Riesenberger, Erin Barnes, and Bradie Nickerson gave 144 presentations to 6617 students.

You are a person of value demonstrating that the education of the youth of our community is a priority and worthy of your time and talents. Your contributions are gratefully acknowledged by District 11 staff and students.

The integrity you exemplify sets the standard for District 11 students as they strive to become men and women of value.

Sincerely,

Nicholas M. Gledich, Ed.D.
Superintendent of Schools

Greetings -

Recently, I took a closer look at the breakdown on my property taxes. I was surprised and a bit saddened to see how little of my money (63%) goes to PPLD. In 3 years of living in Co Springs, 21c Public Library has become one of my favorite things about my neighborhood.

I struggle with a disability which, at times makes it difficult to get out of my house. Consequently, there are times I miss book pick-up dates. More importantly, I miss book return dates, which bothers me most, because it impacts others.

Since you haven't let me pay late fees, I'd like to "match" my property tax assessment for PPLD and donate it to 21c. As I mentioned earlier, it's not much. I wish I could do more to say Thank you. The staff at 21c has been incredibly helpful and gracious. -

To PPLD -



Thanks for your
Beautiful Librarians-
A place when I
was Homeless + Cold-
You helped save my
Life - God Bless
Your Souls! Kim (16)

Kathleen -

Patrick Losinski
Chief Executive Officer

It was such an honor to be asked to participate in the Remore Library's 50th anniversary. Colorado Springs and PPLD will always hold a revered place in our hearts. I'm so very appreciative of



your willingness to serve again as Board President. A public library is only as strong as its staff and Board!

With appreciation,

Patrick

SCAMP 4 w/ Concrete Couch

Thank you
for the help,
John!



Pikes Peak Library District Board of Trustees
August 14, 2018

SAND CREEK LIBRARY

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2018

Events & Press Clippings August 14, 2018

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

The **Pikes Peak Brass Band** ,Free Summer Concerts at **Library 21c** August 16, 7pm – 8:30pm
Classical, jazz, rock, and traditional brass band music is what you will hear from the Pikes Peak Brass Band. The Atrium at Library 21c is the ideal venue to hear this group with its high ceilings, and dramatic views make this a fantastic place to enjoy some great music.

The PPLD **Homeschool Resource Fair** will be held on Fri., Aug. 17, 2018 from 10 a.m. - 1 p.m. in the Venue at **Library 21c**. Over 50 local exhibitors offering educational and extracurricular opportunities for homeschooling families will participate in this year's fair.

Maker in Residence: Aja and Samir, also known as the musical group “The Reminders”. Learn to cultivate your own original artistic ideas through the creative use of imagery, emotion, metaphor, and personal experience.

Studio Hours

Thursday, September 13, 6 – 9 p.m. Sand Creek Studio

Thursday, September 27, 6 – 9 p.m. Sand Creek Studio

Friday, August 31, 10 a.m. – 2 p.m. Sand Creek Studio

Saturday, September 22, 12 – 5 p.m. Library 21c

Pikes Peak Library District (PPLD) is pleased to announce the selected titles for **All Pikes Peak Reads** (APPR) 2018, which will run from September 10 - November 17. <https://ppld.org/appr>

Press Clippings

July 2018 Compliments (Compiled by Antonia Krupicka-Smith, Penrose Library Manager)

A celebration of the Penrose Library (*Colorado Springs Gazette*; June 16, 2018)

Penrose Library is turning 50 — it's time to party (*Colorado Springs Independent*; July 13, 2018)

Tax support sought for downtown redevelopment (KOAA News 5; July 11, 2018) {PPLD mentioned in fourth paragraph}

Air Force Academy Visitors Center project termed "a tremendous gift" (*Colorado Springs Independent*; July 9, 2018) {PPLD mentioned in eighth paragraph}

Pikes Peak Library District in Colorado Springs wins national awards (*Colorado Springs Gazette*; July 15, 2018)

Sky Sox Upcoming Homestand Features Star Wars and Father's Day Promotions (KKTV 11; July 11, 2018) {PPLD mentioned in second paragraph}

June 2018 Compliments (Compiled by Antonia Krupicka-Smith, Penrose Library Manager)

New library coming to Calhan (*Ranchland News*; June 21, 2018)

PPLD announces All Pikes Peak Reads 2018 titles (*Tri-Lakes Tribune*; June 13, 2018)

All Pikes Peak Reads releases 2018 book titles (*Colorado Springs Gazette*; June 8, 2018)

SBDC adding two satellite offices, new cyber program (*Colorado Springs Business Journal*; June 8, 2018)

Pikes Peak Library district arms itself against overdoses (*Colorado Springs Independent*; June 6, 2018)

Why we need libraries, even in the digital age (*Colorado Springs Gazette*, June 6, 2018)

Summer adventure at the Pikes Peak Library District (FOX21 News; June 3, 2018)

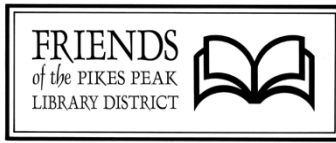
Library 21c hosts Chinese culture fair (*Woodmen Edition*; May 30, 2018)

Mountain of Authors (*Susan Joy Paul* blog; May 24, 2018)

Musings on Mountain of Authors event (*Woodmen Edition*; May 23, 2018)

Summer Adventure program kicks off at Cheyenne Mountain Library (*Cheyenne Edition*; May 23, 2018)

KRCC, Pikes Peak Library District Co-Host StoryCorp's 12-Day Trip to Colorado Springs (*Woodmen Edition*; May 2, 2018)



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

Vision: Expand and enhance the Pikes Peak Library District's ability to positively impact our community

Online Book Sales Year to Date:

June'18	\$2,466
YTD	\$13,205

In June there was sale of a \$455 book and a set of ex-library encyclopedias for \$350, which helped immensely

Communications Committee & Membership Committee

Both Committees have met and will be working together to develop strategies to have greater communication with the Friends of PPLD membership as well as increase membership with viable reasons to be a member of the Friends.

Penrose Celebration

Friends members volunteered to serve cake to patrons and supported the Ice Cream Truck, which was well attended.

Latina Voices

The Friends are finalizing plans for Latina Voices which will take place on September 22, 2018 at Library 21c.

Coordinators Space & Book Storage

Great News!!! The Coordinators will now have the ENTIRE room in the basement at East. Thank You Abby, Janina & Lynne!



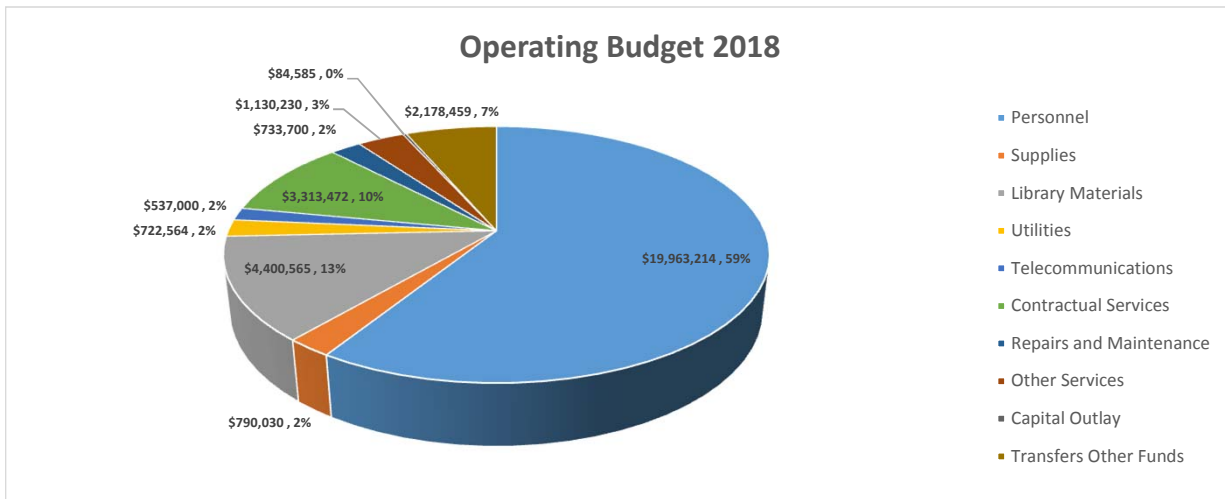
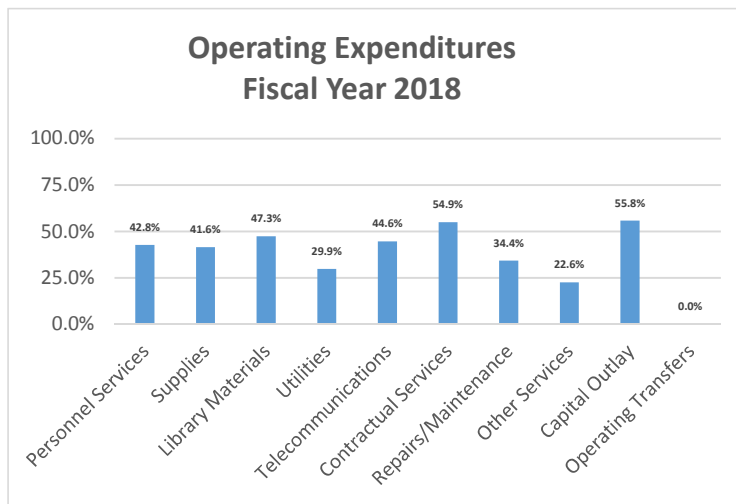
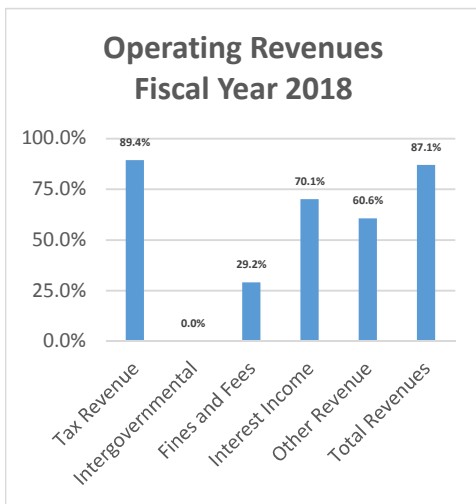
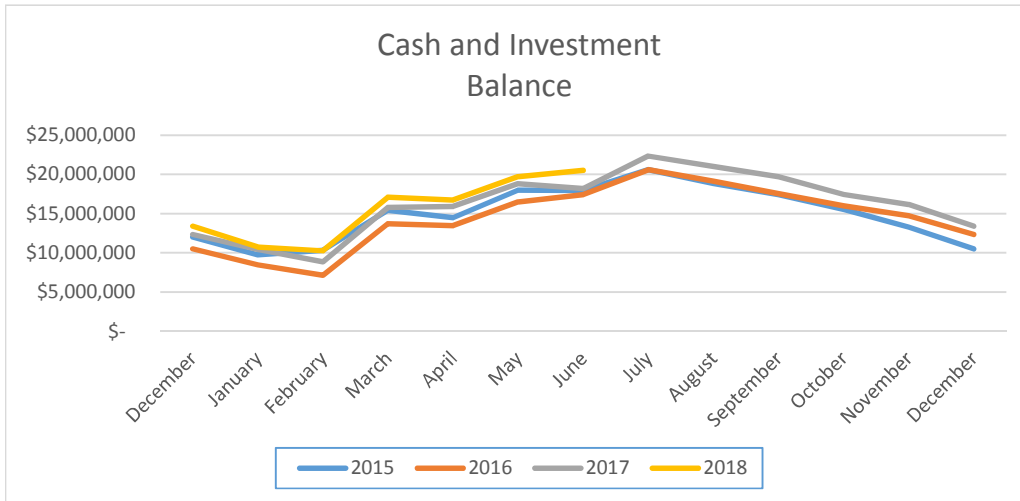
The PPLD Foundation Board will meet on August 7 to welcome the new Executive Officer and PPLD Chief Development Officer, Lance James. Over the next quarter, the Leadership Committee of the Foundation will meet to establish a new slate of officers to present at the November Board meeting. In addition, at least two new board members will be recruited to step into vacant seats beginning on January 1, 2019.

Fund Name	Amount	Purpose
Designated Funds		
Mini-Maker Faire	5,000.00	To cover program expenditures including participant prizes for Catapult Builders of all ages. The Mini-Maker Faire will take place on October 20, 2018 at Library 21C. More Information is available at http://coloradosprings.makerfaire.com/
<u>SUBTOTAL</u>	5,000.00	
Annual Fund		
	10,000.00	Career On-Line Highschool scholarships
<u>SUBTOTAL</u>	10,000.00	
GRAND TOTAL	\$ 15,000.00	

The El Pomar Foundation just notified the PPLD Foundation of a \$5,000 Trustee Merit Grant to be presented in December.

Pikes Peak Library District Financial Dashboard

June 2018



Pikes Peak Library District

June 2018 Financial Report

Presented to Board of Trustees August 14, 2018

**Pikes Peak Library District
General Fund Summary
For the Six-Month Period Ended June 30, 2018 and 2017**

General Fund	Year-To-Date				Notes
	2018	2017	Change	% Chg.	
Revenues					
Property Taxes	\$ 25,618,397	\$ 25,079,412	\$ 538,985	2.1%	
Specific Ownership Taxes	1,586,349	1,670,860	(84,511)	-5.1%	1
Fines and Fees	64,488	156,348	(91,860)	-58.8%	2
Interest Income	147,270	74,082	73,188	98.8%	3
Other Revenue	507,938	514,819	(6,881)	-1.3%	
Total Revenues	\$ 27,924,442	\$ 27,495,521	\$ 428,921	1.6%	

- 1 Specific ownership tax collections for the 2017 were unusually high compared to other years. Part of the reason why it was higher than normal was due to weathwer-related damage to vehicles, which many car owners had to replace their vehicles. This is not a normal event (at this magnitude).
- 2 Beginning in October 2017, PPLD temporarily stopped collecting fines for all library materials. At its April Board meeting, the Board of Trustees approved to permanently stop assessing/collecting fines on substantially all materials that can be checked out to the public.
- 3 Interest rates are higher in 2018 than they were during the same period of 2017.

