

- I. CALL TO ORDER
- II. ITEMS TOO LATE FOR THE AGENDA
- III. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- IV. BOARD PHOTO
- V. CORRESPONDENCE AND COMMUNICATIONS
 - A. Minutes (p. 1)
 - B. Correspondence
 - 1. Government Finance Officers Association (p. 10)
 - C. Introduction of New Staff: L. Proctor,
 - D. Welcome - Cheyenne Mountain Library Staff
- VI. REPORTS
 - A. Friends of the Pikes Peak Library District Report – D. Gonzales (p. 14)
 - B. Pikes Peak Library District Foundation Report – L. James (p. 15)
 - C. Financial Report – M. Varnet (p. 16)
 - D. Communications Report – M. Ray (p. 31)
 - E. Branch Report – L. Proctor (p. 33)
 - F. Facilities Report – G. Syling
 - G. Human Resources Report – S. Jensen
 - H. Information Technology Report – R. Peters
 - I. Library Services & Circulation Report – T. Blevins (p. 33)
 - J. Chief Librarian's Report – J. Spears
 - K. Board Reports
 - 1. Governance Committee Report
 - 2. Internal Affairs Committee Report
 - 3. Public Affairs Committee Report
 - 4. Adopt-a-Trustee Reports
 - 5. Board President's Report
- VII. BUSINESS ITEMS
 - A. Consent Items: Decision 19-1-1 (p. 38)
Consent items shall be acted upon as a whole, unless a specific item is called for discussion. Any item called for discussion shall be acted upon separately as "New Business".
 - 1. New Hires
 - 2. Resolution Designating Posting Places for 2019 Board Meetings
 - 3. Resolution Designating the Official Custodian of Records
 - 4. Disposition of PPLD Property
 - 5. 2019 Contract/Vendor Approval
 - 6. Conflict of Interest Statement
 - 7. 2019 Insurance Policies
 - B. Unfinished Business

C. New Business

1. Decision 19-1-2: Personal Belongings Policy – L. Proctor (p. 58)
2. Decision 19-1-3: Lease Extension Ruth Holley Library – M. Varnet (p. 62)
3. Decision 19-1-4: Lease Extension Rockrimmon Library – M. Varnet (p. 69)

VIII. EXECUTIVE SESSION

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

IX. BUSINESS ITEMS CONTINUED

A. New Business Continued

1. Decision 19-1-5: Action Relevant to the Chief Librarian's Annual Performance Evaluation

X. ADJOURNMENT

Providing resources and opportunities that impact lives and build community

MINUTES
PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
December 11, 2018
4 pm
Penrose Library

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 & OTHERS PRESENT

Chief Librarian & CEO John Spears, Director of Library Services Tim Blevins, Friends of the Pikes Peak Library District Board President Dora Gonzales, El Paso County Commissioner Longinos Gonzalez, Assistant to the Chief Librarian Sue Hammond, Development Officer & Foundation Executive Officer Lance James, Chief OD & HR Officer Sally Jensen, Community Partnership Coordinator Elyse Jones, Penrose Library Manager Antonia Krupicka-Smith, Administrative Assistant Colleen Lark, El Paso County Commissioner Peggy Littleton, Emma Owings, Chief Information Officer Rich Peters, Director of Branches Lynne Proctor, Sand Creek Manager Jake Rundle, Dr. Ned Stoll, Chief Facilities Management Officer Gary Syling, Caleb Taylor, Chief Finance Officer Michael Varnet

PUBLIC HEARING FOR THE PIKES PEAK LIBRARY DISTRICT 2019 BUDGET

CALL TO ORDER

President Owings called the Public Hearing for the Pikes Peak Library District 2019 Budget to order at 4:01 p.m.

PUBLIC COMMENT

There was no public comment related to the Public Hearing for the Pikes Peak Library District 2018 Budget.

ADJOURNMENT

President Owings adjourned the Public Hearing for the Pikes Peak Library District 2019 Budget at 4:02 p.m.

REGULAR MEETING OF THE PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES

CALL TO ORDER

President Owings called the Regular Meeting of the Pikes Peak Library District Board of Trustees to order at 4:03 p.m.

ITEMS TOO LATE FOR THE AGENDA

President Owings added item IV. D., "Introduction of New Staff", to the agenda.

PUBLIC COMMENT

President Owings recognized El Paso County Commissioner Longinos Gonzalez. Commissioner Gonzalez gave his heartfelt thanks to Kathleen Owings for all of her leadership over many years, adding that he so appreciates everything Kathleen has given to the community and the Library. Commissioner Gonzalez also thanked everyone at PPLD for the great community participation, pointing out the Library's book carts in the recent Festival of Lights Parade.

President Owings recognized El Paso County Commissioner Peggy Littleton. Commissioner Littleton thanked Kathleen Owings and the entire Board of Trustees for their service. She noted that this will be her last PPLD Board meeting as a County Commissioner.

President Owings commented that the partnership with the County Commissioners has been great and she has very much enjoyed working with Commissioners Littleton and Gonzalez.

CORRESPONDENCE AND COMMUNICATIONS

Minutes

The minutes of the November 11, 2018 meeting of the Board of Trustees were presented for review.

Mina Liebert requested that the minutes be amended to reflect that Chief Finance Officer Varnet was present for the Executive Session.

Motion: Scott Taylor moved to approve the minutes of the November 11, 2018 meeting of the Board of Trustees as amended.

Second: The motion was seconded by Cathy Grossman.

Vote: The motion was approved unanimously.

Correspondence

There was no correspondence to report.

Events & Press Clippings

Upcoming events and recent press clippings were included in the Board packet. Chief Librarian Spears commented on the outstanding job done by PPLD's Communications Department on the refresh of a video ad recently.

Chief Librarian Spears commended Virginia Franklyn and the IT Department, Jenny Pierce, Colleen Medling and the Communications Department for their work on the implementation of PPLD's new mobile app.

Introduction of New Staff

The following new staff were introduced:

- Elyse Jones: Community Partnership Coordinator
- Jake Rundle: Sand Creek Manager
- Antonia Krupicka-Smith: Penrose Library Manager
- Dr. Ned Stoll: In-coming Board member

REPORTS

Friends of the Pikes Peak Library District

Friends Board President Dora Gonzales reported that the Friends are preparing for their annual meeting that will take place on January 26, 2019 at Library 21c.

Pikes Peak Library District Foundation

Development Officer & Foundation Executive Officer Lance James shared a story from PPLD patron Andi Sperry who recently made a gift to PPLD. Andi Sperry has participated in Library programs and used Library resources. She says that through the programs and resources she has been inspired to pursue a career in Library Science.

Board Reports

Governance Committee

Governance Committee Chair Keith Clayton reported that the Governance Committee met on November 28, 2018. The Committee discussed the Chief Librarian's annual performance review, the 2019 slate of officers and other activities related to the replacement for President Owings's Board seat.

Internal Affairs Committee

Internal Affairs Committee Chair Wayne Vanderschuere reported that the Committee did not meet. However, the Committee did have the opportunity to review the elevator contract via email.

Public Affairs Committee

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

Adopt-a-Trustee Reports

Kathleen Owings, Debbie English and Scott Taylor attended the Staff O Holiday Party.

Board President

President Owings reported that she attended the Gazette Best Workplace Awards ceremony. She marched with staff in the Festival of Lights Parade. She and Chief Librarian Spears met recently with Pikes Peak Community College leadership to discuss a possible partnership for the Penrose Library parking lot.

President Owings thanked the staff and the Board noting that her experience on the PPLD Board of Trustee has been wonderful.

Financial Report

The financial report for the period ending October 31, 2018 was included in the Board packet. Chief Finance Officer Michael Varnet reported that property tax collections are running below what is usually expected. He has sent an inquiry to the County to learn why.

Public Services Report

Director of Library Services Tim Blevins reported that the move in the 1905 Carnegie is nearly complete and the Reading Room has been returned to its original function. Special Collections staff moved 31,000 books in two weeks to make the move happen.

Director of Branches Lynne Proctor reported that “happiness is happening” at PPLD! She cited a long list of holiday/winter programs and activities occurring throughout the District.

Circulation Report

The Circulation Report for November 2018 was included in the Board packet. Chief Librarian Spears pointed out a correction to the door count for November 2019 for Ruth Holley Library - the number of patrons reported - 13,627 – should be 15,437. Total year-to-date circulation is down by one percent. Although it is a negative change from 2017, it is the best that PPLD has done for several years and seems to indicate that the downward slide in circulation is bottoming out. Circulation of e-materials is up dramatically.

Chief Librarian’s Report

Chief Librarian John Spears thanked El Paso County Commissioner Peggy Littleton for her service, stating that she has been an incredible friend and partner for the Library District. Mr. Spears noted that Commissioner Littleton has made herself available whenever he needed to speak with her and that she has reached out to him with her

questions and concerns many times during his tenure. The working relationship has meant a great deal to him.

Chief Librarian Spears reported that Pikes Peak Library District recently received the following awards:

- Gazette Best Places to Work 2018: PPLD was recognized as one of the top seven workplaces in the extra-large (300+ employees) category. This puts PPLD in the top 78 places to work in the Pikes Peak Region. Ent was the top workplace in our category this year.
- PPLD has been designated a Star Library by *Library Journal*. This puts PPLD among 278 libraries in the United States that are Star Libraries. The Star Library rating system is budget-based, and we are in the \$10 to \$30-million-dollar category. PPLD serves 640,000 residents and the next largest library in our budget category serves around 300,000 which speaks to PPLD's level of fiscal responsibility and commitment to serve our community.