Pikes Peak Library District
Statement of Revenues
General Fund
Period 01/01/2018 - 06/30/2018

Percent of Year 50.0%

<u>Account Description</u>	<u>2018 Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>% Used</u>
Tax Revenue				
Property Taxes - Current	\$ 27,082,219	\$ 25,675,029	\$ 1,407,190	94.8%
Property Taxes-Abatement	(110,000)	(74,205)	(35,795)	67.5%
Property Taxes - Omitted	4,000	2,356	1,644	58.9%
Property Taxes - Delinquent	15,000	10,117	4,883	67.4%
Penalty/Interest-Del Property	33,000	5,100	27,900	15.5%
Specific Ownership Taxes	3,400,000	1,586,349	1,813,651	46.7%
Local Gov In Lieu Of Tax	10,500	-	10,500	0.0%
Total Tax Revenue	30,434,719	27,204,746	3,229,973	89.4%
Intergovernmental				
Federal - eRate Funding	225,000	-	225,000	0.0%
State Grant - Library Materials	145,000	-	145,000	0.0%
Total Intergovernmental	370,000	-	370,000	0.0%
Fines and Fees				
Fines And Fees	220,800	64,488	156,312	29.2%
Interest Income				
Interest Earnings	210,000	147,270	62,730	70.1%
Other Revenue				
Donations-PPLD Foundation	659,725	428,122	231,603	64.9%
Donations - Civic Organization	15,000	10,000	5,000	66.7%
Donations - Other Categories	20,000	255	19,745	1.3%
Copier Charges	36,600	21,072	15,528	57.6%
Patrn Mgmt System Printer	48,400	25,453	22,947	52.6%
Parking Lot Collections	34,000	14,240	19,760	41.9%
Merchandise Sales	4,800	2,216	2,584	46.2%
Miscellaneous	15,200	4,060	11,140	26.7%
Sales Of Assets - Gen Capital	4,200	2,520	1,680	60.0%
Total Other Revenue	837,925	507,938	329,987	60.6%
Total General Fund Revenues	\$ 32,073,444	\$ 27,924,442	\$ 4,149,002	87.1%

**Pikes Peak Library District
General Fund Summary
For the Six-Month Period Ended June 30, 2018 and 2017**

General Fund	Year-To-Date				Notes
	2018	2017	Change	% Chg.	
Expenditures					
Personnel	\$ 8,550,527	\$ 8,620,219	\$ (69,692)	-0.8%	
Supplies	326,222	332,966	(6,744)	-2.0%	
Library Materials	2,083,953	2,375,675	(291,722)	-12.3%	1
Utilities	216,171	234,481	(18,310)	-7.8%	
Telecommunication costs	239,687	225,968	13,719	6.1%	
Contractual Services	1,825,002	1,803,851	21,151	1.2%	
Repairs and Maintenance	252,030	239,976	12,054	5.0%	
Other Services	252,896	294,846	(41,950)	-14.2%	
Capital Outlay	48,353	37,713	10,640	28.2%	
Operating Transfers To Other Funds	-	736,341	(736,341)	-100.0%	2
Total Expenditures	\$ 13,794,841	\$ 14,902,036	\$ (1,107,195)	-7.4%	

1 The journal entry to reverse prepaid items as of December 31, 2017 will be made during July 2018. The balance of items paid in 2017 that pertain to 2018 is approximately \$189,000. If you take this into account, the difference between years is about \$102,000 which is about 4%.

2 The journal entry to record transfers from the General Fund to the Capital Projects funds (\$2,178,489) will be made in July 2018.

Pikes Peak Library District
Statement of Expenditures
General Fund
Period 01/01/2018 - 06/30/2018

Percent of Year 50.0%

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Personnel Services				
Regular Employees	\$ 15,810,758	\$ 6,416,392	\$ 9,394,366	40.6%
Temporary Employees	51,934	10,545	41,389	20.3%
Substitute Employees	217,911	192,990	24,921	88.6%
Work-Study And Internship	30,439	460	29,979	1.5%
Social Security Contributions	1,096,789	485,756	611,033	44.3%
Retirement Contributions	831,126	387,772	443,354	46.7%
Health Plan Contributions	1,650,000	903,413	746,587	54.8%
Unemployment Compensation	45,000	22,185	22,815	49.3%
Workers Compensation	85,000	59,272	25,728	69.7%
Vision Plan Ins Contributions	55,000	24,621	30,379	44.8%
Life A&D Ins Contributions	51,000	28,068	22,932	55.0%
Tuition Reimbursement	40,000	19,053	20,947	47.6%
Total Personnel Services	19,964,957	8,550,527	11,414,430	42.8%
Supplies				
General Supplies	193,494	79,267	114,227	41.0%
Microform Supplies	2,450	-	2,450	0.0%
Software Purchases	252,000	110,463	141,537	43.8%
Computer Supplies	36,000	16,870	19,130	46.9%
Processing Supplies	95,000	11,442	83,558	12.0%
Office Supplies	146,450	71,255	75,195	48.7%
Other Supplies	58,936	36,925	22,011	62.7%
Total Supplies	784,330	326,222	458,108	41.6%
Library Materials				
Audio-Visual Materials	767,300	282,511	484,789	36.8%
Books	1,385,979	530,020	855,959	38.2%
E-Materials	1,392,100	701,541	690,559	50.4%
Library Materials - Other	261,000	99,580	161,420	38.2%
Microforms	5,000	-	5,000	0.0%
Periodicals	110,250	92,005	18,245	83.5%
Serials	25,000	14,388	10,612	57.6%
Databases - On-Line Services	455,043	361,885	93,158	79.5%
Memorial Materials	-	2,023	(2,023)	100.0%
Total Library Materials	4,401,672	2,083,953	2,317,719	47.3%
Utilities				
Gas	103,558	31,413	72,145	30.3%
Electric	509,688	157,106	352,582	30.8%
Water And Sewer	110,602	27,652	82,950	25.0%
Total Utilities	723,848	216,171	507,677	29.9%
Telecommunications				
Data Telecommunications	356,000	199,529	156,471	56.0%

Pikes Peak Library District
Statement of Expenditures
General Fund
Period 01/01/2018 - 06/30/2018

Percent of Year **50.0%**

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Voice Telecommunications	100,000	22,760	77,240	22.8%
Cellular Telecommunicati	76,000	17,398	58,602	22.9%
Telecommunications Expansion	5,000	-	5,000	0.0%
Total Telecommunications	537,000	239,687	297,313	44.6%
Contractual Services				
Janitorial Services	282,000	137,885	144,115	48.9%
Carpet Cleaning Services	117,000	49,261	67,739	42.1%
Rental-Library Facilitie	556,434	270,654	285,780	48.6%
Common Area Mntn Costs	152,485	64,271	88,214	42.1%
Rental-Storage Area	16,800	8,100	8,700	48.2%
Audit	43,500	27,500	16,000	63.2%
Legal	50,000	13,208	36,792	26.4%
Consultant	204,500	48,573	155,927	23.8%
Cataloging	50,600	11,076	39,524	21.9%
Trash Removal	20,819	10,149	10,670	48.7%
Copier Services	51,000	26,431	24,569	51.8%
Courier Services	211,850	81,857	129,993	38.6%
Ins-Not Employee Benefit	185,000	165,064	19,936	89.2%
Collection Agency Fees	35,000	12,109	22,891	34.6%
Printing	101,200	25,296	75,904	25.0%
Programming	345,104	104,678	240,426	30.3%
Treasurer Fees	402,122	385,389	16,733	95.8%
Microfilming Services	19,600	7,635	11,965	39.0%
Computer Support Agreement	292,500	261,879	30,621	89.5%
Maintenance-Computer Equipment	104,000	91,181	12,819	87.7%
Software Licenses	19,000	1,295	17,705	6.8%
Employee Assistance Program	20,000	4,942	15,058	24.7%
Parking	42,375	16,569	25,806	39.1%
Total Contractual Services	3,322,890	1,825,002	1,497,888	54.9%
Repairs and Maintenance				
Grounds Maintenance	73,500	25,787	47,713	35.1%
Vehicle Operating Supplies	57,000	31,429	25,571	55.1%
Maintenance-Equipment	380,000	143,728	236,272	37.8%
Repairs-Equipment	54,350	9,676	44,674	17.8%
Repairs-Furniture	31,000	10,311	20,689	33.3%
Repairs-Buildings	137,850	31,099	106,751	22.6%
Total Repairs and Maintenance	733,700	252,030	481,670	34.4%
Other Services				
Translation Services	2,500	-	2,500	0.0%
Advertising	3,250	571	2,679	17.6%
Bank And Trustee Fees	16,600	3,317	13,283	20.0%
Information Listing	15,000	11,220	3,780	74.8%

Pikes Peak Library District
Statement of Expenditures
General Fund
Period 01/01/2018 - 06/30/2018

Percent of Year 50.0%

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Mileage/Travel Reimbursemant	71,509	19,324	52,185	27.0%
Employee Recruitment	42,500	9,225	33,275	21.7%
Employee Testing	500	-	500	0.0%
Dues/Membership/Bus Functions	64,619	21,342	43,277	33.0%
Merchandising	5,000	216	4,784	4.3%
Employee Recognition/Excellence	20,525	4,598	15,927	22.4%
Board Of Trustees	3,000	1,121	1,879	37.4%
Community Outreach	70,000	33,423	36,577	47.7%
Training	231,250	82,463	148,787	35.7%
Signage	8,000	1,779	6,221	22.2%
Bindery	5,000	2,093	2,907	41.9%
Summer Reading Club	41,806	23,593	18,213	56.4%
Patron Reimbursement	1,000	-	1,000	0.0%
Postage	92,500	17,118	75,382	18.5%
Volunteer Program	5,900	3,053	2,847	51.7%
Safety & Wellness	18,500	4,931	13,569	26.7%
Other Grant Designated Fund Exp	366,425	7,293	359,132	2.0%
Administrative Support	10,500	-	10,500	0.0%
Rental-Equipment	1,000	28	972	2.8%
Other Expenses	23,489	6,188	17,301	26.3%
Total Other Services	1,120,373	252,896	867,477	22.6%
Capital Outlay				
Buildings	47,200	15,071	32,129	31.9%
Equipment	8,000	31,000	(23,000)	387.5%
Furniture	14,600	-	14,600	0.0%
Capital Outlay-Other Expenditures	16,785	2,282	14,503	13.6%
Total Capital Outlay	86,585	48,353	38,232	55.8%
Operating Transfers to Other Funds				
Fund Transfers Out	2,178,459	-	2,178,459	0.0%
Total Expenditures	\$ 33,853,814	\$ 13,794,841	\$ 20,058,973	40.7%

**Pikes Peak Library District
Special Revenue Funds
Period 01/01/2018 - 06/30/2018**

Fund Balance - January 1, 2018	\$ 231,582
Expenditures	27,999
Fund Balance - June 30, 2018	<u><u>\$ 203,583</u></u>

Fund Balance - By Fund - June 30, 2018

Annual Fund	\$ 212
Cheyenne Mountain Library Fund	812
Fountain Branch Library Fund	11,561
High Prairie Library Fund	153,741
Sand Creek Library Fund	30,772
1905 Carnegie Library Facility Fund	4,374
Carnegie Garden Support Fund	998
Special Collections Support Fund	1,113
	<u><u>\$ 203,583</u></u>

Pikes Peak Library District
 East Library Capital Projects Fund
 Period 01/01/2018 - 06/30/2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
Expenditures						
2018 Budget						
Roof Inspection And Repairs	\$ 3,500	\$ -	\$ 3,500	\$ -	\$ -	\$ 3,500
Canvas Roll-Up Awning Mater	6,000	-	6,000	6,000	-	-
Replace Public Water Fountains	5,200	-	5,200	4,706	494	-
Replace Staff Lounge Blinds	5,500	-	5,500	5,358	-	142
Replace Storytime Room Divider	18,000	-	18,000	17,999	-	1
Laminator	2,000	-	2,000	1,795	-	205
Additional Study Room Chairs	3,500	-	3,500	-	-	3,500
Reface Cabinets In Story Offic	15,000	-	15,000	-	-	15,000
Tractor Replacement	12,000	-	12,000	9,999	-	2,001
Sub-Total	70,700	-	70,700	45,857	494	24,349
Carryover From 2017						
Water Treatment System	-	3,000	3,000	-	-	3,000
Roof Inspection And Repairs	-	3,385	3,385	-	-	3,385
Blinds For Esl Office	-	27	27	-	-	27
Blinds For Erc/Maker Space	-	959	959	-	-	959
Window Leak-2nd Floor	-	7,500	7,500	-	-	7,500
Additional Meeting Room Chairs	-	817	817	-	-	817
Teen Center-Interior Paint	-	757	757	-	-	757
Ea Update Security Equipment	-	5,000	5,000	-	-	5,000
Paint Shelves	-	945	945	-	-	945
Mural	-	183	183	-	-	183
Chair Replacement	-	443	443	-	-	443
It Equipment	-	2,071	2,071	-	-	2,071
Sub-Total	-	25,088	25,088	-	-	25,088
Total Expenditures	70,700	25,088	95,788	45,857	494	49,437
Sources of Funds						
Findraising	-	-	-	32,501	-	(32,501)
Excess Revenues over Expenditures	\$ (70,700)	\$ (25,088)	\$ (95,788)	(13,356)	\$ (494)	\$ (81,938)
Fund Balance - January 1, 2018				107,231		
Fund Balance - June 30, 2018				<u>\$ 93,875</u>		

Pikes Peak Library District
 Penrose Library Capital Projects Fund
 Period 01/01/2018 - 06/30/2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
Expenditures						
2018 Budget						
Roof Inspection And Repairs	\$ 3,500	\$ -	\$ 3,500	\$ -	\$ -	\$ 3,500
Penrose entry	2,500	-	2,500	2,130	-	370
Meeting Room - Lower Level	275,000	-	275,000	11,072	87,728	176,200
Additional Power/Data In Readi	15,000	-	15,000	-	-	15,000
Uv Film On Reading Room	13,000	-	13,000	-	-	13,000
Carpet Repl - Reading Room	15,000	-	15,000	-	-	15,000
Upgrade Two Interior Elevators	55,500	-	55,500	49,534	-	5,966
Chiller Replacement	55,000	-	55,000	-	-	55,000
27" Laminator	2,500	-	2,500	1,795	-	705
Hvac Heating Loop & Glycol	17,000	-	17,000	-	-	17,000
Reconfigure Children'S Desk	5,000	-	5,000	-	-	5,000
Furniture Children'S Area	7,000	-	7,000	-	-	7,000
End Caps & Canopies For Shelvi	20,000	-	20,000	-	-	20,000
Koc Renovation	865,000	-	865,000	-	-	865,000
Sub-Total	1,351,000	-	1,351,000	64,531	87,728	1,198,741
Carryover From 2017						
Building Improvement - Penrose	-	5,280	5,280	-	-	5,280
Roof Inspection And Repairs	-	2,280	2,280	-	-	2,280
Replace Floors In Elevators	-	108	108	-	-	108
Window Caulking	-	4,028	4,028	-	-	4,028
Roof Maintenance	-	985	985	-	-	985
Window Blinds For Ea	-	236	236	-	-	236
Replace Existing Parking Meter	-	50,000	50,000	-	-	50,000
Facade Repair	-	350	350	-	-	350
Elevator Modernization - Cab	-	8,914	8,914	-	-	8,914
Convert Pea Gravel Walk	-	2,000	2,000	-	-	2,000
Wood Repairs & Scaffolding	-	3,430	3,430	-	-	3,430
Shelving Signage	-	2,000	2,000	-	-	2,000
Replace 4 Staff Chairs	-	104	104	-	-	104
Capital Outlay-Other Expenses	-	464	464	-	-	464
Sub-Total	-	80,179	80,179	-	-	80,179
Total Expenditures	1,351,000	80,179	1,431,179	64,531	87,728	1,278,920
Sources of Funds						
Fundraising	11,000	-	11,000	426,291	-	(415,291)
Operating Transfer - General Fund	1,335,841	-	1,335,841	-	-	1,335,841
Total Sources of Funds	1,346,841	-	1,346,841	426,291	-	920,550
Excess Revenues over Expenditures	\$ (4,159)	\$ (80,179)	\$ (84,338)	\$ 361,760	\$ (87,728)	\$ (358,370)
Fund Balance - January 1, 2018				84,338		
Fund Balance - June 30, 2018				\$ 446,098		

Pikes Peak Library District
Library 21c Capital Projects Fund
Period 01/01/2018 - 06/30/2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
Expenditures						
2018 Budget						
Concrete Walkway Ea To South	\$ 19,500	\$ -	\$ 19,500	\$ -	\$ -	\$ 19,500
Courtyard Improvements	20,000	-	20,000	-	2,180	17,820
Roof Repairs	3,000	-	3,000	-	-	3,000
Ent & Make li Window Treatment	9,000	-	9,000	-	4,368	4,632
Roof Replacement (Fully Adhere	60,000	-	60,000	-	29,900	30,100
New Teen Service Desk	1,200	-	1,200	-	-	1,200
Cafe Table Public Area	19,500	-	19,500	18,949	-	551
Install Additional Can Lights	1,200	-	1,200	-	-	1,200
New Display Case With Lighting	3,500	-	3,500	3,461	-	39
Av Equipment Maintenance	12,000	-	12,000	3,067	-	8,933
Increase Stage Size	15,000	-	15,000	-	-	15,000
Studio Noise Mitigation	25,000	-	25,000	-	-	25,000
Venue Led Lighting	10,000	-	10,000	-	-	10,000
Production Music	1,600	-	1,600	1,600	-	-
Public Equipment Eol Replacem	4,000	-	4,000	392	-	3,608
New Public Equipment Inventory	4,000	-	4,000	774	-	3,226
Sub-Total	208,500	-	208,500	28,243	36,448	143,809
Carryover From 2017						
Parking Repairs	-	7,446	7,446	-	-	7,446
Install Ceiling Fans In Childr	-	1,750	1,750	-	-	1,750
Sound Dampening Of Amh Space	-	3,000	3,000	-	-	3,000
Improv Teen Gaming Room	-	18,134	18,134	-	18,134	-
ADA Fixtures	-	36	36	-	-	36
Audio Booth	-	2,000	2,000	-	-	2,000
Contingency	-	35,085	35,085	-	-	35,085
Staging	-	4,675	4,675	-	-	4,675
Audio/Lighting	-	4,000	4,000	-	-	4,000
Signage	-	5,000	5,000	-	-	5,000
Patron Registration	-	3,000	3,000	-	-	3,000
Portable Projectors	-	13,000	13,000	-	-	13,000
Audio Room - Mikes Hanging	-	1,500	1,500	-	-	1,500
Munis Record Management Syst	-	30,000	30,000	-	-	30,000
Sub-Total	-	128,626	128,626	-	18,134	110,492
Total Expenditures	208,500	128,626	337,126	28,243	54,582	254,301
Sources of Funds						
Donations	167,128	-	167,128	167,128	-	-
Excess Revenues over Expenditures	\$ (41,372)	\$ (128,626)	\$ (169,998)	138,885	\$ (254,301)	
Fund Balance - January 1, 2018				177,499		
Fund Balance - June 30, 2018			\$ 316,384			

Pikes Peak Library District
 Capital Reserve Fund
 Period 01/01/2018 - 06/30/2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
Expenditures						
2018 Budget						
Upgrade Children's Area Lighting	\$ 4,000	\$ -	\$ 4,000	\$ -	\$ -	\$ 4,000
DW- Concrete Replacement	12,000	-	12,000	-	-	12,000
DW - Asphalt Repairs	15,000	-	15,000	-	-	15,000
Upgrade Fire System Dialers	15,000	-	15,000	-	-	15,000
Furniture Replacement	10,600	-	10,600	7,669	-	2,931
Childr&Teen Area Furnit	7,000	-	7,000	-	-	7,000
Eastern EPC structures	125,000	-	125,000	-	-	125,000
Replace Generator For Bookmobile	12,500	-	12,500	-	-	12,500
Contingency	50,000	-	50,000	15,361	2,324	32,315
Contingency - Furniture Replac	25,000	-	25,000	-	-	25,000
AMH bin project	20,000	-	20,000	-	-	20,000
Copiers & Printers Repl	200,000	-	200,000	-	-	200,000
Telephone project	150,000	-	150,000	-	-	150,000
Equipment Initiatives Security	42,000	-	42,000	-	-	42,000
Replace Evanced Room Booking	50,000	-	50,000	-	-	50,000
Av Equip For Audio Visual Dw	50,000	-	50,000	-	-	50,000
Contingency I/T	23,000	-	23,000	-	-	23,000
Video Projector Repl & Addit	5,000	-	5,000	-	-	5,000
Equipment Replacement Fund	13,586	-	13,586	-	-	13,586
New Machinery	12,932	-	12,932	-	-	12,932
Sub-Total	842,618	-	842,618	23,030	2,324	817,264

Carryover From 2017

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

**Pikes Peak Library District
Capital Reserve Fund
Period 01/01/2018 - 06/30/2018**

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
Ho-Access Control	-	2,473	2,473	-	-	2,473
Mo-Access Control	-	12,000	12,000	7,928	-	4,072
Ro-Access Control	-	267	267	-	-	267
Sa-Access Control	-	1,100	1,100	-	-	1,100
Dw- Concrete Replacement	-	11,560	11,560	-	-	11,560
Dw - Asphalt Repairs	-	20,973	20,973	-	-	20,973
Mo-Painting	-	3,388	3,388	-	-	3,388
Staff Lounges Improvements	-	30,000	30,000	84	55	29,861
Adult Ed Improvements	-	30,000	30,000	-	28,907	1,093
Water Management System	-	25,000	25,000	-	15,000	10,000
Furniture Replacement	-	15,036	15,036	-	-	15,036
Standing Workstation-Garage	-	42	42	-	-	42
Ho-Study Table & Chairs	-	43	43	-	-	43
Mo-Storage Cabinets	-	634	634	-	-	634
Mo-Reupholster Mr Chairs	-	116	116	-	-	116
Pa-Storage Shed	-	2,800	2,800	-	-	2,800
Vehicles	-	49,954	49,954	41,329	-	8,625
Eastern EPC structures	-	75,000	75,000	-	-	75,000
Contingency	-	55,760	55,760	-	-	55,760
Servers-Replacements	-	25,000	25,000	-	-	25,000
Maintenance Hard&Soft	-	13,079	13,079	-	-	13,079
Replace Computers	-	161,000	161,000	77,335	25,501	58,164
Technology Refresh (Patrons)	-	68,795	68,795	-	-	68,795
Self-Check Stations	-	5,876	5,876	-	-	5,876
Barcode Scanners	-	15,102	15,102	-	-	15,102
Tipping Point Replacements	-	5,270	5,270	-	-	5,270
Firewall Replacement	-	45,000	45,000	-	-	45,000
Archival Manag System	-	12,000	12,000	-	-	12,000
Equip Init - Security	-	58,121	58,121	-	-	58,121
Phone System	-	29,768	29,768	-	-	29,768
Children'S Equipment	-	94,000	94,000	93,357	-	643

**Pikes Peak Library District
Capital Reserve Fund
Period 01/01/2018 - 06/30/2018**

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
Special Collections Equip	-	29,000	29,000	-	-	29,000
Ea Library Tween Computers	-	4,000	4,000	-	-	4,000
Comp & Print Reservation	-	101,000	101,000	100,282	-	718
Telephone System Repl Project	-	100,000	100,000	-	-	100,000
Contingency I/T	-	85,050	85,050	-	2,075	82,975
Upgrades To Avid Liq 7.0	-	1,000	1,000	-	-	1,000
Studio Improvement	-	2,540	2,540	-	-	2,540
Studio Flooring	-	1,259	1,259	-	-	1,259
Equipment Replacement	-	26,000	26,000	4,061	-	21,939
Sub-Total	-	1,255,006	1,255,006	324,376	71,538	859,092
Total Expenditures	842,618	1,255,006	2,097,624	347,406	73,862	1,676,356
Sources of Funds						
Fundraising	-	-	-	85,351	-	(85,351)
Operating transfer - General Fund	842,618	-	842,618	-	-	842,618
Excess Revenues over Expenditures	\$ -	\$ (1,255,006)	\$ (1,255,006)	\$ (262,055)	\$ (73,862)	\$ (833,738)
Fund Balance - January 1, 2018				1,254,357		
Fund Balance - June 30, 2018				<u>\$ 992,302</u>		

**Pikes Peak Library District
 Receipts and Disbursements by Cash Account
 For the Month Ended June 30, 2018**

	ColoTrust Investments	US Bank Checking	Total Cash
Cash June 1, 2018	\$ 18,691,192	\$ 1,014,443	\$ 19,705,635
Receipts April 2018			
Property Taxes	2,788,904	-	2,788,904
Daily Cash Receipts	-	27,903	27,903
Credit Card Receipts	-	7,560	7,560
Foundation Distribution	-	912,534	912,534
Interest	35,991	-	35,991
Disbursements March 2018			
Payment of Bills week of 6/8/2018	-	(420,517)	(420,517)
Payment of Bills week of 6/15/2018	-	(255,441)	(255,441)
Payment of Bills week of 6/22/2018	-	(66,011)	(66,011)
Payment of Bills week of 6/29/2018	-	(215,798)	(215,798)
Payroll 06/01/2018	-	(602,252)	(602,252)
Payroll 06/15/2018	-	(587,064)	(587,064)
Payroll 06/29/2018	-	(617,018)	(617,018)
End of month payments	-	(190,489)	(190,489)
Transfer between funds	(1,700,000)	1,700,000	-
Cash June 30, 2018	<u>\$ 19,816,087</u>	<u>\$ 707,849</u>	<u>\$ 20,523,936</u>

Library Services August 14, 2018

Community

East Children's staff worked with 29 area schools and informed more than 5,800 students and staff about Summer Adventure. Additionally, Penrose Children's staff saw over 4,000 students and staff at 14 schools and 21C Children's staff reached over 3,000 people promoting Summer Adventure.

Homeschool Science at East Library had 101 students visit and learn about Newton's Laws and the science of flight. Everyone went home to create their own rockets out of 2-liter bottles and brought them to the launch event in the park.

Adult Education hosted another successful Celebrate Literacy event. Over 300 people attended the event, 34 individuals obtained their High School Equivalency certificate. One participant had a very positive story to share— "The PPLD GED program has been the best decision I have ever made. I have become a completely different person. I have so much more faith and believe in myself."

Resources

Liz Willhoff worked with Terry Zarsky to provide a successful 2018 Business Resource Fair. They had over 300 attendees with about 80 people also attending 15 presentations that were given by a variety of vendors.

Deb Hamilton coordinated the Virtual Pro Se Clinic in Fountain. One of the attendees was able to get an immense amount of help from the attorney. She was a single mom facing eviction, so being able to spend an hour with an attorney for free made a tremendous difference in her ability to face the challenges before her.

Special Collection's Tim Morris and Bill Thomas provided extensive support to Rocky Mountain PBS for their upcoming Colorado Experience episode focusing on Fannie Mae Duncan. Material support included archival photos, audio, and video resources in addition to providing a venue (1905 Carnegie Library) for the filming of interviews for the upcoming Fannie Mae Duncan, Colorado Experience program.

Innovation/Creativity

Sarah Nagle completed a passive card-making program for Cards for Hospitalized Kids. 73 kids will receive personal messages of encouragement from our amazingly creative patrons!

Service

The Library Explorers program at East Library hosted two retired linemen, who now work for the Colorado Springs Utilities' speakers' bureau, to provide a basic lesson on electricity and demonstrate potential electrical hazards in the community. 40 Explorers attended the program.

Internal-Staff

Tammy Sayles, nonprofit librarian, was able to attend the Mountain Plains Library Association Leadership Institute. Attendees for this training are selected through an application process.

Accountability

Collection Management received many compliments from patrons, which included statements such as: Awesome! I don't know what I would do without my trashy romances between classes! And, I love PPLD!! I cannot live w/o reading the many books that I check out each year.

Branch Report – August 14, 2018

Oh hail! FO skylights were damaged, as well as the landscaping. Melody, the staff wildlife expert, saved the life of a Mississippi Kite which had suffered a broken wing during the hailstorm. The Colorado Department of Wildlife transferred the bird to a rehabilitation center in Pueblo. OL had flooding in the basement meeting room due to 3 feet of hail in the window wells and UT staff sheltered in place during the Highway 24 flooding closure.

Community- PPLD is a people-focused public library that embraces new ways of working together to advance greater integration and cooperation in our community.

MLS provided weekly story times at Odyssey Elementary Summer Read Camp. The camp is designed to enhance the reading skills of children in grades 1-3, as well as developmentally disabled students. The children are checking out materials from the Mobile to practice the skills they've learned during the week.

Resources- PPLD is the center of a thriving community.

Monument had a door count of 1685 for the first day of Summer Adventure. Free ice cream from Josh and John's Scoop Bus may have been a catalyst. Patrons were lined up around the Woodmoor center building before opening. UT installed a Little Free Library at the Pantry in Green Mountain Falls.