Pikes Peak Library District has been targeted by a group concerned with their right to film in the public library. One member of the group was banned from PPLD when he did not stop filming in the library after being repeatedly asked by Security to stop. He streamed the banning incident live on YouTube. He seems to have a large following, and we are receiving many phone calls. The group has actively targeted many organizations with phone campaigns. PPLD's *Filming, Photography and Recording Policy* addresses filming in the Library.

Chief Librarian Spears praised Penrose Library Manager Antonia Krupicka-Smith for doing an amazing job in difficult circumstances as Penrose Library continues to see a large increase in the numbers of people experiencing homelessness. There are currently several people experiencing homelessness camped on Library property. Many of our patrons have voiced the perception that they are no longer safe at Penrose Library and the District is looking closely at policies to ensure that we are balancing the rights of all Library patrons. Noting that this is a community problem, PPLD is working with the Colorado Springs Police Department (CSPD), the City, and many other local social services agencies to address as many problems as they can, to provide a welcoming environment for all at PPLD facilities and to be part of the solution. PPLD Security staff is dealing with behaviors as they occur. Mr. Spears noted that there are legal requirements related to breaking up homeless camps and he and Penrose Library leadership are working with CSPD to follow the law and protect people's rights as they move forward. Mr. Spears also praised PPLD Security Manager Michael Brantner and PPLD Social Worker Alicia Kwande for their work during this stressful time.

As the scope of homelessness in our community increases, we are seeing more issues at other PPLD facilities. Old Colorado City Library has seen a large increase in patrons experiencing homelessness. Chief Librarian Spears wants PPLD to do more programming to address the myths and stereotypes surrounding homelessness to better prepare our entire community to face the challenges we are experiencing.

BUSINESS ITEMS

Decision 18-12-1: Consent Items

Consent Items Presented:

1. New Hires

Motion: Scott Taylor moved to approve all items in the consent agenda as presented.

Second: Keith Clayton seconded the motion.

Vote: The motion was approved unanimously.

New Business

Decision 18-12-2: 2019 Budget for the Pikes Peak Library District

The 2019 Budget Proposal for the Pikes Peak Library District was included in the Board packet. The Board of Trustees received the 2019 Budget Proposal on October 15, 2019, and all requirements as set forth by Colorado Statute 29-1-107 and 108 have been met.

There has been no public comment or inquiry related to the Pikes Peak Library District 2019 Budget Proposal.

Motion: Scott Taylor moved that the Pikes Peak Library District Board of Trustees approve the 2019 budget proposal as presented.

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was unanimously approved.

Decision 18-12-3: Resolution to Recognize Kathleen Owings

Keith Clayton read the Resolution to Recognize Kathleen Owings.

Whereas, the Pikes Peak Library District Board of Trustees wishes to commend Kathleen Owings for her exemplary service as a Board of Trustees Member of the Pikes Peak Library District from January 1, 2009 to December 31, 2018; and

Whereas, Kathleen Owings's service on the Board of Trustees has included serving as the President of the Board in 2012, 2013, 2014 and 2018; serving on the Board Internal Affairs Committee in 2010 and 2011, serving on the Board Public Affairs Committee in 2010, 2015, 2016 and 2017, serving as Chair of the Executive Director Search Committee 2014-2015, serving as the Board liaison to the Pikes Peak Library District Foundation in 2015 and 2018 and serving as the Board liaison to the Friends of the Pikes Peak Library District in 2017; and

Whereas, Kathleen Owings's leadership, professionalism and accountability have made a significant, positive and long lasting impact on the libraries, families, and children within this community; and

Whereas, Kathleen Owings's personal ethics and compassion have contributed to the continued success of the Pikes Peak Library District; and

Whereas, Kathleen Owings's civic mindedness and personal involvement significantly contributed to many Library initiatives that improved the overall quality of life for all citizens within the Pikes Peak Region; and

Whereas, Kathleen Owings has consistently demonstrated the qualities of an exemplary Board member and has been a true friend to the staff and patrons of the Pikes Peak Library District;

Now, therefore, the Board of Trustees of Pikes Peak Library District does hereby recognize and sincerely thank Kathleen Owings for her commitment, dedication, and service to this Library District and to the community, and for the many enduring accomplishments achieved during her tenure.

Motion: Cathy Grossman moved the Board of Trustees pass this resolution to officially recognize and honor the accomplishments of Kathleen Owings during her ten years on the Pikes Pak Library District Board of Trustees.

Second: The motion was seconded by Keith Clayton.

Vote: The motion was unanimously approved.

Decision 18-12-4: PPLD Board of Trustees 2019 Meeting Dates

The schedule of Pikes Peak Library District Board of Trustees meeting dates and locations was included in the Board packet. Board meetings will occur in PPLD facilities throughout the Library District and are scheduled to begin at 4 pm. The schedule of meetings will be posted on PPLD's website.

Wayne Vanderschuere requested that the October 8, 2019 Board meeting start time be amended to 2 pm.

Motion: Wayne Vanderschuere moved that the schedule of 2019 meetings for the Pikes Peak Library District Board of Trustees be approved as amended.

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously.

Decision 18-12-5: PPLD Board of Trustees 2019 Slate of Officers

Keith Clayton presented the slate of officers for 2019:

President: Wayne Vanderschuere

Vice President: Debbie English

Secretary/Treasurer: Scott Taylor

Motion: Mina Liebert moved that the Pikes Peak Library District Board of Trustees approve the slate of officers for 2019 as follows:

President: Wayne Vanderschuere

Vice President: Debbie English

Secretary/Treasurer: Scott Taylor

Second: Cathy Grossman seconded the motion.
Vote: The motion was approved unanimously.

Decision 18-12-6: Contract for Elevator Maintenance

Pikes Peak Library District's current elevator preventative maintenance contracts are in their fifth year and were put out for a competitive bid. The new contract will be for five years and will include a non-appropriations clause.

PPLD received three bids for elevator/lift services. The bids were reviewed. Two of the three bid proposals were disqualified as incomplete. ThyssonKrupp Elevator met all of the qualifications and provided all of the requested information.

Motion: Cathy Grossman moved that the Pikes Peak Library District Board of Trustees approve ThyssenKrupp Elevator as the District's elevator/lift services contractor to begin on February 1, 2019 at the annual base bid of \$27,100.

Second: Wayne Vanderschuere seconded the motion.
Vote: The motion was approved unanimously.

EXECUTIVE SESSION

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

Second: Wayne Vanderschuere seconded the motion.
Vote: The motion was approved unanimously.

The Board of Trustees convened in Executive Session to discuss personnel matters related to the annual performance evaluation of the Chief Librarian & CEO as authorized by C.R.S. § 24-6-402(4)(f) at 5:04 p.m.

The following left the meeting at that time: Director of Library Services Tim Blevins, Pikes Peak Library District Friends of the Library Board President Dora Gonzales, Assistant to the Chief Librarian Sue Hammond, Development Officer & Foundation Executive Officer Lance James, Chief OD & HR Officer Sally Jensen, Community Partnership Coordinator Elyse Jones, Penrose Manager Antonia Krupicka-Smith, Administrative Assistant Colleen Lark, El Paso County Commissioner Peggy Littleton, Emma Owings, Chief Information Officer Rich Peters, Director of Branches Lynne Proctor, Sand Creek Manager Jake Rundle, Chief Facilities Management Officer Gary Syling, Caleb Taylor, Chief Finance Officer Michael Varnet.

Motion: Keith Clayton moved that the Board of Trustees leave Executive Session and reconvene in Open Session.

Second: Mina Liebert seconded the motion.
Vote: The motion was unanimously approved.

The Board convened in Open Session at 5:34 p.m.

ADJOURNMENT

There being no further business to conduct, President Owings adjourned the December 11, 2018 meeting of the Pikes Peak Library District Board of Trustees at 5:35 p.m.

Longinos Gonzalez left the meeting at 4:40 p.m.



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

December 18, 2018

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

Dear Mr. Varnet:

We are pleased to notify you that your 2017 fiscal year end comprehensive annual financial report (CAFR) qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment. Congratulations for having satisfied the high standards of the program. We hope that your example will encourage others in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

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

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

Continuing participants will find a brass medallion enclosed with these results. First-time recipients will receive a plaque in about 10 weeks. We hope that appropriate publicity will be given to this notable achievement. A sample news release has been enclosed.

A current holder of a Certificate of Achievement may include a reproduction of the Certificate in its immediately subsequent CAFR. A camera-ready copy of your Certificate is enclosed for that purpose. If you reproduce your Certificate in your next report, please refer to the enclosed instructions. A Certificate of Achievement is valid for a period of one year.

A Certificate of Achievement Program application is posted on GFOA's website. This application must be completed and accompany your next submission. See sections III and IV of the application for instructions. **The entity's GFOA membership number appears on the attached comments and must be listed on the application.** Your continued interest in and support of the Certificate of Achievement Program is most appreciated. If we may be of any further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink, reading "Michele Mark Levine". The signature is written in a cursive style with a large initial "M".

Michele Mark Levine
Director, Technical Services Center

Certificate of Achievement For Excellence in Financial Reporting

Summary of Grading

Name of Unit: Pikes Peak Library District

Fiscal Year of Report FY2017

Report # 3,679.00

GFOA Member ID Number

162212002

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

<u>Grading Category</u>	<u>Grade</u>
Cover, table of contents, and formatting	Proficient
Introductory section	Proficient
Report of the independent auditor	Proficient
Management's discussion and analysis (MD&A)	Proficient
Basic financial statements (preliminary considerations)	Proficient
Government-wide financial statements	Proficient
Fund financial statements (general considerations)	Proficient
Governmental fund financial statements	Proficient
Proprietary fund financial statements	Proficient
Fiduciary fund financial statements	Proficient
Summary of significant accounting policies (SSAP)	Proficient
Note disclosure (other than the SSAP and pension-related disclosures)	Proficient
Pension-related note disclosures	Proficient
Required supplementary information (RSI)	Proficient
Combining and individual fund information and other supplementary information	Proficient
Statistical section	Proficient
Other considerations	Proficient



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

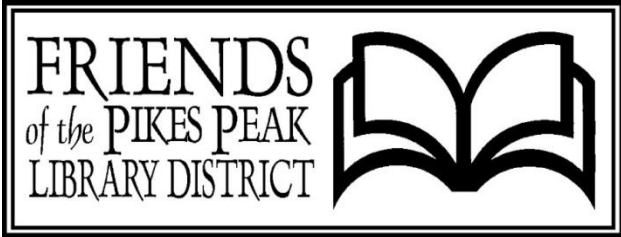
**Pikes Peak Library District
Colorado**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

December 31, 2017

Christopher P. Morill

Executive Director/CEO



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

Friends Report – January 8, 2019

E-Commerce Sales:

2018 GROSS SALES, BREAKDOWN BY SITE

Site	Sales	# Sold	Avg. Sale
AMAZON	\$25,598	758 units	\$33.77
eBAY	\$3.962	54 lots	\$73.36

Book Recycling Company

Friends & Volunteer Coordinator along with PPLD Staff has found another book recycling company, Thrift Books, that will begin now in January on a trial basis.

Annual Meeting

Currently preparing for Annual Meeting



REPORT

In 2018 calendar year, the Foundation raised \$532,686 in cash and pledges and \$9,243 in applied Gifts in Kind for a grand total of \$541,929. In addition, the Friends of the Pikes Peak Library District have pledged to donate \$24,500 to the Library in 2019.

The Foundation Board of Directors will meet on 17 January for the first of its four quarterly meetings to review 2018 year-end totals. Thank you for Foundation board members who made 62 telephone calls to personally thank donors who made gifts of \$250 or more!

El Pomar awarded two grants in December - \$7,000 to complete a three year \$21,000 pledge for the El Pomar Non-Profit Resource Library at Penrose and a \$5,000 Trustees Merit Grant. The merit grant is awarded (not applied for) by the El Pomar Trustees for PPLD's continuing achievements in service to the people of Colorado.

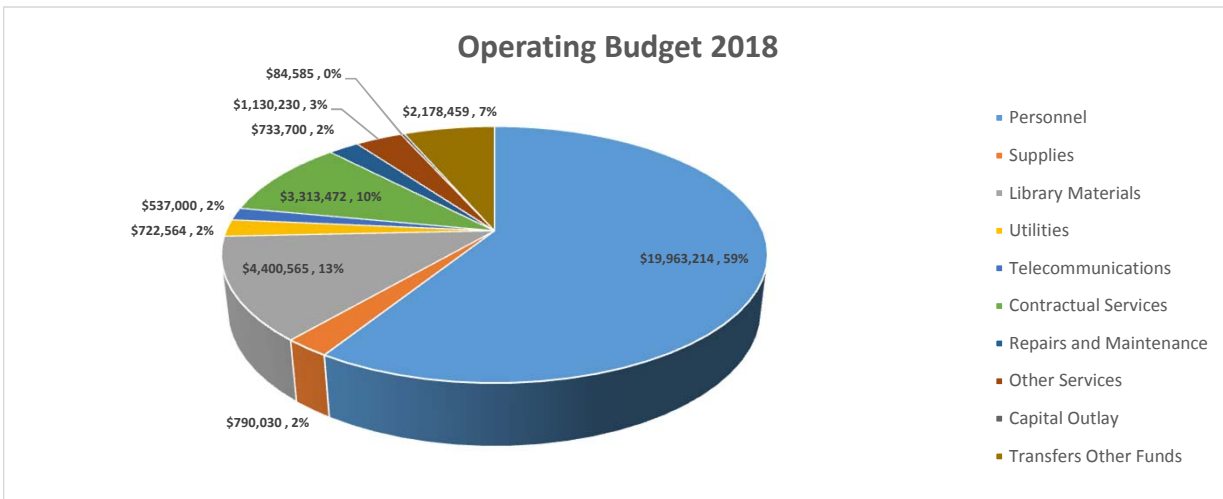
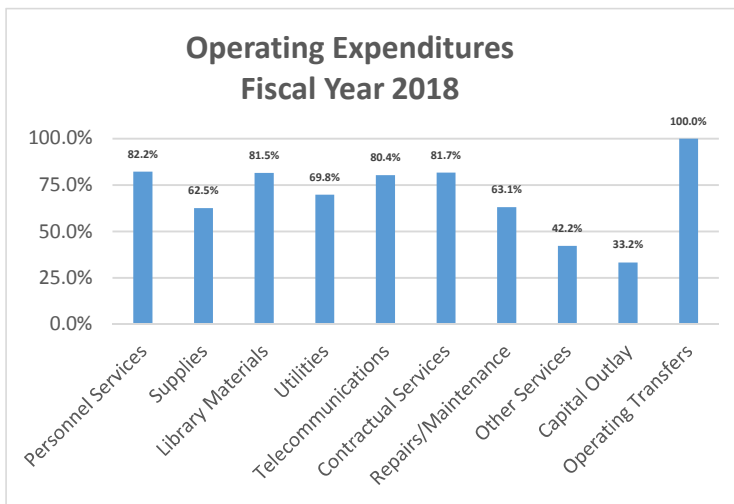
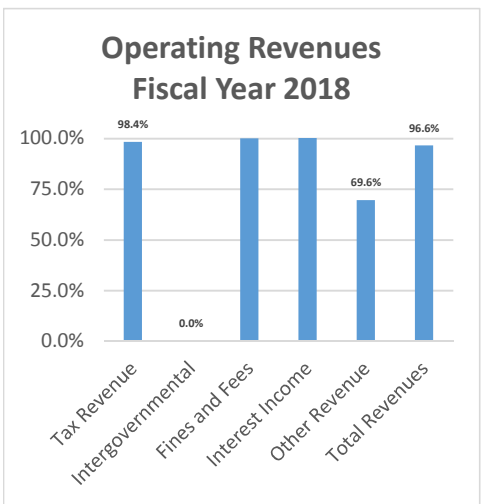
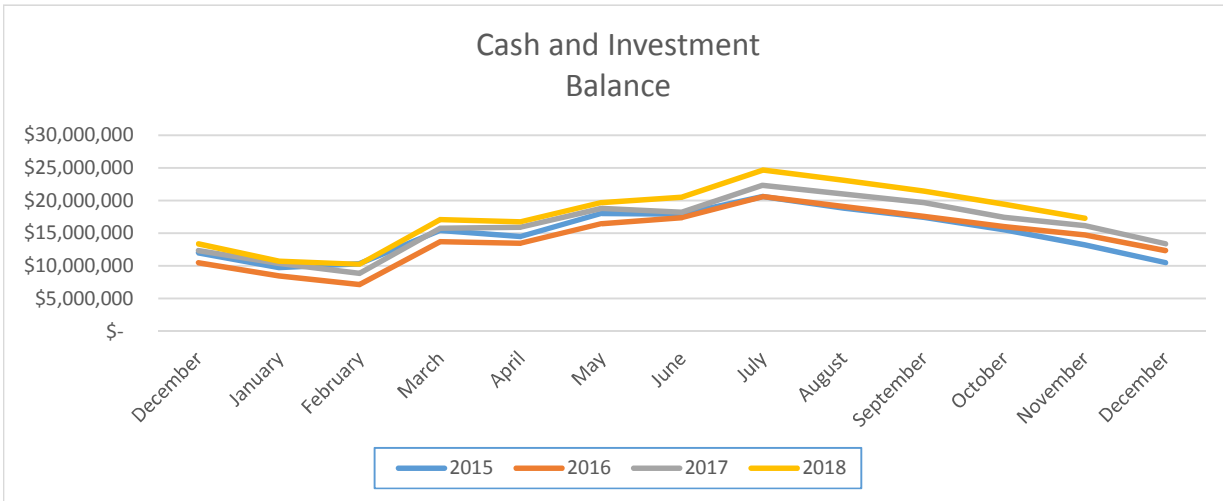
Colorado Gives Day giving increased 38% (\$3,448 in 2017 to \$4,745 in 2018). The increase was realized primarily in the average gift amount (\$98.51 in 2017 to \$131.81 in 2018). It is unclear why donors gave more on average, but a more consistent messaging on social media to make a gift through Colorado Gives may be one explanation.

The Foundation held a 7 Dec reception to honor the memory and place a plaque at Penrose Library for Terry Smith, PPLD Employee, who died in a car accident 30 years ago.