Innovation/Creativity- PPLD will support lifelong learning and foster a learning community that allows each individual to maximize their creative potential.

At the Penrose Voices on World War II Oral History Program, patrons heard from two men from Human Library who had very different, but overlapping stories of growing up in Europe during WWII. This program was moderated by a professor from Colorado College.

Service- The customer experience at PPLD will emphasize convenience, speed, ease and satisfaction. PPLD will be responsive to community needs and relevant to residents' lives.

Staff district wide have reported happy patron responses to the redesigned Summer Adventure program for kids. A whole family came in to use the EA Maker Space for their daughter who wanted that for her birthday celebration.

Internal/Staff- PPLD staff members are community-focused, confident and motivated.

CH welcome their new PLA Inclusive Internship Initiative intern Alyssa, a Doherty HS Senior. This is a program where a local teenager interested in librarianship is awarded a paid summer internship and tasked with creating and implementing a connected learning project that is a benefit to the library and surrounding community. Alyssa is designing an intergenerational LGBT community roundtable held at CH. Alyssa and Tiffany will travel to Chicago at the end of September where Alyssa will present about her project.

Accountability- PPLD will be prudent in the utilization of its financial resources. PPLD will have a strong brand as a trusted community resource, asset and partner.

Teen volunteers throughout the District extend our resources and sooth frayed staff nerves as they provide extra helping hand throughout the busy summer and at the parties.

2018 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	55637	49928	55956	52744	52188	53349	56127	0	0	0	0	0	375929
Mobile Libraries Total	13901	12062	13957	13710	11690	12015	11460	0	0	0	0	0	88795
Cheyenne	30917	28753	33393	32142	31159	32868	33530	0	0	0	0	0	222762
Fountain	15729	13797	16565	15493	16115	17411	17335	0	0	0	0	0	112445
High Prairie	23625	22093	26503	22570	22658	25679	25728	0	0	0	0	0	168856
Holley	29729	27033	30440	29081	28513	29647	30334	0	0	0	0	0	204777
Manitou	3645	3358	3861	3199	3317	3520	3301	0	0	0	0	0	24201
Monument	31541	29281	33553	31404	32187	37203	35850	0	0	0	0	0	231019
Old Colorado City	17079	15944	17376	16153	16069	16933	16176	0	0	0	0	0	115730
Palmer Lake	3431	3335	3949	3115	3563	3571	3092	0	0	0	0	0	24056
Rockrimmon	30015	27917	30805	29662	31235	32957	32441	0	0	0	0	0	215032
Sand Creek	28798	26562	30112	28959	27825	28930	28984	0	0	0	0	0	200170
Ute Pass	2331	2404	2739	2610	2342	2619	2282	0	0	0	0	0	17327
Senior Van	2103	1868	1814	1943	1836	1970	1889	0	0	0	0	0	13423
Bookmobiles	11798	10194	12143	11767	9854	10045	9571	0	0	0	0	0	75372
East	106165	95633	107240	109113	113983	128082	126396	0	0	0	0	0	786612
Library 21c	78418	73553	83841	73274	73776	84743	84426	0	0	0	0	0	552031
Dispensers	0	0	0	0	0	0	0	0	0	0	0	0	0
Parenting	90	138	178	164	148	143	159	0	0	0	0	0	1020
Total Physical Materials	471051	431791	490468	463393	466768	509670	507621	0	0	0	0	0	3340762

YTD CIRC Comparison	2018	2017	% Change
Penrose	375929	432819	-13.1%
Mobile Libraries Total	88795	91643	-3.1%
		0	
Cheyenne	222762	228279	-2.4%
Fountain	112445	114149	-1.5%
High Prairie	168856	173345	-2.6%
Holley	204777	216068	-5.2%
Manitou	24201	30188	-19.8%
Monument	231019	233088	-0.9%
Old Colorado City	115730	128272	-9.8%
Palmer Lake	24056	26738	-10.0%
Rockrimmon	215032	217866	-1.3%
Sand Creek	200170	223012	-10.2%
Ute Pass	17327	18571	-6.7%
Senior Van	13423	12651	6.1%
Bookmobiles	75372	78992	-4.6%
East	786612	786855	0.1%
Library 21c	552031	583042	-5.3%
Dispensers	0	2096	
Parenting	1020	780	30.8%
Total Physical Materials	3340762	3505641	-4.70%

Current Month Comparison CIRCULATION	2018	2017	% Change
Penrose	56127	62012	-9.5%
Mobile Libraries Total	11460	12148	-5.7%
Cheyenne	33530	33962	-1.3%
Fountain	17335	17800	-2.6%
High Prairie	25728	24214	6.3%
Holley	30334	32182	-5.7%
Manitou	3301	4127	-20.0%
Monument	35850	34888	2.8%
Old Colorado City	16176	17596	-8.1%
Palmer Lake	3092	3751	-17.6%
Rockrimmon	32441	32698	-0.8%
Sand Creek	28984	33252	-12.8%
Ute Pass	2282	2461	-7.3%
Senior Van	1889	1849	2.2%
Bookmobiles	9571	10299	-7.1%
East	126396	116171	8.8%
Library 21c	84426	93152	-9.4%
Dispensers	0	422	
Parenting	159	111	43.2%
Total Physical Materials	507621	520947	-2.56%

Circulation Report By Facility July 2018

New software for gate counter was overcounting in 2017

Current Month Comparison VISITORS	2018	2017	% Change
Penrose	49732	46057	8.0%
Mobile Libraries Total	3314	3506	-5.5%
Cheyenne	18298	19076	-4.1%
Fountain	11206	11080	1.1%
High Prairie	10295	9776	5.3%
Holley	18196	19185	-5.2%
Manitou	4084	4679	-12.7%
Monument	19082	17703	7.8%
Old Colorado City	12637	11768	7.4%
Palmer Lake	1906	2418	-21.2%
Rockrimmon	17210	19288	-10.8%
Sand Creek	24525	18800	30.5%
Ute Pass	1750	1641	6.6%
Knights of Columbus Hall	172	442	-61.1%
East	57113	56455	1.2%
Library 21c	49506	47961	3.2%
TOTAL	299026	289835	3.2%
Special Collections	2941	3146	-6.5%

2018 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	282740	262364	295271	280394	284984	322408	316313	0	0	0	0	0	2044474
DVD	144635	130072	150079	141449	140069	141875	145547	0	0	0	0	0	993726
CD Music	15390	13395	15351	14009	13385	13588	14676	0	0	0	0	0	99794
CD Book	17438	16193	18433	16689	17515	18624	18289	0	0	0	0	0	123181
Playaway	5120	4912	5911	5480	5720	7518	7251	0	0	0	0	0	41912
Kit	1657	1723	1843	1801	1615	2215	2104	0	0	0	0	0	12958
Game	4071	3132	3580	3571	3480	3442	3441	0	0	0	0	0	24717
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Physical Items	471051	431791	490468	463393	466768	509670	507621	0	0	0	0	0	3340762
ILL	2092	2112	2280	2462	2056	2382	2246	0	0	0	0	0	15630
CyberShelf-OverDrive	134584	122184	138406	131807	135822	136913	145238	0	0	0	0	0	944954
Zinio	3787	4023	3343	3112	2670	2930	2589	0	0	0	0	0	22454
eReader	27	23	25	38	22	25	20	0	0	0	0	0	180
OneClick Audio	491	440	450	442	481	450	424	0	0	0	0	0	3178
Hot Spots	74	74	76	68	75	74	72	0	0	0	0	0	513
Cameras & Equipment	46	69	72	73	65	70	93	0	0	0	0	0	488
													0
TOTAL STATE Circ	612106	560647	635048	601395	607959	652514	658303	0	0	0	0	0	4327972
One Play				42	1	45	29	0	0	0	0	0	117
Freegal Music	9425	7672	8130	7356	7037	6526	7133	0	0	0	0	0	53279
Freeding	105	81	52	66	88	58	54	0	0	0	0	0	504
DVD Player	94	149	175	150	121	110	184	0	0	0	0	0	983
Hoopla	1851	1585	1870	1812	1697	1911	1846	0	0	0	0	0	12572
ComicsPlus	475	0	240	274	284	366	431	0	0	0	0	0	2070
Kanopy	122	291	278	284	251	289	469	0	0	0	0	0	1984
													0
CLC	10955	9852	10789	10398	10623	10398	11357	0	0	0	0	0	74372
Laptop Use	1434	1467	1592	1570	1487	1438	1718	0	0	0	0	0	10706
													0
Active Users	258251	257716	257950	257274	256986	257608	257560	0	0	0	0	0	0

Monthly Circ by Format			
	2018	2017	Change
Print	316313	310887	2%
DVD	145547	160779	-9%
CD Music	14676	15743	-7%
CD Book	18289	20433	-10%
Playaway	7251	6553	11%
Kit	2104	1797	17%
Game	3441	4755	-28%
	0	0	
TOTAL Physical Items	507621	520947	-2.56%
ILL	2246	2091	7%
CyberShelf-OverDrive	145238	129300	12%
Zinio	2589	3394	-24%
eReader	20	31	-35%
OneClick Audio	424	541	-22%
Hot Spots	72	62	16%
Cameras & Equipment	93		
Total e-materials	148343	133328	11%
TOTAL STATE Circ	658303	656366	0.295%
OnePlay	29		
Freegal Music	7133	11143	-36%
Freeding	54	79	-32%
DVD Player	184	122	51%
Hoopla	1846	1535	20%
ComicsPlus*	431	469	-8%
Kanopy	469		
CLC	11357	11724	-3%
Laptop Use	1718	1467	17%
Active Users	257560	259962	-1%

Data for ComicsPlus & OnePlay is 1 month behind

**Circulation Report
By Item Type
July 2018**

MTD Total	2018	2017	Change
January	612106	616749	-0.75%
February	560647	570433	-1.72%
March	635048	661785	-4.04%
April	601395	602424	-0.17%
May	607959	631090	-3.67%
June	652514	662704	-1.5%
July	658303	656366	0.295%
August	641563		-100%
September	599252		-100%
October	608892		-100%
November	598463		-100%
December	559133		-100%

YTD Total	2018	2017	Change
January	612106	616749	-0.8%
February	1172753	1187182	-1.2%
March	1807801	1848967	-2%
April	2409196	2451391	-2%
May	3017155	3082481	-2%
June	3669669	3745185	-2%
July	4327972	4401551	-2%
August		5043114	-100%
September		5642366	-100%
October		6251258	-100%
November		6849721	-100%
December		7408854	-100%

Consent Agenda: New Hires

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

Daniel Stone: IT Server Administrator, 21c (40 hrs)
Justin Goodwin: IT Server Administrator, 21c (40 hrs)
Jordana North: Library Associate, PE (20 hrs)
Alyssa Rail: Inclusive Initiative Intern, CH (15 hrs – Temporary)
Gabrielle Pantano: Inclusive Initiative Intern, EA (15 hrs – Temporary)
Megan Walker: Library Assistant, FO (20 hrs)
David Barnes: Tech Support Specialist, 21c (20 hrs)
Jessica Baines: Library Associate, PE (20 hrs)
Suma Narasimhamurthy: Shelver, 21c (Substitute)
Jane Backstrom: Library Associate, Mobile Libraries (20 hrs)

Review of Board Bylaws: Discussion

Fellow Trustees:

In your board packet is a review of the Board of Trustees Bylaws prepared with suggestions from PPLD's legal counsel and the Governance Committee. The primary points of suggestions were focused on Article 2 – Section 8 (removal of a trustee). That said, there were comments on other parts of the Bylaws that could be modified to add some additional clarity particularly;

- Article II – Paragraph 1 – Taking a slate of recommended candidates to both the El Paso County Commissioners and the City Council;
- Article II – Paragraph 3 – Suggestion to add a parenthetical to demonstrate the staggered election of Board members;
- Article II – Paragraph 4 – A two -term Board member is not able to serve on the PPLD board after completion of two terms;
- Article II – Paragraph 8 – Lack of clarity as to whether it requires either or both the County Commissioners and the City Council to approval the removal of a Board Member.
- Article II – Paragraph 8 - Removal requires some sort of showing of good cause. The statute defines good cause to include, but not be limited to, whatever is stated in the Bylaws. Our attorneys suggest that it might be in the Board's best interest to add something like: "so long as 80% of all Trustees then serving, other than the Trustee subject to the removal, conclude in good faith that removal of the Trustee will materially improve the decision making of the Board and/or substantially further the best interests of the PPLD." Adding this as a part of the definition of good cause (i.e. after the word, "following" in the second sentence of Paragraph 8) arguably expands the power of the Board to deal with an internal situation without expanding the power of the two bodies to remove Board members on their own.

The other key suggestion was to change the Governance Committee's requirement to review the bylaws every year to every two years (Article V (1)(a))

The Governance Committee is presenting these comments to the Board to better understand the Board's desire to further engage in a revision of the Bylaws for this year.

Please remember that the Board can disagree with the document's suggestions as the Governance Committee believes that they could be read as clarifying points. Likewise, the Board may decide to continue with the current version of the Bylaws and save these comments for the next review if there is not a desire to complete a revision during this year.

The Governance Committee looks forward to further discussion with the Board during our next meeting.

Best,

Keith E. Clayton II
Governance Committee Chair

BYLAWS
BOARD OF TRUSTEES
PIKES PEAK LIBRARY DISTRICT
Amended June 28, 2016

Colorado law requires the Board of Trustees of the Pikes Peak Library District to adopt bylaws as a legal document guiding the Board in its policy-making role. The structure chosen becomes the basis for rational and consistent Board action and provides continuity as the Board changes. Operational guidelines for the Board are established collectively as a group; individual responsibilities may be assigned to each Trustee. The Bylaws should be reviewed annually with revisions and additions made as necessary.

ARTICLE I: *Name; Service Area; Board Status*

The name of this organization is the Pikes Peak Library District (“PPLD”), which serves El Paso County, Colorado, excluding the Widefield School District (the “service area”). The management and control of the PPLD is vested in the Board of Trustees (the “Board”). Individual members of the Board are referred to as “Trustees” or “Board Members”.