Social media messaging in December reached more than 3,000 people and created more than 400 engagements and 300 reactions. The Foundation Facebook page currently has 1,059 page likes. Posts for the month were year-end giving focused. Four appeal emails were sent with open rates of 20.5%, which demonstrates a high level of engagement with the Foundation's email audience. A special thank you to Isabel Soto-Luna for her hard work on the year-end social media and email campaign!

Pikes Peak Library District Financial Dashboard

November 2018



Pikes Peak Library District

November 2018 Financial Report

Presented to Board of Trustees January 8, 2019

**Pikes Peak Library District
General Fund Summary
For the Eleven-Month Period Ended November 30,**

General Fund	Year-To-Date				Notes
	2018	2017	Change	% Chg.	
Revenues					
Property taxes	\$ 26,834,122	\$ 25,781,231	\$ 1,052,891	4.1%	
Specific ownership taxes	3,111,048	3,273,512	(162,464)	-5.0%	
Fines/fees	120,976	269,325	(148,349)	-55.1%	1
Investment earnings	352,957	171,577	181,380	105.7%	2
Other	583,547	1,086,924	(503,377)	-46.3%	3
Total Revenues	\$ 31,002,651	\$ 30,582,569	\$ 420,082	1.4%	

- 1 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.
- 2 Interest rates are higher in 2018 than they were during the same period of 2017.
- 3 In 2017, PPLD had received \$230,723 in eRate revenue. The 2018 revenue from eRate will be received in December 2018.

Pikes Peak Library District
Statement of Revenues
General Fund
Period 01/01/2018 - 11/30/2018

Percent of Year 91.6%

Account Description	2018 Budget	YTD Actual	Variance	% Used
Tax Revenue				
Property taxes				
Current	\$ 27,082,219	\$ 26,910,009	\$ 172,210	99.4%
Abatements/refunds	(110,000)	(141,954)	31,954	129.0%
Omitted properties	4,000	5,212	(1,212)	130.3%
Delinquent	15,000	16,478	(1,478)	109.9%
Penalties/interest	33,000	35,272	(2,272)	106.9%
Specific ownership taxes	3,400,000	3,111,048	288,952	91.5%
Local government in lieu of prop. taxes	10,500	9,105	1,395	86.7%
Total Tax Revenue	30,434,719	29,945,170	489,549	98.4%
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	120,800	120,976	(176)	100.1%
Interest Income	335,000	352,957	(17,957)	105.4%
Other Revenue				
Donations/grants/gifts				
PPLD Foundation	659,725	443,122	216,603	67.2%
Civic organizations	15,000	10,000	5,000	66.7%
Other	20,000	711	19,289	3.6%
Copier charges	36,600	39,877	(3,277)	109.0%
Patron Management system printing fees	48,400	49,184	(784)	101.6%
Parking lot collections	34,000	23,879	10,121	70.2%
Merchandise sales	4,800	4,999	(199)	104.1%
Miscellaneous	15,200	8,259	6,941	54.3%
Asset sales proceeds	4,200	3,516	684	83.7%
Total Other Revenue	837,925	583,547	254,378	69.6%
Total General Fund Revenues	\$ 32,098,444	\$ 31,002,651	\$ 1,095,793	96.6%

**Pikes Peak Library District
 General Fund Summary
 For the Eleven-Month Period Ended November 30,**

General Fund	Year-To-Date				Notes
	2018	2017	Change	% Chg.	
Expenditures					
Personnel	\$ 16,323,066	\$ 15,468,946	\$ 854,120	5.5%	
Supplies	528,655	566,723	(38,068)	-6.7%	
Library materials	3,803,077	3,926,145	(123,068)	-3.1%	
Utilities	511,955	485,227	26,728	5.5%	
Telecommunication costs	431,928	401,158	30,770	7.7%	
Contractual services	2,738,970	2,605,270	133,700	5.1%	
Repairs and maintenance	482,484	495,796	(13,312)	-2.7%	
Other services	481,186	498,971	(17,785)	-3.6%	
Capital outlay	54,617	451,236	(396,619)	-87.9%	1
Operating transfers - other funds	2,441,064	786,341	1,654,723	210.4%	2
Total Expenditures	\$ 27,797,002	\$ 25,685,813	\$ 2,111,189	8.2%	

- 1 In 2017, the Sand Creek Library MakerSpace and Studio project was in progress. This large one-time capital expenditure was not repeated in 2018.
- 2 The total for operating transfers to other funds have been made in accordance with the approved budgets.

Pikes Peak Library District
Statement of Expenditures
General Fund
Period 01/01/2018 - 11/30/2018

Percent of Year 91.6%

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Personnel Services				
Regular employees	\$ 15,398,576	\$ 12,329,531	\$ 3,069,045	80.1%
Temporary employees	24,111	20,354	3,757	84.4%
Substitute employees	359,674	404,290	(44,616)	112.4%
Work-Study And internship	28,439	1,763	26,676	6.2%
Social security contributions	1,201,923	935,284	266,639	77.8%
Retirement contributions	924,770	735,192	189,578	79.5%
Health Plan contributions	1,650,000	1,663,512	(13,512)	100.8%
Unemployment insurance	45,000	43,789	1,211	97.3%
Workers compensation	85,000	61,832	23,168	72.7%
Vision Plan insurance	55,000	45,165	9,835	82.1%
Life A&D insurance	51,000	51,929	(929)	101.8%
Tuition assistance	40,000	30,425	9,575	76.1%
Total Personnel Services	19,863,493	16,323,066	3,540,427	82.2%
Supplies				
General	233,846	130,543	103,303	55.8%
Microform	2,450	-	2,450	0.0%
Software purchases/licenses	254,882	190,399	64,483	74.7%
Computer supplies	41,000	42,121	(1,121)	102.7%
Processing	95,000	13,030	81,970	13.7%
Office	147,150	121,889	25,261	82.8%
Other	71,480	30,673	40,807	42.9%
Total Supplies	845,808	528,655	317,153	62.5%
Library Materials				
Audio-visual materials	797,867	523,327	274,540	65.6%
Books	1,406,793	1,034,640	372,153	73.5%
e-materials	1,492,100	1,415,058	77,042	94.8%
Library materials - other	263,730	190,987	72,743	72.4%
Microforms	5,000	-	5,000	0.0%
Periodicals	194,896	100,626	94,270	51.6%
Serials	34,036	18,960	15,076	55.7%
Databases - online services	470,743	516,090	(45,347)	109.6%
Memorials	350	3,389	(3,039)	100.0%
Total Library Materials	4,665,516	3,803,077	862,439	81.5%
Utilities				
Gas	103,558	40,271	63,287	38.9%
Electric	509,688	372,209	137,479	73.0%
Water/sewer	107,881	97,514	10,367	90.4%

Pikes Peak Library District
Statement of Expenditures
General Fund
Period 01/01/2018 - 11/30/2018

Percent of Year 91.6%

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Storm water fees	12,721	1,961	10,760	15.4%
Total Utilities	733,848	511,955	221,893	69.8%

Telecommunications

Data	356,449	338,674	17,775	95.0%
Voice	100,000	46,083	53,917	46.1%
Cellular	76,000	47,171	28,829	62.1%
Expansion	5,000	-	5,000	0.0%
Total Telecommunications	537,449	431,928	105,521	80.4%

Contractual Services

Janitorial services	282,000	251,819	30,181	89.3%
Carpet cleaning services	117,000	110,063	6,937	94.1%
Library facility rental	571,434	548,385	23,049	96.0%
Common area maintenance	152,485	133,691	18,794	87.7%
Storage rental	16,800	16,200	600	96.4%
Audit	43,500	40,935	2,565	94.1%
Legal	50,000	56,054	(6,054)	112.1%
Consultant	204,500	80,248	124,252	39.2%
Cataloging	50,600	18,960	31,640	37.5%
Trash removal	20,819	18,582	2,237	89.3%
Copier services	51,000	54,983	(3,983)	107.8%
Courier services	211,850	140,117	71,733	66.1%
Liability/property insurance	185,000	167,681	17,319	90.6%
Collection agency fees	35,000	31,719	3,281	90.6%
Printing	101,200	65,513	35,687	64.7%
Programming	351,756	178,150	173,606	50.6%
Treasurer fees	402,122	397,115	5,007	98.8%
Microfilming services	28,000	7,635	20,365	27.3%
Computer support agreements	311,500	280,239	31,261	90.0%
Computer equipment maintenance	104,000	91,181	12,819	87.7%
Software licenses	1,295	2,752	(1,457)	212.5%
Employee Assistance Program	20,000	11,119	8,881	55.6%
Parking	42,375	35,829	6,546	84.6%
Total Contractual Services	3,354,237	2,738,970	615,267	81.7%

Repairs and Maintenance

Grounds maintenance	73,500	60,358	13,142	82.1%
Vehicle operating costs	57,000	53,466	3,534	93.8%
Equipment maintenance	406,107	261,488	144,619	64.4%
Equipment repairs	55,213	15,234	39,979	27.6%
Furniture repairs	34,748	27,739	7,009	79.8%

Pikes Peak Library District
Statement of Expenditures
General Fund
Period 01/01/2018 - 11/30/2018

Percent of Year 91.6%

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Building repairs	138,439	64,199	74,240	46.4%
Total Repairs and Maintenance	765,007	482,484	282,523	63.1%
Other Services				
Translation services	2,500	-	2,500	0.0%
Advertising	3,250	1,006	2,244	31.0%
Bank And trustee Fees	16,600	5,869	10,731	35.4%
Information listing	15,000	11,955	3,045	79.7%
Mileage/Travel reimbursement	70,474	40,382	30,092	57.3%
Employee recruitment	62,500	29,218	33,282	46.7%
Employee testing	500	-	500	0.0%
Dues and memberships	64,619	34,067	30,552	52.7%
Merchandising	3,066	934	2,132	30.5%
Employee recognition	20,525	5,681	14,844	27.7%
Board of Trustees	3,000	3,434	(434)	114.5%
Community outreach	87,000	66,594	20,406	76.5%
Training	246,349	164,327	82,022	66.7%
Signage	10,000	2,605	7,395	26.1%
Bindery	5,000	3,930	1,070	78.6%
Summer Reading Club	47,524	29,235	18,289	61.5%
Patron reimbursement	1,000	174	826	17.4%
Postage	92,500	48,992	43,508	53.0%
Volunteer program	5,900	4,766	1,134	80.8%
Safety and wellness	18,500	7,061	11,439	38.2%
Other grant/donation expenditures	328,975	7,928	321,047	2.4%
Administrative support	10,500	-	10,500	0.0%
Equipment rental	3,278	639	2,639	19.5%
Other	22,190	12,389	9,801	55.8%
Total Other Services	1,140,751	481,186	659,565	42.2%
Capital Outlay				
Buildings	57,835	19,397	38,438	33.5%
Equipment	67,747	31,189	36,558	46.0%
Furniture	14,950	3,758	11,192	25.1%
Other	23,974	273	23,701	1.1%
Total Capital Outlay	164,506	54,617	109,889	33.2%
Operating Transfers to Other Funds				
Fund transfers out	2,441,064	2,441,064	-	100.0%
Total Expenditures	\$ 34,511,678	\$ 27,797,002	\$ 6,714,676	80.5%

**Pikes Peak Library District
Special Revenue Funds
Period 01/01/2018 - 11/30/2018**

Fund Balance - January 1, 2018	\$ 231,582
Expenditures	35,483
Fund Balance - November 30, 2018	<u>\$ 196,099</u>

Fund Balance - By Fund - November 30, 2018

Annual Fund	\$ 212
Cheyenne Mountain Library Fund	812
Fountain Branch Library Fund	11,561
High Prairie Library Fund	149,257
Sand Creek Library Fund	27,772
1905 Carnegie Library Facility Fund	4,374
Carnegie Garden Support Fund	998
Special Collections Support Fund	1,113
	<u>\$ 196,099</u>

**Pikes Peak Library District
East Library Capital Projects Fund
Period 01/01/2018 - 11/30/2018**

Account Description	Original Approp	Mid-year Adj.	Revised Budget	Ytd Expended	Encumbrances	Available Budget
Expenditures						
Roof inspection and repairs	\$ 3,500	\$ 3,385	\$ 6,885	\$ 650	\$ -	\$ 6,235
Window leak-2nd floor	-	7,500	7,500	-	-	7,500
Canvas roll-u awning materials	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	18,000	-	-
East Library update security equipment	-	5,000	5,000	-	-	5,000
Laminator	2,000	-	2,000	1,795	-	205
Enclose chiller pit	-	38,463	38,463	-	-	38,463
Additional study room chairs	3,500	-	3,500	-	-	3,500
Reface cabinets in Storytime office	15,000	5,500	20,500	-	15,000	5,500
Children's cabinets	-	5,478	5,478	-	-	5,478
Tractor replacement	12,000	-	12,000	9,999	-	2,001
Contingency	-	1,635	1,635	-	-	1,635
IT equipment	-	2,071	2,071	-	-	2,071
Total Expenditures	70,700	69,032	139,732	46,508	15,494	77,730
Sources of Funds						
Fundraising	-	32,501	32,501	32,501	-	-
Excess Revenues over Expenditures	\$ (70,700)	\$ (36,531)	\$ (107,231)	(14,007)	\$ (15,494)	\$ (77,730)
Fund Balance - January 1, 2018				107,231		
Fund Balance - November 30, 2018				\$ 93,224		

Pikes Peak Library District
 Penrose Library Capital Projects Fund
 Period 01/01/2018 - 11/30/2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
Expenditures						
Cobble conversion	\$ -	\$ 7,676	\$ 7,676	\$ 7,676	\$ -	\$ -
Penrose entry	-	2,500	2,500	2,130	-	370
Roof inspection and repairs	3,500	2,280	5,780	650	-	5,130
Replace existing parking meters	-	50,000	50,000	-	-	50,000
Elevator modernization - cab	-	8,914	8,914	-	-	8,914
Meeting room - lower level	275,000	(275,000)	-	-	-	-
Additional power/data ion reading area	15,000	(15,000)	-	-	-	-
UV film in reading room windows	13,000	(13,000)	-	-	-	-
Carpet replacement - reading room	15,000	(15,000)	-	-	-	-
Upgrade yeo interior elevators	58,000	(2,500)	55,500	50,923	-	4,577
Chiller replacement	55,000	-	55,000	-	-	55,000
27" laminator	2,500	-	2,500	1,795	-	705
HVAV heating loop and glycol	17,000	(7,676)	9,324	-	-	9,324
Reconfigure children's desk	5,000	(5,000)	-	-	-	-
Furniture Children's area	7,000	(7,000)	-	-	-	-
End caps and canopies for shelving area	20,000	(20,000)	-	-	-	-
Penrose/KCH renovation	865,000	765,291	1,630,291	197,663	1,122,475	310,153
Contingency	-	18,985	18,985	-	-	18,985
Total Expenditures	1,351,000	495,470	1,846,470	260,837	1,122,475	463,158
Sources of Funds						
Fundraising	11,000	415,291	426,291	426,291	-	-
Operating transfer - General Fund	1,335,841	-	1,335,841	1,335,841	-	-
Total Sources of Funds	1,346,841	415,291	1,762,132	1,762,132	-	-
Excess Revenues over Expenditures	\$ (4,159)	\$ (80,179)	\$ (84,338)	1,501,295	\$ (1,122,475)	\$ (463,158)
Fund Balance - January 1, 2018				84,338		
Fund Balance - November 30, 2018				\$ 1,585,633		

Pikes Peak Library District
Library 21c Capital Projects Fund
Period 01/01/2018 - 11/30/2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
Expenditures						
2018 Budget						
Venue improvements and equipment	\$ -	\$ 33,676	\$ 33,676	\$ -	\$ -	\$ 33,676
Concrete walkway parking lot area	19,500	-	19,500	-	-	19,500
Courtyard Improvements	20,000	-	20,000	-	2,180	17,820
Roof repairs	3,000	-	3,000	650	-	2,350
Improvements teen gaming area	-	18,134	18,134	8,725	-	9,409
Ent & Make li window treatment	9,000	-	9,000	4,848	-	4,152
Roof replacement project	60,000	-	60,000	19,425	10,475	30,100
Audio booth	-	2,000	2,000	-	-	2,000
New teen services desk	1,200	-	1,200	-	-	1,200
Tables public area	19,500	-	19,500	18,949	-	551
Contingency	-	47,317	47,317	-	-	47,317
Install additional lights	1,200	-	1,200	-	-	1,200
New display case with lighting	3,500	-	3,500	3,461	-	39
Signage	-	5,000	5,000	-	-	5,000
AV equipment maintenance'	12,000	-	12,000	3,285	677	8,038
Increase stage size	15,000	-	15,000	10,092	-	4,908
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 end of life replacement	4,000	-	4,000	484	-	3,516
New public equipment	4,000	-	4,000	1,088	-	2,912
Record management system	-	30,000	30,000	-	-	30,000
Total Expenditures	208,500	136,127	344,627	72,607	13,332	258,688
Sources of Funds						
Fundraising	167,128	-	167,128	167,128	-	-
Excess Revenues over Expenditures	\$ (41,372)	\$ (136,127)	\$ (177,499)	94,521	\$ (13,332)	\$ (258,688)
Fund Balance - January 1, 2018				177,499		
Fund Balance - November 30, 2018				<u>\$ 272,020</u>		

Pikes Peak Library District
 Capital Reserve Fund
 Period 01/01/2018 - 11/30/2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
Expenditures						
Facilities						
Upgrade Children's area lighting	\$ 4,000	\$ -	\$ 4,000	\$ -	\$ -	\$ 4,000
Monument - access controls	-	12,000	12,000	7,928	150	3,922
Districtwide - concrete replacement	12,000	11,560	23,560	-	-	23,560
Districtwide - asphalt repairs	15,000	20,973	35,973	20,901	-	15,072
Staff lounge improvements	-	30,000	30,000	84	-	29,916
Adult Education area improvements	-	30,000	30,000	28,907	-	1,093
Water management system	-	25,000	25,000	6,627	8,373	10,000
Upgrade fire system dialers	15,000	-	15,000	-	-	15,000
Furniture replacement	10,600	19,402	30,002	9,327	4,925	15,750
Children's and Teen area furniture	7,000	-	7,000	-	-	7,000
Vehicles	-	49,954	49,954	41,329	-	8,625
Calhan facility project	125,000	422,956	547,956	24,842	5,368	517,746
Replace generator for bookmobile	12,500	-	12,500	-	-	12,500
Contingency	50,000	98,257	148,257	25,065	6,964	116,228
Furniture replacement contingency fund	25,000	-	25,000	748	-	24,252
Sub-total Facilities	276,100	720,102	996,202	165,758	25,780	804,664