ARTICLE II: *Board of Trustees: Membership and Duties*

1. The Board is comprised of seven (7) members, each of whom must be residents of the service area of PPLD as required by Colorado Revised Statutes (“C.R.S.”) Section 24-90-108(1). Trustees are recommended by a joint committee composed of select members of the Colorado Springs City Council and members of the El Paso County Commissioners. The “Appointing Authority” is jointly the El Paso County Commissioners and Colorado Springs City Council. In accordance with C.R.S. Section 24-90-108(2), the recommended Trustee selection shall be either ratified or rejected by each of these two bodies of the Appointing Authority. In accordance with C.R.S. Section 24-90-108(2), failure of the Appointing Authority to take action to either ratify or reject the joint committee’s recommendation within sixty (60) days of such recommendation shall result in a deemed ratification and appointment of the joint committee’s recommendations. The Board’s Governance Committee shall facilitate the process of advertising any vacancy and soliciting applications, shall recommend top candidates, and shall provide feedback to the Appointing Authority and/or the joint committee. It is the responsibility of the Board to keep the Appointing Authority apprised of pending vacancies on the Board.

2. If the Appointing Authority has not filled an available Board position at the expiration of the current Trustee’s term, unless the Board takes express action to terminate the Trustee’s service after expiration of the term, the Trustee

PPLD Board of Trustees Bylaws
Revised 3/20/2012; Additional revision 5/21/13
Last revision 6/28/2016

shall remain on the Board until such time as a successor to the expired position is appointed.

3. The Library Board term is five (5) years. Vacancies, whether due to resignation, death, or removal, are filled in the manner by which members are regularly named and are filled for the remainder of the unexpired term.

4. In order to encourage greater participation on the Board from community members, members may serve for no more than two terms, even if those are only partial terms.

5. Trustees must be adults, aged eighteen (18) or older.

6. A Trustee shall not receive a salary or other compensation for services as a Trustee, but necessary travel and subsistence expenses actually incurred may be paid by PPLD upon submission of receipts in accordance with PPLD's standard procedures for expense reimbursement.

7. Trustees are expected to attend meetings over the course of a calendar year. It is understood that professional and personal obligations may interfere with a Trustee's ability to attend all meetings. A Trustee shall inform the President or Executive Director if s/he is unable to attend a meeting.

8. A Trustee ~~may~~ be removed only by the Appointing Authority as provided in C.R.S. Section 24-90-108(5), and only upon a showing of good cause. "Good cause" ~~shall~~ includes, but is not limited to, the following:

(a) A Trustee's inadequate performance in his or her duties to PPLD;

(b) A Trustee's ~~and/or~~ inadequate attendance at Board meetings and other PPLD functions, ~~as well as any conduct, omission, or outside activity by a Trustee, which might or does, in any manner conflict with the PPLD's interests. In addition to the foregoing, a~~ Trustee's absence (not including authorized attendance by remote participation as described in these Bylaws) at three (3) or more regular Board Meetings in a calendar year shall constitute ~~g~~Good cause under this Section;

(c) Any conduct, omission, or outside activity by a Trustee, which might or does, in any manner conflict with PPLD's interests;

(d) A Trustee's conviction of a felony;

(e) A Trustee's lack of qualifications to serve on the Board so long as the qualifications were in effect prior to his/her appointment;

(f) A determination by a court that Trustee is mentally incapacitated or of unsound mind; or

(g) A Trustee's unethical conduct, including, but not limited to, misusing PPLD funds, disclosing confidential information to the public; or engaging in sexual harassment.

The Board may make a recommendation to the Appointing Authority regarding removal of a Trustee upon the affirmative vote of at least eighty percent (80%) of all Trustees then serving (not just those attending a meeting) other than the Trustee subject to the removal. To the extent required by law, the Trustee shall be provided with notice and an opportunity to be heard prior to his/her removal.

Comment [SK1]:

9. The Board shall have all those powers provided by statute, including C.R.S. Section 24-90-109 and, in addition, shall have those powers necessary or incidental to the specific powers granted by statute, and nothing herein shall be construed as limiting the powers of the Board. The Board is responsible for setting policy, which is responsive and appropriate for the operation of the PPLD. For the purpose of these Bylaws, a "policy" or "policies" is defined as an adopted course or principle of action. It is also defined as guidelines for prudent conduct. Among its other powers and duties as provided by law, the Board is responsible for reviewing, holding a public hearing for, and adopting the annual PPLD budget in accordance with law; for acquiring, holding and conveying land, property, and buildings; and for engaging necessary services for the timely completion of an annual audit. In addition, the Board is responsible for appointing an Executive Director to lead and manage the day-to-day operations of the PPLD. The Board is responsible for setting the compensation and benefits, and defining the responsibilities and privileges of the Executive Director. The Board will evaluate the performance of the Executive Director at least annually.

ARTICLE III: Officers and Duties; Executive Director

1. The officers of the Board shall be a president, vice-president, and secretary-treasurer; referred to herein as "President", "Vice-President" and "Secretary-Treasurer". The Board may name such other officers, as it deems necessary.

2. Officers are elected annually (generally at the regular meeting of the Board in December for the following year) from the current membership of the Board and shall take office in January to serve for one (1) year. No member may serve in one office longer than three (3) consecutive years and no more than five (5) years of a Trustee's combined two consecutive terms. A vacancy in

any office, however occurring, may be filled by the Board for the unexpired portion of the term.

3. The President shall preside at all meetings of the Board, call meetings to order and adjourn them, appoint members to committees, and perform such other duties as are associated with the office of President.

4. The Vice-President shall assume the President's duties in the absence of the President.

5. The Secretary-Treasurer shall serve as the custodian of records for the Board and shall be responsible to perform such other duties as are assigned by the President or the Board. The Secretary-Treasurer also shall serve as a member of the Board of the Pikes Peak Library District Building Authority.

6. Any officer may be removed from such position by the affirmative vote of not less than two-thirds (2/3) of all Trustees then serving (not just those attending a meeting), other than the officer then being removed, whenever in its judgment removal is in the best interest of the PPLD.

7. The Executive Director ("Executive Director") is the only employee over whom the Board has direct supervisory responsibility and control. The Executive Director reports to the Board and serves as the chief executive officer of the PPLD. Among the other powers, duties and responsibilities of the Executive Director, the Executive Director shall lawfully carry out the policies adopted by the Board; employ, direct, and supervise staff members to carry out the mission and policy established by the Board; prepare required reports; recommend policies; and promote effective library service.

ARTICLE IV: Meetings

1. Regular meetings of the Board shall be held at least six (6) times per year.

2. The Board may cancel a regular meeting (and may reduce the number of regular meetings below six (6) per year) if there is insufficient business or for other justifiable reasons.

3. In January of each year, an organizational meeting (which shall be one of the Board's regular meetings) will be scheduled to take care of any annual resolutions, and other decision items, necessary at the beginning of each year. These items include, but are not limited to, reviewing the Bylaws; setting the Board regular meeting schedule and posting locations for the year, establishing a policy for disposition of property; and approving fiscal year contracts.

4. Special meetings may be held at any time when called by the President or at the request of two (2) members of the Board. If practical, all members should be notified at least twenty-four (24) hours in advance of a special meeting. The purpose of special meetings is to clarify and expand Trustees' knowledge of matters which may require Board action. Unless waived or consented to unanimously by all Trustees, Board action at a special meeting shall be limited to action germane to the agenda items described in the advance notice given to Trustees of the special meeting.

5. In addition to notice to Trustees as described herein, public notice shall be given for all meetings of the Board in accordance with the requirements of Colorado's Open Meetings Law as revised. All requirements of Colorado's Open Meetings Law as then applicable to the PPLD will be followed in the conduct of the Board's meetings, minutes will be taken and become part of the Board's record and an agenda will be published for each regular and special meeting.

6. An opportunity for public participation shall be provided at each regular meeting of the Board during a portion of the agenda set aside for this purpose. Each member of the public wishing to participate shall introduce him or herself and shall speak when recognized by the presiding officer. All speakers will be asked to state their name and address. The Board President may establish reasonable rules for public participation, including without limitation limits on the time provided for public participation based on the time set aside for public comment and the number of persons wishing to participate. In some instances, it may not be possible for all to speak.

7. A quorum of the Board consists of a majority of the members then serving (e.g. four out of seven members, four out of six members or three out of five members).

8. Unless otherwise stated in these Bylaws or required by statute, an affirmative vote of the majority of all members of the Board present at a meeting at which a quorum is present shall be necessary to approve any action before the Board. The President may vote upon, move or second a proposal before the Board. Voting by proxy is not allowed.

9. Executive sessions may be held as part of any regular or special Board meeting, or any committee meeting that has been properly called according to requirements of the Colorado Open Meeting Laws. An executive session is conducted confidentially without the public present. Members are bound to maintain the confidentiality of the discussions and documents that are part of any executive session. Executive sessions shall be conducted in accordance with the provisions of the Colorado Open Meetings Law as then applicable to the PPLD. Executive session discussions, except for privileged attorney-client communications, will be electronically recorded by the Board, and

the recordings destroyed after ninety (90) calendar days, unless required to be retained under applicable federal or state law or where retention is specifically approved by the Board. No portion of the recording shall be subject to public inspection except in accordance with applicable law. No minutes will be taken of executive session discussions, except that the minutes of the Board meeting will include the time the executive session was convened and the time open session resumed, and the topics of discussion at the executive session. There shall be no decisions of the Board made during executive session unless specifically permitted by law.

10. Meeting attendance in person is preferred. However, at times, in cases of personal illness or other emergencies, participation of a Trustee in a Board meeting remotely by telephone or other remote voice mechanism is allowed, with these guidelines: a) no more than two (2) Trustees may participate in a Board meeting remotely at any one meeting, and b) each Trustee may only participate in a meeting remotely a maximum of two (2) times in any given calendar year unless a special exception is otherwise approved by the majority vote of the remainder of the Board for a specific calendar year or period. The special exception shall automatically terminate upon the end of the approved period and, if necessary, the same process shall be followed for a new exception to be approved. Trustees are reminded that failure to attend Board Meetings constitutes Good cause for removal as provided in Article 2 Section 8.

ARTICLE V: Committees

1. Standing committees are those that are needed on an ongoing basis. The PPLD's standing committees shall include a Governance Committee, Internal Affairs Committee, and Public Affairs Committee. The Board President will make committee appointments annually at the Board's January organizational meeting after selection of the Board's officers. Each committee shall have such responsibilities and perform such duties as shall be set forth from time to time in such committee's charter, as shall be adopted and approved by the Board from time to time. Without limiting the generality of the foregoing, each committee shall have the following responsibilities and perform the following duties:

a) The Governance Committee shall on an ~~biennial~~annual basis review the Bylaws, review the ethics policy and conflict of interest statement, nominate officers, facilitate the trustee recruitment and selection process, facilitate an annual review of the Executive Director including performance and compensation, review the Board schedule, and facilitate a Board self-evaluation process.

b) The Internal Affairs Committee shall review all internal and operational issues including those related to finance, human resources, and

facilities. They shall review the annual and long-range budget with the Chief Financial Officer and the Executive Director prior to submitting to the full Board annually; and, on an annual basis, contract with an independent auditor and review the process, timeline for, and results of such auditor's independent audit. The Internal Affairs Committee shall monitor the long-range capital improvements plan, including planning and facilitating discussions for capital acquisitions and improvements.

c) The Public Affairs Committee shall monitor all external issues including fundraising, public relations, and marketing. Advocacy and ballot initiatives shall be reviewed by this Committee.

Additional standing committees may be established and authorized by the Board.

2. When special expertise is needed, a non-Trustee may be appointed to a Board committee in an advisory role. However, a non-Trustee may not serve as Chair of the Committee.

3. Special committees may be authorized and appointed by the President for limited purposes and shall serve only until completion of the assignment. Such committees shall have the responsibilities and duties as set forth in writing by the Board at the time the committee is authorized and appointed.

4. Appropriate advance notice of committee meetings shall be given in accordance with the requirements of the Colorado Open Meetings Law as then applicable to PPLD and such committee.

5. Minutes of all committee meetings will be kept and copies shall be delivered to the members of the Board and the Executive Director at the next regularly scheduled Board meeting. Unless otherwise expressly authorized by the Board, each standing committee shall conduct its meetings in accordance with the requirements of the Colorado Open Meetings Law, regardless of whether such requirements apply to the committee.

6. Committees shall be advisory bodies, making reports and recommendations to the Board. They shall not have the authority to take action for or on behalf of the Board, unless authorization to complete a specific action has been discussed and approved, in advance, by the Board in writing. If the Board authorizes a committee to take specific action, unless otherwise expressly directed by the Board, in taking such action the committee shall observe the quorum, notice and procedural requirements set forth in these bylaws and in Robert's Rules of Order (see Article VII). Further, the final action taken by the committee shall be reported to the Board at the Board's next meeting.

ARTICLE VI: Indemnification

1. Indemnification. PPLD shall indemnify its Trustees, officers, and employees, together with their successors and assigns, against any and all claims, judgments, costs, attorney fees and other reasonable expenses to the extent permitted by the Colorado Constitution and other laws of Colorado and as set forth below.

2. Background and Purposes. PPLD recognizes the need to encourage elected officials, appointed officers and employees to effectively and efficiently perform their duties and to protect such individuals in the performance of their duties. To this end, the Board desires to provide such individuals assurances by way of indemnification against claims and causes of action which might arise in the performance of their duties for PPLD. Colorado law (C.R.S. 24-10-110) requires indemnification of such individuals in certain specific circumstances. In addition, PPLD desires to authorize indemnification against other claims not expressly addressed by this law, to the extent permitted by applicable law.

3. Indemnification Provided. PPLD shall indemnify any Party to a Proceeding against Liability incurred in or as a result of the Proceeding as follows:

a) to the extent such indemnification is required by applicable law, including without limitation C.R.S. 24-10-110; and

b) in the case of any other claim against a Party to a Proceeding to the fullest extent allowed by law, unless the Board takes affirmative action by two-thirds (2/3) of all Trustees then serving that indemnification is not appropriate under the circumstances.

4. Limitations on and Exceptions to Indemnification. Notwithstanding the foregoing, unless otherwise expressly required by applicable law, no indemnification shall apply to the extent that the Liability results from any of the following: (i) the Party's actions other than in the Party's Official Capacity, (ii) the Party's actions are willful and wanton or not in good faith, (iii) the Party did not reasonably believe that the Party's actions or inactions: (A) in the case of conduct in an Official Capacity with PPLD, were in PPLD's best interests; and (B) in all other cases, were at least not opposed to PPLD's best interests; and (C) in the case of any criminal Proceeding, were unlawful, (iv) in connection with a Proceeding by or in the right of PPLD in which the Party was adjudged liable to PPLD; (v) in connection with any other Proceeding, in which the Trustee was adjudged liable on the basis that he or she derived an improper personal benefit, or (vi) a Party's actions or inactions in circumstances in which indemnification is unlawful.