Information Technology

Replace computers	-	161,000	161,000	112,431	11,175	37,394
Technology refresh (patrons)	-	68,795	68,795	-	-	68,795
Self check stations	20,000	(14,123)	5,877	5,877	-	-
Barcode scanners	-	15,102	15,102	-	-	15,102
Copier and printer replacement project	200,000	101,000	301,000	-	-	301,000
Telephone project	150,000	129,768	279,768	-	-	279,768
Firewall replacement	-	45,000	45,000	-	-	45,000
Switches and UPS replacement	-	40,000	40,000	-	-	40,000

Pikes Peak Library District
 Capital Reserve Fund
 Period 01/01/2018 - 11/30/2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
Archival management system	-	12,000	12,000	-	-	12,000
AMH bin project	-	20,000	20,000	-	-	20,000
Equipment initiatives security	42,000	58,121	100,121	100,282	-	(161)
Children's equipment	-	94,000	94,000	93,357	-	643
Local History equipment	-	29,000	29,000	-	13,980	15,020
Replace meeting room software	50,000	(50,000)	-	-	-	-
East Library tween computers	-	4,000	4,000	-	-	4,000
Datacenter upgrade project	-	111,399	111,399	-	-	111,399
AV equipment for standardization districtwide	50,000	-	50,000	-	-	50,000
Contingency	23,000	27,000	50,000	42,746	-	7,254
Sub-total Information Technology	535,000	852,062	1,387,062	354,693	25,155	1,007,214
Creative Services/Video Center						
Video projectors replacement	5,000	-	5,000	-	-	5,000
Equipment replacement fund	13,586	30,150	43,736	3,521	-	40,215
New machinery	12,932	-	12,932	4,061	-	8,871
Sub-total Creative Services/Video Center	31,518	30,150	61,668	7,582	-	54,086
Total Expenditures	842,618	1,602,314	2,444,932	528,033	50,935	1,865,964
Sources of Funds						
Fundraising	-	85,351	85,351	85,351	-	-
Operating transfer - General Fund	842,618	262,605	1,105,223	1,105,223	-	-
Total Sources of Funds	842,618	347,956	1,190,574	1,190,574	-	-
Excess Revenues over Expenditures	\$ -	\$ 317,806	\$ 1,128,906	1,182,992	\$ -	\$ (54,086)
Fund Balance - January 1, 2018				1,254,357		
Fund Balance - November 30, 2018				\$ 2,437,349		

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

	ColoTrust Investments	US Bank Checking	Total Cash
Cash November 1, 2018	\$ 18,755,239	\$ 687,408	\$ 19,442,647
Receipts November 2018			
Property Taxes	560,859	-	560,859
Daily Cash Receipts	-	13,608	13,608
Credit Card Receipts	-	7,529	7,529
Interest	36,311	-	36,311
Disbursements November 2018			
Payment of Bills week of 11/2/2018	-	(2,112)	(2,112)
Payment of Bills week of 11/09/2018	-	(169,898)	(169,898)
Payment of Bills week of 11/16/2018	-	(53,708)	(53,708)
Payment of Bills week of 11/23/2018	-	(85,459)	(85,459)
Payment of Bills week of 11/30/2018	-	(371,576)	(371,576)
Payroll 11/2/2018	-	(605,402)	(605,402)
Payroll 11/16/2018	-	(604,240)	(604,240)
Payroll 11/30/2018	-	(648,709)	(648,709)
End of Month Payroll costs	-	(194,480)	(194,480)
Transfer between funds	(2,000,000)	2,000,000	-
Cash November 30, 2018	<u>\$ 17,352,409</u>	<u>\$ (27,039)</u>	<u>\$ 17,325,370</u>

Communications Department: Board of Trustees' Report

January 2019

PPLD compliments:

- [December 2018 Compliments](#) (Compiled by Antonia Krupicka-Smith, Manager of Penrose Library)

Recent news coverage (December 2018):

- [Enjoy some seasonal crafts and conversation at the library](#) (*Our Community News*; Dec. 1, 2018)
- [Fix Manitou's library now, Part 5: The moral case](#) (*Pikes Peak Bulletin*; Dec. 6, 2018)
- [The Library is No Longer a Library](#) (*Colorado Springs Gazette*; Dec. 6, 2018)
- [Bookmobile takes library around Colorado](#) (*Colorado Springs Gazette*; Dec. 7, 2018)
- [New approach to helping homeless library visitors](#) (*KOAA*; Dec. 7, 2018)
- [Solve the library takeover problem](#) (*Colorado Springs Gazette*; Dec. 10, 2018)
- [Facilities taxpayers provide](#) (*Colorado Springs Gazette*; Dec. 11, 2018)
- [Penguin astronauts and artists, and pugs: One Book Colorado voting underway](#) (*Colorado Springs Gazette*; Dec. 11, 2018)
- [A clean and quiet environment](#) (*Colorado Springs Gazette*; Dec. 12, 2018)
- [Fix Manitou's library now, Part 6: Our million dreams](#) (*Pikes Peak Bulletin*; Dec. 13, 2018)
- [Reader: Penrose Library has turned into a homeless shelter](#) (*Colorado Springs Independent*; Dec. 13, 2018)
- [Call for artists for the 2019 Juried Art Exhibit](#) (*Scottsbluff Star Herald*; Dec. 16, 2018)
- [Community Brief: PPLD Board President Retires After 10 Years](#) (Cheyenne Edition; Dec. 26, 2018)
- [Free things you can get with your library card](#) (Reader's Digest; Dec. 27, 2018)
- [Library Board President Retires after 10 Years](#) (*Colorado Springs Business Journal*; Dec. 28, 2018)

Community partnerships, events & other happenings:

- **“[Story of the North Pole](#),”** a video produced by the Studio 21c team, was **viewed more than 22,000 times on Facebook** and elicited over 1,800 reactions, comments, and shares. It can be viewed here: tinyurl.com/PPLDNorthPole.

- **Pikes Peak Library District's [Human Library](#) is accepting applications** through Jan. 11. Individuals serve as human "books" and participants can "read" the book by engaging in a conversation with the book on loan. It aims to establish a safe and conversational space where difficult questions are expected, appreciated, and hopefully answered. The event will take place at East Library on March 23.
- **[Southeast Express](#)**, a new bi-monthly publication for the southeast quadrant of Colorado Springs, **will host its launch party at Sand Creek Library** on Jan. 30 from 10:30am to 12:30pm. The nonprofit newspaper will be direct mailed to 30,000 households in 80910 and 80916, as well as distributed at area locations. They also will **provide open office hours at Sand Creek Library** to engage with local residents, as part of a forthcoming formalized partnership with Pikes Peak Library District.
- **Pikes Peak Women**, in partnership with Pikes Peak Library District, **continue their "Powerful Women's Series,"** with a [film screening of "Bombshell: Hedy Lamarr Story"](#) on Feb. 3 from 1-3 p.m. and then a [panel discussion with female entrepreneurs and inventors](#) on Feb. 6 from 5:30-7 p.m. Both events will take place at Library 21c's venue.
- The **Adult Reading Program** will occur district-wide from Feb. 1 to March 31, 2019. More details and promotion coming soon!
- **Several contests for kids and teens** are open now, including: [Betty Field Memorial Youth Writing Contest](#), hosted by the Friends of PPLD; [Teen Art Contest](#), with a theme of "Opposites Attract"; and the [Jean Ciavonne Poetry Contest](#), with a theme of "Destination, Poetry Place"
- **[Maker in Residence](#): Linda Riley** learned to knit when she was a young girl, taught by her granny when growing up the Chicago suburbs. She continually grew her skills and eventually began creating her own unique patterns. Her original designs have been published in both print and online outlets. Her project portfolio ranges from simple items, such as hats and scarfs, all the way to full-size afghans and cable-knit sweaters. Mittens are her favorite item to knit! She will teach classes throughout Pikes Peak Library District and host "Meet the Maker in Residence sessions" in the atrium at Library 21c.

Public Services Report January 8, 2019

Community

Library 21C, the East Library, and the Sand Creek Library were each polling places for the 2018 Midterm Elections. The East Library, which has the largest ballot box in El Paso County, saw 511 people vote in person on November 6. The Sand Creek Library hosted a community party to celebrate the election and received numerous comments about how 'family friendly' they had made coming to vote.

The Ruth Holley Library celebrated National American Heritage Month. There was an all-day event that offered programming and performances for the whole family, with 238 patrons taking part. For the finale, everybody enjoyed the Seven Falls Dancers, Native American dancers and singers.

Old Colorado City Library Manager Sandy Hancock was elected as a Board member for the Old Colorado City Foundation.

Mobile Library Services (MLS) hosted Jennifer Mulson, from the *Colorado Springs Gazette*, at the School in the Woods and Black Forest Mobile Library Stops. MLS also participated in Oak Creek Elementary School's Literacy Night. Oak Creek Elementary is part of School District 2 (D2) and currently there are not any Mobile Library stops in D2. This event allowed the MLS staff to showcase the district and the department to community members who had not previously used the library.

The first annual Ute Pass Friendsgiving was hosted at the Ute Pass Library, where patrons brought in their favorite dishes to share with the community.

PPLD staff met with representatives from numerous organizations including Comcast, Textiles West, Colorado State University Extension Office, and Bristol Brewery to pursue partnerships.

Resources

To wrap-up All Pikes Peak Reads 2018, Newbery Medal winning author Matt de la Peña delivered three keynote sessions at Library 21c, two to students from area schools and one to the public. These three sessions brought 664 attendees to Library 21c to hear Matt speak about diversity in young adult literature and the immigrant experience in the United States.

High Prairie Library staff re-examined the seed library, its original intent, its current status, and how to best serve patrons. They also discussed how to involve the community with the garden and donating produce to the local food banks and recruiting volunteers.

Innovation/Creativity

The Sand Creek Makerspace and the Recording Studio continue to be assets for the District and the southeast region of Colorado Springs. Staff members are exploring how they can extend the hours of service in both spaces to meet the needs of the community.

The November 16 Homeschool Science @ East program featured educators from Hawkquest, who brought along a falcon, owl, hawk, and eagle to demonstrate the importance of different raptor species, their specially adapted tools, and their role in our ecosystems. The program was attended by 178 parents and children.

A group of 85 parents and children attended the Family Star Gazing Backpack Launch Event. Space Foundation Discovery Center educators provided information about this new circulating backpack that includes binoculars, star maps, information on local stargazing spots, an astronomy book, and a family pass to the Discovery Center.

Service

The new PPLD app was launched to the public on November 5. The app is faster than our previous product and provides extra functionality to our patrons. The most popular features, after searching the Catalog, are CyberShelf, Libraries Near You, and Research.

The Book of Colorado Springs by Manly and Eleanor Ormes, the 17th publication in the Regional History Series, was released on November 8, 2018. The production of the book was the culmination of a multiyear project. The book release event attracted 72 people.

Strategic Services Librarian Tammy Sayles partnered with the city's Community Development Department, and provided grant writing trainings for their Community Development Block Grant and Emergency Services Grant application.

Internal/Staff

The Fountain and Sand Creek Libraries received training on NARCAN, a presentation on security policies, and an introduction to PPLD's new social worker, Alicia Kwande, who spoke about how she can support the branches.

Staff attended conferences including the National Coalition on Dialogue and Deliberation, the YALSA Symposium, Healing Our Youth, and GameCon.

At the Children's Services annual retreat, staff identified four areas of programming to address in the coming programming menu: tween; STEAM; Make\Art; and homeschool.

Accountability

Construction at Penrose Library continued, with the shifting and relocation of almost half of the Penrose nonfiction section to make room for a new meeting room that will house up to 150 people. The new meeting space will be a great resource for the community.

Staff from Penrose Library, East Library, and Library 21C worked on pulling nonfiction items that had multiple copies to fit the Collection on the reduced amount of shelving.

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	297005	274938	295472	270563	234942	3417394
DVD	144635	130072	150079	141449	140069	141875	145547	140806	123947	134758	132374	126952	1652563
CD Music	15390	13395	15351	14009	13385	13588	14676	14415	12607	12822	13006	12867	165511
CD Book	17438	16193	18433	16689	17515	18624	18289	17414	15774	16812	15350	13891	202422
Playaway	5120	4912	5911	5480	5720	7518	7251	6089	5550	6666	6132	5500	71849
Kit	1657	1723	1843	1801	1615	2215	2104	1683	1639	1994	1587	1226	21087
Game	4071	3132	3580	3571	3480	3442	3441	3165	2671	2774	2773	2824	38924
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Physical Items	471051	431791	490468	463393	466768	509670	507621	480577	437126	471298	441785	398202	5569750
ILL	2092	2112	2280	2462	2056	2382	2246	2495	2378	2343	2314	2093	27253
CyberShelf-OverDrive	134584	122184	138406	131807	135822	136913	145238	145361	141575	148831	147534	153580	1681835
Zinio	3787	4023	3343	3112	2670	2930	2589	3114	2470	4039	6702	5495	44274
eReader	27	23	25	38	22	25	20	14	8	6	8	4	220
OneClick Audio	491	440	450	442	481	450	424	406	372	437	456	440	5289
Hot Spots	74	74	76	68	75	74	72	68	51	71	58	58	819
Cameras & Equipment	46	69	72	73	65	70	93	60	53	63	74	90	828
TOTAL STATE Circ	612152	560716	635120	601395	607959	652514	658303	632095	584033	627088	598931	559962	7330268
One Play				42	1	45	29	0	0	0	0	0	117
Freegal Music	9425	7672	8130	7356	7037	6526	7133	7154	8456	7381	7291	7631	91192
Freeding	105	81	52	66	88	58	54	68	43	73	92	92	872
DVD Player	94	149	175	150	121	110	184	164	184	170	173	128	1802
Hoopla	1851	1585	1870	1812	1697	1911	1846	1925	1796	1923	1793	1968	21977
Comics	475	0	240	274	284	366	431	495	258	199	185	209	3416
Kanopy	122	291	278	284	251	289	469	557	401	498	589	886	4915
TOTAL e-materials	159577	159577	159577	159577	159577	159577	159577	159577	159577	159577	159577	159577	159577
CLC	10955	9852	10789	10398	10623	10398	11357	11753	10296	11112	10535	9568	127636
Laptop Use	1434	1467	1592	1570	1487	1438	1718	1751	1801	1841	1490	1312	18901
Active Users	258251	257716	257950	257274	256986	257608	257560	257751	257098	256767	255623	254850	

Monthly Circ by Format			
	2018	2017	Change
Print	234942	248866	-6%
DVD	126952	137907	-8%
CD Music	12867	15792	-19%
CD Book	13891	16592	-16%
Playaway	5500	4718	17%
Kit	1226	1410	-13%
Game	2824	4046	-30%
TOTAL Physical Items	398202	429331	-7.25%
ILL	2093	2124	-1%
CyberShelf-OverDrive	153580	123804	24%
Zinio	5495	3277	68%
eReader	4	23	-83%
OneClick Audio	440	485	-9%
Hot Spots	58	89	-35%
Cameras & Equipment	90		
Total e-materials	159577	127678	25%
OnePlay	0		
Freegal Music	7631	10270	-26%
Freeding	92	66	39%
DVD Player	128	118	8%
Hoopla	1968	1782	10%
Comics	209	177	18%
Kanopy	886		
CLC	9568	9385	2%
Laptop Use	1312	1408	-7%
Active Users	254850	258129	-1%

OnePlay no longer providing resources to PPLD

Circulation Report By Item Type December 2018

MTD Total	2018	2017	Change
January	612152	616749	-0.75%
February	560716	570433	-1.70%
March	635120	661785	-4.03%
April	601395	602424	-0.17%
May	607959	631090	-3.67%
June	652514	662704	-1.5%
July	658303	656366	0.295%
August	632095	641563	-1.476%
September	584033	599252	-2.54%
October	627088	608892	3.0%
November	598931	598463	0.1%
December	559962	559133	0.1%

YTD Total	2018	2017	Change
January	612152	616749	-0.7%
February	1172868	1187182	-1.2%
March	1807988	1848967	-2%
April	2409383	2451391	-2%
May	3017342	3082481	-2%
June	3669856	3745185	-2%
July	4328159	4401551	-2%
August	4960254	5043114	-2%
September	5544287	5642366	-2%
October	6171375	6251258	-1%
November	6770306	6849721	-1%
December	7330268	7408854	-1%

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	54306	49269	52218	49300	45286	626308
Mobile Libraries Total	13901	12062	13957	13710	11690	12015	11460	11658	11745	12681	12102	11403	148384
Cheyenne	30917	28753	33393	32142	31159	32868	33530	31319	29633	32044	31470	27446	374674
Fountain	15729	13797	16565	15493	16115	17411	17335	16812	14946	15917	14562	12587	187269
High Prairie	23625	22093	26503	22570	22658	25679	25728	25527	22354	25558	22690	19639	284624
Holley	29729	27033	30440	29081	28513	29647	30334	28623	25983	28335	26003	24865	338586
Manitou	3645	3358	3861	3199	3317	3520	3301	3458	3374	3534	3370	3016	40953
Monument	31541	29281	33553	31404	32187	37203	35850	33789	30413	32288	29932	26404	383845
Old Colorado City	17079	15944	17376	16153	16069	16933	16176	16004	14416	16952	16068	14421	193591
Palmer Lake	3431	3335	3949	3115	3563	3571	3092	3143	3108	3431	3168	3105	40011
Rockrimmon	30015	27917	30805	29662	31235	32957	32441	32065	28236	29825	28991	26314	360463
Sand Creek	28798	26562	30112	28959	27825	28930	28984	28427	25875	27510	25916	24202	332100
Ute Pass	2331	2404	2739	2610	2342	2619	2282	2175	2020	2251	2220	1980	27973
Senior Van	2103	1868	1814	1943	1836	1970	1889	1810	1506	1875	1698	1480	21792
Bookmobiles	11798	10194	12143	11767	9854	10045	9571	9848	10239	10806	10404	9923	126592
East	106165	95633	107240	109113	113983	128082	126396	115046	106710	113418	106067	97214	1325067
Library 21c	78418	73553	83841	73274	73776	84743	84426	78060	68896	75172	69815	60206	904180
Dispensers	0	0	0	0	0	0	0	0	0	0	0	0	0
Parenting	90	138	178	164	148	143	159	165	148	164	111	114	1722
Total Physical Materials	471051	431791	490468	463393	466768	509670	507621	480577	437126	471298	441785	398202	5569750