5. Definitions. For purposes of this Article VI of these Bylaws, the

PPLD Board of Trustees Bylaws
Revised 3/20/2012; Additional revision 5/21/13
Last revision 6/28/2016

following terms shall have the meanings set forth below:

a) "Official Capacity" when used with respect to a Party (as defined below) means acts taken by the Party within the scope and performance of his or her duties as a Trustee, officer, employee, volunteer or other agent of PPLD. "Official Capacity" does not include service for any other entity, including service for any member of the Appointing Authority.

b) "Party" means any person who was, is, or is threatened to be made, a named defendant or respondent in a Proceeding (as defined below) by reason of the fact that such person is or was a Trustee, PPLD officer, PPLD employee, PPLD volunteer or other PPLD agent.

c) "Proceeding" means any threatened, pending or completed action, suit or proceeding, or any appeal therein, whether civil, criminal, administrative, arbitrative or investigative (including an action initiated by PPLD) and whether formal or informal, involving or related to action taken by a Party in her or his Official Capacity.

d) "Liability" means the obligation incurred with respect to a Proceeding to pay a judgment, settlement, penalty, fine, including an excise tax assessed with respect to an employee benefit plan, or reasonable Expenses.

e) "Expenses" means and includes all reasonable expenses incurred by the Party in connection with a Proceeding, including without limitation court costs including expert fees, attorneys' fees, appellate costs and necessary bonds relative thereto.

6. Indemnification of Costs. Where indemnification applies, PPLD shall also pay or indemnify such Party against all Expenses, fines, punitive damages, judgments and amounts paid in settlement or satisfaction of judgments actually and reasonably incurred by him or her in connection with such action, suit or Proceeding.

7. Advancement of Expenses. Unless otherwise determined by the action of two-thirds (2/3) of all Trustees then serving, PPLD shall pay for or reimburse the reasonable Expenses incurred by a Party to a Proceeding in advance of final disposition of the Proceeding if: (i) the Party furnishes to PPLD a written affirmation of the Party's good faith belief that he or she has met the requirements for indemnification as set forth above, (ii) the Party furnishes to PPLD a written undertaking, executed personally or on the Party's behalf, to repay the advance if it is ultimately determined that he or she did not meet such requirements; and (iii) a determination is made that the facts then known to those making the determination would not preclude indemnification under this Article. The undertaking required by clause (i) of this section shall be an unlimited general obligation of the Party but need not be secured and may be accepted without reference to financial ability to make repayment.

8. Notification and Defense of Claim. Promptly after receipt by a Party of notice of the commencement of any Proceeding, the Party shall, if an indemnification claim in respect thereof is to be made against PPLD, notify PPLD in writing of the commencement thereof; provided, however, that delay in so notifying PPLD shall not constitute a waiver or release by the Party of any rights to indemnification. With respect to any such Proceeding: (i) PPLD shall be entitled to participate therein at its own expense; (ii) any counsel representing the Party to be indemnified in connection with the defense or settlement thereof shall be counsel selected by PPLD; and (iii) PPLD shall have the right, at its option, to assume and control the defense or settlement thereof. The designation of defense counsel by the Board shall not preclude such defense being conducted under a reservation or rights of indemnity by PPLD. If PPLD assumes the defense of the Proceeding, the Party shall have the right to employ its own counsel, but the fees and Expenses of such counsel incurred after notice from PPLD of its assumption of the defense of such Proceeding shall be at the expense of the Party. A monetary claim for which indemnification is requested may not be compromised or settled without the prior written consent of PPLD.

9. Subrogation. In the event of any payment under this Article, PPLD shall be subrogated to the extent of such payment to all of the rights of recovery of the indemnified Party, who shall execute all papers and do everything that may be necessary to assure such rights of subrogation to PPLD. PPLD shall not be liable under this Article to make any payment in connection with any Proceeding against or involving a Party to the extent the Party has otherwise actually received payment (under any insurance policy, agreement or otherwise) of the amounts otherwise indemnifiable hereunder. A Party shall repay to PPLD the amount of any payment PPLD makes to the Party under this Article in connection with any Proceeding against or involving the Party, to the extent the Party has otherwise actually received payment (under any insurance policy, agreement or otherwise) of such amount.

10. Applicability. The rights of indemnification shall apply to all acts of any Party committed during any term or terms of office or employment of such Party. The rights to indemnification and advancement of Expenses provided in this Article shall be applicable to acts or omissions that occurred prior to the adoption of this Article, shall continue as to any Party during the period such Party serves in any one or more of the capacities covered by this Article, shall continue thereafter so long as the Party may be subject to any possible Proceeding by reason of the fact that he or she served in any one or more of the capacities covered by this Article, and shall inure to the benefit of the successors of the Party.

ARTICLE VII: *Parliamentary Authority*

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Revised 3/20/2012; Additional revision 5/21/13
Last revision 6/28/2016

Robert's Rules of Order, latest revision, shall govern the proceedings of the Board and of its committees to the extent applicable and not inconsistent with the express provisions of these Bylaws.

ARTICLE VIII: Amendments

1. Amendments to these Bylaws of the Board may be adopted by a vote of two-thirds (2/3) of the Trustees then serving, subsequent to notification of the proposed change to the Trustees at least five calendar days in advance of the meeting.
2. Any rule or policy of the Board, except those contained in these Bylaws, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, must receive an affirmative vote of not less than two-thirds (2/3) of the Trustees then serving (not just those present at a meeting).
3. The Board of Trustees has developed and reviews a conflict of interest policy regularly. Trustees as well as outside committee members must complete a questionnaire and sign a conflict of interest statement annually.

Pikes Peak Library District

Bylaws Certificate

The undersigned certifies that s/he is the Secretary/Treasurer of the Board of Trustees of Pikes Peak Library District, a Colorado statutory public corporation, and that, as such, the undersigned is authorized to execute this certificate on behalf of said corporation, and further certifies that attached hereto is a complete and correct copy of the bylaws of Pikes Peak Library District effective as of ~~June 28~~ October 9, 20186.

Signature Date: _____, 20186

By: _____

Print Name: ~~John Wilson~~ Keith E. Clayton II

Title: Secretary/Treasurer

2018 Supplementary Budget Resolution

History

In September 1998, the State of Colorado revised its Financial Management Manual, A Guide for Colorado Governments. Included in this manual is a section pertaining to annual budgets and supplementary budgets.

The manual clearly indicates that when and how a budget can be amended during the year is a subject of continual concern to local governments. However, it does clarify the fact that when supplemental budget resolutions are proposed, a notice to the public must be given in a manner similar to the annual budget. Accordingly, the proposed resolutions (discussed below) are presented to the Board of Trustees (Board) as an informational item at the July Board meeting. Upon completion of that meeting, a public notice will be prepared stating the resolutions are available for public inspection, and the public notice will be placed in the local newspaper. The resolution will be presented as a decision item at the September 11, 2018 Board meeting.

Attached are copies of the supplementary budget resolutions for the General Fund, the East Library Capital Project Fund, the Penrose Library Capital Project Fund, the Library 21c Capital Project Fund, the Capital Reserve Fund, and the Special Revenue Funds, along with the supporting schedules.

GENERAL FUND

Revenues

The District has updated its revenue projections for 2018. The following is a summary of the proposed revenue adjustments:

	<u>Original</u>	<u>Adjusted</u>	<u>Change</u>
Fines and fees	\$220,800	\$120,800	(\$100,000)
Interest income	\$210,000	\$335,000	\$125,000

This will increase the 2018 budgeted revenues from \$32,073,444 to \$32,098,444.

Expenditures

The following section provides the proposed adjustments to be made to PPLD's 2018 General Fund appropriation. The proposed items are explained in detail below.

1. Encumbrances – \$338,254

The proposed amendment includes an increase to the expenditure budget for encumbrances outstanding as of December 31, 2017. Encumbrances represent items ordered but not yet received by the District. The expenditure is recorded when the item is received. This is a typical budget practice for government entities.

2. Transfer of Funds to Capital Reserve Fund

Included in the Capital Reserve Fund 2018 budget is \$200,000, which serves as a placeholder to place a new facility(s) in Eastern El Paso County, Colorado. The original 2018 budget was very preliminary. The current plan is to install a modular unit in Calhan, Colorado. Through the work of an architect and various engineers, PPLD staff have developed a project cost of \$448,500. To fully fund this project, management recommends transferring a total of 238,149 from General Fund reserves (fund balance) to the Capital Reserve Fund.

3. Storm Water Fees - \$10,000

Effective July 1, 2018, the City of Colorado Springs is imposing a fee on properties throughout the City. This amount is the estimate due for the period July 1, 2018 – December 31, 2018 on all of PPLD's properties.

4. Calhan Property Lease Commitment - \$15,000

As part of the land lease agreement with the Calhan School District, the lease agreement includes a \$15,000 commitment to make certain improvements on the property (construct a fence).

5. Westlaw Database - \$10,000

This database is well used, and there is a demand to increase access to the database. This expenditure covers the cost to increase access to this database.

6. Recruiting Costs - \$20,000

This amount covers the estimated increase in recruiting costs resulting primarily from hiring various positions that were included in the 2018 budget (resulting from the Compensation Study) along with backfilling current positions that became vacant when such positions were filled by current staff.

7. The resolution includes a recommendation for a line item transfer of \$100,000 from personnel services expenditures to library materials expenditures. The library materials budget has been fairly stagnant over the past several years, and the amount from personnel services is the result of savings realized from vacant positions throughout 2018.

After taking into consideration all of the items discussed above, the recommendation is to amend the 2018 General Fund appropriation from \$33,853,819 to \$34,485,222.

EAST LIBRARY CAPITAL PROJECT FUND

The District's East Library Capital Project Fund is used to account for all financial activity related to the funding of all capital projects exclusively to the benefit of the East Library. Funding for this project comes from the General Fund and from fundraising efforts.

The proposed budget amendment allocates the fund balance as of December 31, 2017 to the 2018 budget for the East Library projects/purchases, which have been previously identified and approved as part of the previous annual budget process. The carryover process is authorized by the Board approved Financial Guidelines.

This amendment also includes \$32,501 received from fundraising activities through the PPLD Foundation.

The attached schedule shows how the funds are allocated by project/purchase. The effect of this amendment is to increase the 2018 budget for expenditures from \$70,700 to \$139,732, and to increase the 2018 budget for revenues from \$0 to \$32,501.

PENROSE LIBRARY CAPITAL PROJECT FUND

The District's Penrose Library Capital Project Fund is used to account for all financial activity related to the funding of all capital projects exclusively to the benefit of the Penrose Library. Funding for this project comes from the General Fund and from fundraising efforts.

The proposed budget amendment allocates the fund balance as of December 31, 2017 to the 2018 budget for the Penrose Library projects/purchases, which have been previously identified and approved as part of the previous annual budget process. The carryover process is authorized by the Board approved Financial Guidelines.

This amendment also includes \$415,291 received from fundraising activities through the PPLD Foundation.

Included in this budget is the funding for the renovation of the Knights of Columbus Hall (KCH) and the construction of a meeting room in the lower level of the Penrose Library, along with additional improvements. Currently, there is a total of \$1,216,386 of funding available for this project (both from the original budget and from certain carry-over funds from 2017). PPLD has engaged the services of an architect and a Construction Manager/General Contractor for this project. Their initial project cost estimate is \$1,350,000. They will complete a bid process later in August, and they intend to develop a Guaranteed Maximum Price (GMP) prior to the September 11th Board meeting. This means the cost estimates may be revised after this GMP process is completed.

This amendment also includes setting of a reserve fund for the renovation of the KCH facility in the amount of \$281,677. This is prudent as this initial project is intended to bring the KCH up to code in order to increase usage. Additional building improvement plans will be developed necessitating a second phase for this project.

The attached schedule shows how the funds are allocated by project/purchase. The effect of this amendment is to increase the 2018 budget for expenditures from \$1,351,000 to \$1,846,470, and to increase the 2018 budget for revenues and other sources from \$1,346,841 to \$1,762,132.

LIBRARY 21C CAPITAL PROJECT FUND

The District's Library 21c Capital Project Fund is used to account for all financial activity related to the funding of all capital projects exclusively to the benefit of the East Library. Funding for this project comes from the General Fund and from fundraising efforts.

The proposed budget amendment allocates the fund balance as of December 31, 2017 to the 2018 budget for the Library 21c projects/purchases, which have been previously identified and approved as part of the previous annual budget process. The carryover process is authorized by the Board approved Financial Guidelines.

The attached schedule shows how the funds are allocated by project/purchase. The effect of this amendment is to increase the 2018 budget for expenditures from \$208,500 to \$344,627.

CAPITAL RESERVE FUND

The District's Capital Reserve Fund is used to account for all financial activity related to the District's capital projects/purchases that are not accounted for in either the East Library Capital Projects Fund, the

Penrose Library Capital Projects Fund or the Library 21c Capital Project Fund. Sources of funds come primarily from the General Fund.

The following is a summary of the fund’s original and proposed amended budget:

	<u>Original</u>	<u>Adjusted</u>	<u>Change</u>
Resources/revenues	\$842,618	\$1,166,118	\$323,500
Fund Balance Carryover	<u>\$0</u>	<u>\$1,254,357</u>	<u>\$1,254,357</u>
Total	<u>\$842,618</u>	<u>\$2,420,475</u>	<u>\$1,577,857</u>

Expenditures			
Capital Outlay – Facility Related	\$276,100	\$971,746	\$695,646
Capital Outlay – Information Tech	\$535,000	\$1,387,061	\$852,061
Capital Outlay – Creative Services	<u>\$31,518</u>	<u>\$61,668</u>	<u>\$30,150</u>
Total	<u>\$842,618</u>	<u>\$2,420,475</u>	<u>\$1,577,857</u>

Simply stated, the proposed budget amendment allocates the fund balance as of December 31, 2017 to capital projects that have been previously identified and approved as part of the annual budget process, and to make some line item transfers within the capital accounts. The carryover process is authorized by the Board approved Financial Guidelines. It also takes into account a total of \$85,351 that was received through fundraising efforts (PPLD Foundation).

Please refer to the General Fund discussion above for information related to the modular facility to be placed in Calhan, Colorado.

The attached supporting schedules shows how the funds are allocated by project/purchase.

SPECIAL REVENUE FUNDS

The mid-year budget amendment also includes a resolution to increase various fund appropriations as a result of the remaining fund balances as of December 31, 2018.

The recommended amendments are as follows:

Fund	Original	Adjusted	Change
Annual Fund	\$ -	\$ 212	\$ 212
Cheyenne Mountain Library Support Fund	-	812	812
Fountain Library Support Fund	-	8,000	8,000
High Prairie Library Support Fund	-	60,000	60,000
Sand Creek Library Support Fund	-	30,772	30,772
1905 Carnegie Support Fund	-	4,374	4,374
1905 Carnegie Garden Support Fund	-	999	999
Special Collections Support Fund	-	1,113	1,113
Total	<u>\$ -</u>	<u>\$ 106,282</u>	<u>\$ 106,282</u>

The attached resolutions and supporting schedules list our recommendations as to how to spend such funds during 2018. These funds are to be kept in place until the remaining fund balances are fully utilized. Current accounting literature requires these types of funds to be accounted for in the General Fund. These funds existed prior to the change in literature and we are required to account for them as Special Revenue Funds until the fund balances are reduced to \$0. The changes above result primarily from not fully utilizing the funds that were budgeted for in 2017.

BUDGET DISCUSSION – 2018 MIDYEAR AND 2019 FISCAL YEAR

We are beginning the budget process for fiscal year 2019. As required by state law, a proposal of the 2019 budget will be delivered to the Board by October 15, 2018. The 2019 budget will be discussed and action will be taken at the Board's December 11, 2018 Board meeting, which is the same date as the public hearing as required by state law.

It is too preliminary to discuss budget specifics for 2019 primarily because we will receive the information for our tax revenue calculations from the County Assessor's Office in late August. At that time, we will have a better understanding of what our anticipated revenues will be for 2019.

That being said, a very preliminary estimate of the change in PPLD's assessed valuation total from 2018 to 2019, per the El Paso County Assessor's Office, is an increase of 1.0 – 1.5%. This takes into account the fact that this is not a reassessment year (that is done every 2 years currently). Please note that for 2020, as a result of the Gallagher Amendment, the initial estimates are the residential rate for assessed valuation may decrease from 7.2% to 6.1%, or about 15%. We will monitor this develop closely.

PPLD's property tax revenue is subject to the more restrictive of the limitations imposed by TABOR and the State's 5.5% limitation. This is noteworthy because property tax revenue accounts for about 85% of our total revenue in any given year. Depending on the actual TABOR factors and the change in assessed valuation, we can adjust our mill levy for operating purposes from the current levy of 3.820 mills to up to 4.000 mills. Assuming PPLD is entitled to collect this additional revenue legally as per the two limitations referred to above, we anticipate this will generate about \$1.3 - \$1.5 million in additional revenue for 2019.

A full discussion of the resource allocation issues affecting PPLD for 2018 and 2019 is beyond the scope of this memo. Such issues will be identified and discussed as part of the 2019 budget discussions and processes. However, there are several broad issues that will affect this process which are appropriate to discuss here. They are as follows, and by no means are they all-inclusive or in any order of importance.

1. There are several large capital projects affecting PPLD's facilities which need to be completed at some point soon. We have deferred what we can for as long as we can, but we can't defer them too far down the road. They are substantial in terms of cost. Management is working on its recommendations for the Board as to the timing of such projects, and its recommendations will be presented to the Board at a later date.
2. State law stipulates the minimum wage be adjusted annually. The minimum wage for 2018 is \$10.20 per hour, and for 2019, it will increase to \$11.10 per hour, and for 2020, it will become \$12.00 per hour. Our pay scale will need to change accordingly.
3. Management believes the budget for library materials should be reviewed closely and augmented as much as possible for 2019. This budget has remained fairly stagnant for the past several years.
4. As discussed elsewhere, we previously completed the Tri-Building Projects (East, Penrose, and Library 21c). As part of any planning processes, discussion related to where and how library services are offered to its patrons needs to occur continually. We need to consider the areas that

we deem are under-served in terms of facility presence/library services. We intend to install a modular facility in Calhan, Colorado later in 2018.

5. As part of the 2019 budget process, we will be reviewing all contracts and other services/expenditures.

Management will discuss the impact of these (and other) issues as we move forward with the budget process. It is possible that we will adjust these amendments to incorporate some of the issues discussed above. If so, such recommendations will be fully discussed and described by the September 11, 2018 Board meeting.

RECOMMENDATION

The Board of Trustees must defer any action on these resolutions until its September 11, 2018 Board meeting.

RESOLUTION FOR SUPPLEMENTARY BUDGET

A Resolution appropriating additional sums of money to defray expenditures in excess of the amounts budgeted for the Pikes Peak Library District, Colorado Springs, Colorado.

WHEREAS, this resolution is adopted for the following causes:

Revenues and Other Financing Sources

1. To decrease 2018 budgeted revenues by (100,000) resulting from the elimination of overdue fines.
2. To increase the 2018 budgeted revenues by \$125,000 for anticipated interest income collections in excess of the 2018 approved budget.

Expenditures and Other Financing Uses

3. To increase the 2018 General Fund budget for the utilization of Fund Balance - Reserved for Encumbrances, as follows:

- Library materials	\$151,407
- Other encumbrances	<u>186,847</u>
	<u>\$338,254</u>
4. To increase the 2018 General Fund budget by \$238,149 as a transfer of funds to the Capital Reserve Fund to cover the estimated costs related to the new facility to be located in Calhan, CO.
5. To increase the 2018 General Fund budget by \$10,000 to cover the projected costs of the storm water fees imposed by the City of Colorado Springs effective July 1, 2018.
6. To increase the 2018 General Fund budget by \$15,000 to cover the funding commitment related to the use of land for the new facility in to be located in Calhan, CO.
7. To increase the 2018 General Fund budget by \$10,000 to cover the cost of enhancing the database used for legal services.
8. To increase the 2018 General Fund budget by \$20,000 to cover anticipated additional costs related to employment recruiting expenditures.
9. To approve a line item transfer within the General Fund in the amount of \$100,000, as documented on the attached schedule; such transfers have a net zero effect on the total General Fund budget.

NOW THEREFORE, it is resolved by the Board of Trustees of the Pikes Peak Library District, Colorado Springs, Colorado:

1. That the 2018 appropriation of the General Fund is hereby increased from \$33,853,819 to \$34,485,222, and that revenues (sources of funds) be increased from \$32,073,444 to \$32,098,444, as per the attached schedule, and

2. That the line item transfers of \$100,000 is approved as per the attached schedule.

ADOPTED, this ____ day of _____, 2018

Attest: _____
Kathleen Owings, President

**Pikes Peak Library District
 General Fund - Supplemental Budget
 Fiscal Year 2018**

Category	Amount
Approved 2018 Budget - Revenues	\$ 32,073,444
Adjustments:	
Fines and fees	(100,000)
Interest income	<u>125,000</u>
Total adjustments	<u>25,000</u>
2018 General Fund Revenue Budget, As Amended	<u><u>\$ 32,098,444</u></u>
Approved 2018 Budget - Expenditures	<u>\$ 33,853,819</u>
Utilization of Prior Year Reserved and Designated Fund Balance	
Encumbrances	
Library materials	151,407
Other encumbrances	<u>186,847</u>
Total Encumbrances	<u>338,254</u>
Other Items	
Transfer of funds - Capital Reserve Fund (Calhan library project)	238,149
Storm water fees	10,000
Calhan property lease expenditure - fence	15,000
Westlaw database	10,000
Recruiting costs	<u>20,000</u>
Total Other Items	<u>293,149</u>
Total Adjustments	<u>631,403</u>
Total 2018 General Fund Expenditure Budget, As Amended	<u><u>\$ 34,485,222</u></u>

Pikes Peak Library District
 Mid-Year Budget Adjustment - Line Item Transfers
 Fiscal Year 2018

General Fund

From	To	Purpose
Personnel costs	Library materials	To augment the library material budget for savings realized from vacant staff positions
\$ 100,000	\$ 100,000	
<u>\$ 100,000</u>	<u>\$ 100,000</u>	

RESOLUTION FOR SUPPLEMENTARY BUDGET

A Resolution appropriating additional sums of money to defray expenditures in excess of the amounts budgeted for the Pikes Peak Library District, Colorado Springs, Colorado.

WHEREAS, the Board of Trustees previously established a Capital Projects Fund called the East Library Capital Project Fund - the primary purpose of which is to account for all financial activity related to capital improvements for the East Library, the funding of which comes primarily from fundraising and the District's General Fund,

AND WHEREAS, the total amount of funds available as of December 31, 2017 was \$107,231,

AND WHEREAS, a total of \$32,501 of funds raised for the renovation project was available for use during 2018,

AND WHEREAS, a total of \$36,531 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2018 budget,

NOW THEREFORE, it is resolved by the Board of Trustees of the Pikes Peak Library District, Colorado Springs, Colorado, that the 2018 appropriation of the East Library Renovation Project Fund is hereby increased from \$70,700 to \$139,732, and that the total revenue budget is hereby increased from \$0 to \$32,501, as per the attached schedule.

ADOPTED, this ____ day of _____, 2018

Attest: _____
Kathleen Owings, President

Pikes Peak Library District
 East Library Capital Projects Fund
 Year Ended December 31, 2018

Account Description	2018		
	Original Budget	Mid-Year Amendment	Amended Budget
Revenues			
Donations	\$ -	\$ 32,501	\$ 32,501
Expenditures			
2018 Budget			
Roof inspection and repairs	3,500	-	3,500
Replace canvas roll-up awning materials	6,000	-	6,000
Replace public water fountains	5,200	-	5,200
Replace staff lounge blinds	5,500	-	5,500
Replace storytime room divider	18,000	-	18,000
Laminator	2,000	-	2,000
Additional study room chairs	3,500	-	3,500
Reface cabinets in storytime office	15,000	5,500	20,500
Enclose chiller pit	-	27,001	27,001
Tractor replacement	12,000	-	12,000
Sub-Total	70,700	32,501	103,201
Carryover From 2017			
Roof inspection and repairs	-	3,385	3,385
Enclose chiller pit	-	16,940	16,940
Update security equipment	-	5,000	5,000
Contingency	-	9,135	9,135
IT equipment	-	2,071	2,071
Sub-Total	-	36,531	36,531
Total Expenditures	70,700	69,032	139,732
Excess Revenues over Expenditures	(70,700)	(36,531)	(107,231)
Fund Balance - January 1, 2018	107,231	-	107,231
Fund Balance - December 31, 2018	\$ 36,531	\$ (36,531)	\$ -

RESOLUTION FOR SUPPLEMENTARY BUDGET

A Resolution appropriating additional sums of money to defray expenditures in excess of the amounts budgeted for the Pikes Peak Library District, Colorado Springs, Colorado.

WHEREAS, the Board of Trustees previously established a Capital Projects Fund called the Penrose Library Capital Project Fund - the purpose of which is to account for all financial activity related to capital improvements for the Penrose Library, the funding of which comes primarily from fundraising and the District's General Fund,

AND WHEREAS, the total balance of funds available as of December 31, 2017 was \$84,338,

AND WHEREAS, a total of \$426,291 of funds raised for improvements to the Penrose campus was available for use during 2018,

AND WHEREAS, a total of \$80,179 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2018 budget.

NOW THEREFORE, it is resolved by the Board of Trustees of the Pikes Peak Library District, Colorado Springs, Colorado, that the 2018 appropriation of the Penrose Library Renovation Project Fund is hereby increased from \$1,351,000 to \$1,846,470, and that the budget for revenues and other sources of funds is hereby increased from \$1,346,841 to \$1,762,132, as per the attached schedule.

ADOPTED, this ____ day of _____, 2018

Attest: _____
Kathleen Owings, President

Pikes Peak Library District
 Penrose Library Capital Projects Fund
 Year Ended December 31, 2018

Account Description	2018		
	Original Budget	Mid-Year Amendment	Amended Budget
Revenues			
Donations	\$ 11,000	\$ 415,291	\$ 426,291
Expenditures			
2018 Budget			
Roof inspection and repairs	3,500	-	3,500
Penrose entry	-	2,500	2,500
Meeting room - lower level	275,000	-	275,000
Additional power/data in reading room	15,000	-	15,000
UV film on reading room	13,000	-	13,000
Carpet replacement - reading room	15,000	-	15,000
Upgrade interior elevators	58,000	(2,500)	55,500
Chiller replacement	55,000	-	55,000
27" Laminator	2,500	-	2,500
Cobble conversion	-	7,676	7,676
HVAC heating loop & glycol recharge	17,000	(7,676)	9,324
Reconfigure Children'd Department desk	5,000	-	5,000
Furniture Children's Department	7,000	-	7,000
End caps & canopies for shelving	20,000	-	20,000
KCH renovation	865,000	133,614	998,614
KCH - future renovation fund	-	281,677	281,677
Sub-Total	1,351,000	415,291	1,766,291
Carryover From 2017			
Roof inspection and repairs	-	2,280	2,280
Replace existing parking meters	-	50,000	50,000
Contingency	-	27,899	27,899
Sub-Total	-	80,179	80,179
Total Expenditures	1,351,000	495,470	1,846,470
Sources of Funds			
Operating transfer - General Fund	1,335,841	-	1,335,841
Excess Revenues over Expenditures	(4,159)	(80,179)	(84,338)
Fund Balance - January 1, 2018	84,338	-	84,338
Fund Balance - December 31, 2018	\$ 80,179	\$ (80,179)	\$ -

RESOLUTION FOR SUPPLEMENTARY BUDGET

A Resolution appropriating additional sums of money to defray expenditures in excess of the amounts budgeted for the Pikes Peak Library District, Colorado Springs, Colorado.

WHEREAS, the Board of Trustees previously established a Capital Projects Fund called the Library 21c Capital Project Fund - the purpose of which is to account for all financial activity related to the acquisition of a facility and all related renovation costs; the funding of which comes primarily from the District's General Fund,

AND WHEREAS, the total balance of funds available as of December 31, 2017 was \$177,499,

AND WHEREAS, a total of \$167,128 of funds raised for the renovation project was available for use during 2018,

AND WHEREAS, a total of \$136,127 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2018 budget.

NOW THEREFORE, it is resolved by the Board of Trustees of the Pikes Peak Library District, Colorado Springs, Colorado, that the 2018 appropriation of the Library 21c Capital Project Fund is hereby increased from \$208,500 to \$344,627, as per the attached schedule.

ADOPTED, this ____ day of _____, 2018

Attest: _____
Kathleen Owings, President

Pikes Peak Library District
Library 21c Capital Projects Fund
Year Ended December 31, 2018

Account Description	2018		
	Original Budget	Mid-Year Amendment	Amended Budget
Revenues			
Donations	\$ 167,128	\$ -	\$ 167,128
Expenditures			
2018 Budget			
Concrete walkway between parking lots	19,500	-	19,500
Courtyard improvements	20,000	-	20,000
Roof repairs	3,000	-	3,000
Conference room window treatment	9,000	-	9,000
Roof replacement	60,000	-	60,000
New Teen Service desk	1,200	-	1,200
Cafe table public area	19,500	-	19,500
Install additional can lights	1,200	-	1,200
New display case with lighting	3,500	-	3,500
AV equipment maintenance	12,000	-	12,000
Increase stage size	15,000	-	15,000
Studio noise mitigation	25,000	-	25,000
Venue LED lighting	10,000	-	10,000
Production music	1,600	-	1,600
Public equipment end of life replacement	4,000	-	4,000
New public equipment inventory	4,000	-	4,000
Sub-Total	208,500	-	208,500
Carryover From 2017			
Improvements Teen Gaming Room	-	18,134	18,134
Audio booth	-	2,000	2,000
Contingency	-	47,317	47,317
Venue improvements and equipment	-	33,676	33,676
Signage	-	5,000	5,000
Record management system	-	30,000	30,000
Sub-Total	-	136,127	136,127
Total Expenditures	208,500	136,127	344,627
Excess Revenues over Expenditures	(41,372)	(136,127)	(177,499)
Fund Balance - January 1, 2018	177,499	-	177,499
Fund Balance - December 31, 2018	\$ 136,127	\$ (136,127)	\$ -

RESOLUTION FOR SUPPLEMENTARY BUDGET

A Resolution appropriating additional sums of money to defray expenditures in excess of the amounts budgeted for the Pikes Peak Library District, Colorado Springs, Colorado.

WHEREAS, the Board of Trustees previously established a Capital Projects Fund called the Capital Reserve Fund - the purpose of which is to account for all financial activity related to various capital projects not specifically accounted for under a separate Capital Projects Fund; the funding of which comes primarily from the District's General Fund,

AND WHEREAS, the total amount of funds available as of December 31, 2017 was \$1,254,357,

AND WHEREAS, a total of \$85,351 of funds raised for capital expenditures was available for use during 2018,

AND WHEREAS, a total of \$1,254,357 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2018 budget,

AND WHEREAS, the Board of Trustees has previously approved committing all funds set aside for such projects to be used solely for capital purposes.

NOW THEREFORE, it is resolved by the Board of Trustees of the Pikes Peak Library District, Colorado Springs, Colorado, that the 2018 appropriation of the Capital Reserve Fund is hereby increased from \$842,618 to \$2,420,475, and that the total budget for revenues and other sources of funds is hereby increased from \$842,618 to \$1,166,118, as per the attached schedule.

ADOPTED, this ____ day of _____, 2018

Attest: _____
Kathleen Owings, President

Pikes Peak Library District
 Capital Reserve Fund
 Year Ended December 31, 2018

Account Description	2018		
	Original Budget	Mid-Year Amendment	Amended Budget
Revenues			
Donations	\$ -	\$ 85,351	\$ 85,351
Expenditures			
2018 Budget			
Facilities			
Upgrade Children's area lighting	4,000	-	4,000
Districtwide - concrete replacement	12,000	-	12,000
Districtwide - asphalt repairs	15,000	-	15,000
Upgrade fire system dialers	15,000	-	15,000
Furniture replacement	10,600	-	10,600
Childrens and Teen area furniture	7,000	-	7,000
Eastern EL Paso County structures	125,000	323,500	448,500
Replace generator For bookmobile	12,500	-	12,500
Contingency	50,000	-	50,000
Contingency - furniture replacement	25,000	-	25,000
Sub-total Facilities	276,100	323,500	599,600
Information Technology			
AMH bin project	20,000	-	20,000
Copiers & printers replacement	200,000	-	200,000
Phone system project	150,000	-	150,000
Equipment initiatives security	42,000	-	42,000
Replace meeting room software	50,000	-	50,000
AV equipment - districtwide	50,000	-	50,000
Datacenter redesign	23,000	-	23,000
Sub-total Information Technology	535,000	-	535,000
Creative Services			
Video projector equipment	5,000	-	5,000
Equipment replacement fund	13,586	-	13,586
New machinery	12,932	-	12,932
Sub-Total Creative Services	31,518	-	31,518
Total 2018 Expenditures	842,618	323,500	1,166,118
Carryover From 2017			
Facilities			
Access control - Monument	-	12,000	12,000
Districtwide - concrete replacement	-	11,560	11,560
Districtwide - asphalt repairs	-	20,973	20,973
Staff lounge improvements - districtwide	-	30,000	30,000
Adult Education office Improvements	-	30,000	30,000

Pikes Peak Library District
 Capital Reserve Fund
 Year Ended December 31, 2018

Account Description	2018		
	Original Budget	Mid-Year Amendment	Amended Budget
Water management system	-	25,000	25,000
Furniture Replacement	-	15,036	15,036
Vehicle replacement	-	49,954	49,954
Eastern EL Paso County structures	-	75,000	75,000
Contingency	-	102,623	102,623
Sub-total Facilities	-	372,146	372,146
Information Technology			
Datacenter redesign	-	88,399	88,399
Replace computers	-	161,000	161,000
Technology refresh (Patrons)	-	68,795	68,795
Self-Check stations	-	5,876	5,876
Barcode scanners	-	15,102	15,102
Firewall replacement	-	45,000	45,000
Archival management system	-	12,000	12,000
Equipment initiatives security	-	58,121	58,121
Children's equipment	-	94,000	94,000
Special Collections equipment	-	29,000	29,000
East Library Teen computers	-	4,000	4,000
Copiers & printers replacement	-	101,000	101,000
Phone system project	-	129,768	129,768
Switch and UPS replacements	-	40,000	40,000
Sub-total Information Technology	-	852,061	852,061
Creative Services			
Equipment Replacement	-	30,150	30,150
Sub-Total Creative Services	-	30,150	30,150
Total Carryover from 2017	-	1,254,357	1,254,357
Total Expenditures	842,618	1,577,857	2,420,475
Other Sources of Funds			
Operating transfer - General Fund	842,618	238,149	1,080,767
Excess Revenues over Expenditures	-	(1,254,357)	(1,254,357)
Fund Balance - January 1, 2018	1,254,357	-	1,254,357
Fund Balance - December 31, 2018	\$ 1,254,357	\$ (1,254,357)	\$ -

RESOLUTION FOR SUPPLEMENTARY BUDGET

A Resolution appropriating additional sums of money to be used from various funding sources that are not part of the District's General Fund, for the Pikes Peak Library District, Colorado Springs, Colorado.

WHEREAS, the Board of Trustees previously authorized the establishment of Special Revenue Funds (Designated Purpose Funds), the purpose of which is to account for all financial activity related to the accumulation of and the use of funds designated or restricted for specific purposes.

AND WHEREAS, certain designated funds that were budgeted for during 2017 were not spent by the end of 2017, yet the projects are to be carried over into 2018, as per the attached schedules.

NOW, THEREFORE, it is resolved by the Board of Trustees of the Pikes Peak Library District, Colorado Springs, Colorado that District's Special Revenue Funds (Designated Purpose Funds) be adjusted for expenditures for fiscal year 2018 by fund as identified on the attached schedules.

ADOPTED, this ____ day of _____, 2018

Attest: _____
Kathleen Owings, President

Pikes Peak Library District
 Special Revenue Fund
 Annual Fund
 Year Ended December 31, 2018

Purpose of Fund

To accumulate funds for the acquisition of specific assets or the purchase of specific services not specifically identified through another established fund.

Fiscal Year Estimated Revenues

Fiscal Year Expenditures

Other expenditures

	2018		
	Budget	Mid-Year Adjustment	Adjusted Budget
Other expenditures	\$ -	\$ 212	\$ 212
Total Fiscal Year Expenditures	-	-	-
Excess (Deficit) Revenues Over Expenditures	-	-	-
Fund Balance - Beginning of Year	212	-	212
Fund Balance - End of Year	\$ 212	\$ -	\$ 212

Pikes Peak Library District
 Special Revenue Fund
 Cheyenne Mountain Library Support Fund
 Year Ended December 31, 2018

Purpose of Fund

To accumulate funds for the support of the District's
 Cheyenne Mountain Library's services, programs and assets.

Fiscal Year Expenditures

Capital outlay

Upgrade lock system

	2018		
	Budget	Mid-Year Adjustment	Adjusted Budget
	\$ -	\$ 812	\$ 812
Total Fiscal Year Expenditures	-	812	812
Excess (Deficit) Revenues Over Expenditures	-	(812)	(812)
Fund Balance - Beginning of Year	812	-	812
Fund Balance - End of Year	\$ 812	\$ (812)	\$ -

**Pikes Peak Library District
Special Revenue Fund
Fountain Library Support Fund
Year Ended December 31, 2018**

Purpose of Fund

To accumulate funds for the support of the District's Fountain Library's services, programs and assets.

Fiscal Year Expenditures

Capital outlay

Upgrade lock system

	2018		
	Budget	Mid-Year Adjustment	Adjusted Budget
Upgrade lock system	\$ -	\$ 8,000	\$ 8,000
Total Fiscal Year Expenditures	-	8,000	8,000
Excess (Deficit) Revenues Over Expenditures	-	(8,000)	(8,000)
Fund Balance - Beginning of Year	18,725	-	18,725
Fund Balance - End of Year	\$ 18,725	\$ (8,000)	\$ 10,725

Pikes Peak Library District
 Special Revenue Fund
 High Prairie Library Support Fund
 Year Ended December 31, 2018

Purpose of Fund	2018		
	Budget	Mid-Year Adjustment	Adjusted Budget
To accumulate funds for the support of the District's High Prairie Library's services, programs and assets.			
Fiscal Year Expenditures			
Capital outlay			
Miscellaneous projects	\$ -	\$ 60,000	\$ 60,000
Interior paint			
Sound attenuation			
Storage unit			
Replace meeting room carpet			
Landscape design			
Fence for seeding garden			
Total Fiscal Year Expenditures	-	60,000	60,000
Excess (Deficit) Revenues Over Expenditures	-	(60,000)	(60,000)
Fund Balance - Beginning of Year	174,574	-	174,574
Fund Balance - End of Year	\$ 174,574	\$ (60,000)	\$ 114,574

Pikes Peak Library District
 Special Revenue Fund
 Sand Creek Library Support Fund
 Year Ended December 31, 2018

Purpose of Fund	2018		
	Budget	Mid-Year Adjustment	Adjusted Budget
To accumulate funds for the support of the District's Sand Creek Library's services, programs and assets.			
Fiscal Year Expenditures			
Capital outlay			
Sand Creek Makerspace	\$ -	\$ 20,397	\$ 20,397
Security camera system - control room	-	10,375	10,375
Total Fiscal Year Expenditures	-	30,772	30,772
Excess (Deficit) Revenues Over Expenditures	-	(30,772)	(30,772)
Fund Balance - Beginning of Year	30,772	-	30,772
Fund Balance - End of Year	\$ 30,772	\$ (30,772)	\$ -

**Pikes Peak Library District
Special Revenue Fund
1905 Carnegie Support Fund
Year Ended December 31, 2018**

Purpose of Fund

To accumulate funds for the support of the District's
1905 Carnegie Library's services, programs and assets.

Fiscal Year Expenditures

Capital outlay

Convert Carnegie Reading Room back to
a reading room

	2018		
	Budget	Mid-Year Adjustment	Adjusted Budget
	\$ -	\$ 4,374	\$ 4,374
Total Fiscal Year Expenditures	-	4,374	4,374
Excess (Deficit) Revenues Over Expenditures	-	(4,374)	(4,374)
Fund Balance - Beginning of Year	4,374	-	4,374
Fund Balance - End of Year	\$ 4,374	\$ (4,374)	\$ -

Pikes Peak Library District
Special Revenue Fund
1905 Carnegie Garden Support Fund
Year Ended December 31, 2018

Purpose of Fund

To accumulate funds for the support of the District's 1905 Carnegie Garden's services and assets.

Fiscal Year Expenditures

Other expenditures

	2018		
	Budget	Mid-Year Adjustment	Adjusted Budget
Other expenditures	\$ -	\$ 999	\$ 999
Total Fiscal Year Expenditures	-	999	999
Excess (Deficit) Revenues Over Expenditures	-	(999)	(999)
Fund Balance - Beginning of Year	999	-	999
Fund Balance - End of Year	\$ 999	\$ (999)	\$ -

Pikes Peak Library District
 Special Revenue Fund
 Special Collections Support Fund
 Year Ended December 31, 2018

Purpose of Fund	2018		
	Budget	Mid-Year Adjustment	Adjusted Budget
To accumulate funds for the support of the District's Special Collections department's services and assets.			
Fiscal Year Expenditures			
Capital outlay			
Convert Carnegie Reading Room back to a reading room	\$ -	\$ 1,113	\$ 1,113
Total Fiscal Year Expenditures	-	1,113	1,113
Excess (Deficit) Revenues Over Expenditures	-	(1,113)	(1,113)
Fund Balance - Beginning of Year	1,113	-	1,113
Fund Balance - End of Year	\$ 1,113	\$ (1,113)	\$ -

**Pikes Peak Library District
Trend Information
Budget Years 2014 - 2018**

ORIGINAL BUDGET \$

Year	Library				Total
	Personnel	Materials	Capital Outlay	Other	
2014	\$ 16,254,913	\$ 4,270,143	\$ 671,714	\$ 6,177,647	\$ 27,374,417
2015	\$ 16,444,212	\$ 4,111,305	\$ 1,196,810	\$ 6,239,697	\$ 27,992,024
2016	\$ 17,067,496	\$ 4,123,875	\$ 1,397,388	\$ 6,350,801	\$ 28,939,560
2017	\$ 18,231,535	\$ 4,325,704	\$ 1,158,990	\$ 7,076,022	\$ 30,792,251
2018	\$ 19,963,214	\$ 4,400,565	\$ 2,263,044	\$ 7,226,996	\$ 33,853,819

ORIGINAL BUDGET %

Year	Library				Total
	Personnel	Materials	Capital Outlay	Other	
2014	59.38%	15.60%	2.46%	22.56%	100.00%
2015	58.75%	14.69%	4.28%	22.28%	100.00%
2016	58.98%	14.25%	4.83%	21.94%	100.00%
2017	59.21%	14.05%	3.76%	22.98%	100.00%
2018	59.00%	13.00%	6.60%	21.40%	100.00%

Pikes Peak Library District Budget Trends