YTD CIRC Comparison	2018	2017	% Change
Penrose	626308	714133	-12.3%
Mobile Libraries Total	148384	157979	-6.1%
Cheyenne	374674	386538	-3.1%
Fountain	187269	191400	-2.2%
High Prairie	284624	289874	-1.8%
Holley	338586	367831	-8.0%
Manitou	40953	47318	-13.5%
Monument	383845	390805	-1.8%
Old Colorado City	193591	214947	-9.9%
Palmer Lake	40011	44718	-10.5%
Rockrimmon	360463	368714	-2.2%
Sand Creek	332100	370525	-10.4%
Ute Pass	27973	31623	-11.5%
Senior Van	21792	21550	1.1%
Bookmobiles	126592	136429	-7.2%
East	1325067	1303118	1.7%
Library 21c	904180	986551	-8.3%
Dispensers	0	2363	
Parenting	1722	1272	35.4%
Total Physical Materials	5569750	5869709	-5.11%

Current Month Comparison CIRCULATION	2018	2017	% Change
Penrose	45286	53985	-16.1%
Mobile Libraries Total	11403	12325	-7.5%
Cheyenne	27446	29316	-6.4%
Fountain	12587	13371	-5.9%
High Prairie	19639	19867	-1.1%
Holley	24865	28785	-13.6%
Manitou	3016	3197	-5.7%
Monument	26404	28243	-6.5%
Old Colorado City	14421	16125	-10.6%
Palmer Lake	3105	3644	-14.8%
Rockrimmon	26314	26910	-2.2%
Sand Creek	24202	26632	-9.1%
Ute Pass	1980	2479	-20.1%
Senior Van	1480	1613	-8.2%
Bookmobiles	9923	10712	-7.4%
East	97214	93084	4.4%
Library 21c	60206	71287	-15.5%
Dispensers	0	0	
Parenting	114	81	40.7%
Total Physical Materials	398202	429331	-7.25%

**Circulation Report
By Facility
December 2018**

Current Month Comparison VISITORS	2018	2017	% Change
Penrose	52777	43655	20.9%
Mobile Libraries Total	2856	3295	-13.3%
Cheyenne	13902	15587	-10.8%
Fountain	6593	7399	-11%
High Prairie	7171	7816	-8.3%
Holley	13611	16176	-15.9%
Manitou	3415	3641	-6.2%
Monument	13042	13430	-2.9%
Old Colorado City	9849	10785	-8.7%
Palmer Lake	1281	1800	-28.8%
Rockrimmon	13079	13772	-5.0%
Sand Creek	18536	19622	-5.5%
Ute Pass	1713	1787	-4.1%
Knights of Columbus Hall	0	359	-100.0%
East	39285	41258	-4.8%
Library 21c	38452	36806	4.5%
TOTAL	235562	237188	-0.7%
Special Collections	893	2550	-65.0%

Consent Agenda: New Hires

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

Elyse Jones: Community Partnership Coordinator, 21c (40 hrs)
Scott Maxon: Adult Education Supervisor, PE (40 hrs)
Kimberly Cox: Senior Library Associate, HI (32 hrs)
Amanda Eddleman: Library Assistant, UT (30 hrs)
Heather Owens: Library Assistant, MA (20 hrs)
Derrick Murphy: Security Officer. PE (40 hrs)
Leisel Hufford: Library Assistant, MO (20 hrs)
Erica Shirley: Shelver, EA (20 hrs)
Cody Logsdon: Organization Development Manager, 21c (40 hrs)
Cathy Wood: Young Adult Librarian, 21c (40 hrs)
Jamie Wagner: Library Associate, EA (40 hrs)
Tisha Mueller: Finance Assistant, 21c (30 hrs)
Alanna Jones: Children's Librarian, 21c (20 hrs)
Pamela Kohler: Shelver, EA (20 hrs)
Melody Trejo-Lopez: Library Associate, RU (40 hrs)
Shannon McDonald: Librarian, EA (40 hrs)
Cara Ramsey: Beginning Librarian, EA (40 hrs)

**Pikes Peak Library District Board of Trustees
Resolution approving all designated posting places of notices for all
meetings of the Pikes Peak Library District Board of Trustees, as required
by State statutes.**

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

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

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

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

1. The public bulletin board located on the main floor at the Penrose Public Library is the designated place to post the 24-hour notices as required by State Statute for all meetings of the Board of Trustees during 2019.
2. In addition, meeting notices and agendas are to be posted in at least three other District facilities no later than 24 hours prior to the meeting.
3. In addition, meeting notices, agendas and meeting documents are to be posted on the District's web site no later than 24 hours prior to the meeting.

Adopted, this 8th day of January 2019

Wayne A. Vanderschuere
President
Board of Trustees

**Resolution Designating the Official Custodians of Records
for Pikes Peak Library District**

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Pikes Peak Library District that for calendar year 2019:

1. Official Custodians

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

- e. The Chief Human Resources and Organizational Development Officer is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District's employee personnel records, subject to the control, supervision and direction of the Primary Official Custodian.
 - f. The Director of Library Services is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District's patron records, subject to the control, supervision and direction of the Primary Official Custodian.
2. Agents of the Official Custodian. The Official Custodians shall have the authority to designate such agents as they shall determine appropriate to perform any and all acts necessary to enforce and execute the provision of the Resolution.
 3. Inspection of Public Records. All public records of the District shall be open for inspection at the times designated herein, unless prohibited by the provisions of Part 2 of Title 24, Article 72 ("Open Records Act") or policies adopted by the Board of Trustees in conformance with the Open Records Act.
 4. Request for Inspection. Request for inspection and copying of any public record(s) of the District shall be made to the office of the appropriate Official Custodian in writing and shall set forth the particular documents or record desired to be inspected or copied. If such document or record is available for inspection and copying, the appropriate Official Custodian will notify the applicant of the date, time and location where the material can be inspected or copied. If such public record is not available in such Official Custodian's office, the applicant shall be notified of this fact.
 5. Times for Inspection. Inspection of the District's public records shall be made, where permitted by law, during normal business hours, Monday through Friday, except on holidays, at an hour specifically set by the appropriate Official Custodian for each particular request for inspection.
 6. Copies, Print-Outs or Photographs of Public Records. In a case where a person has a right to inspect a public record under the control of the Official Custodian and requests in writing that the District furnish copies, print-outs or photographs thereof, the Official Custodian shall notify the applicant if such record is available for copying, and may furnish such copies, print-outs or photographs for a reasonable fee to be set by the Official Custodian, which shall not exceed twenty-five cents (\$.25) per page, unless the actual cost exceeds that amount, in which case the actual cost may be charged.
 7. Exemptions. No person shall be permitted to inspect or copy any record of the District if, in the opinion of the Official Custodian after consultation with the

District's general counsel, such inspection or copying would come within the prohibition of one or more exemptions set forth in the Open Records Act.

The foregoing Resolution was approved and adopted this 8th day of January 2019.

PIKES PEAK LIBRARY DISTRICT

By _____
Wayne A. Vanderschuere
President
Board of Trustees

Resolution Approving Property Disposal Guidelines, Pursuant To State Statutes

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

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

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

“The Board of Trustees shall:

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

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

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

- a. Library materials (books, CD's, etc)
- b. Information Technology (IT) and Audio/Visual (A/V) equipment (PC's, printers, monitors, servers, overhead projection system, large screen displays, etc.)
- c. Furniture and equipment (including, but not limited to, chairs, tables, shelving, telephones, other office items such as lamps and filing cabinets, book cases, cash registers, etc.)
- d. District fleet vehicles
- e. Real property (land and buildings owned by the Library)

Now, therefore, the Board of Trustees of the Pikes Peak Library District resolves that the library staff will use the following guidelines for disposal of Library property during the year 2019:

1. Any disposal of an item/system that has a value \$10,000.00 or more requires specific approval by the Board of Trustees before the asset can be disposed of in any manner.
2. PPLD staff may dispose of discarded or weeded library materials (books/materials weeded during 2019 calendar year which are no longer needed by PPLD) in one of the following methods:
 - a. Donated to the Friends of the Pikes Peak Library District for sale to the public.
 - b. Taken to and sold at an auction house, or sold through an on-line vendor service or some other establishment that sells used books to the public. The Library receives the proceeds less a commission to the establishment for their services.
 - c. The Chief Librarian and Chief Executive Officer (CL&CEO) directs donating assets to charities or other non-profit organizations.
 - d. The CL&CEO may direct giving assets to other political subdivisions of the State of Colorado.
 - e. Recycled when the PPLD staff has exhausted other methods of disposal. Items that are broken, destroyed or otherwise have no value may be disposed of in the same manner.
3. IT and A/V equipment with a value less than \$10,000.00 that the Chief Information Officer (CIO) has certified is no longer needed or obsolete shall be disposed of in the following manner:
 - a. Library staff shall hold a public sale, only if the CIO estimates proceeds from the sale exceeds the estimated cost of conducting the public sale by more than \$1,000.00.
 - b. IT staff may take the equipment to an auction house, or sell assets through an on-line vendor service or some other establishment selling used IT equipment. The Library receives the proceeds less a commission to the establishment for their services.
 - c. CIO shall place IT and A/V equipment on the Library's Internet web site for a period not less than 1 week for IT equipment the with an estimated value

in excess of \$1,000.00 (per item) for sale to the public and staff to place bids. The item shall be sold to the highest bidder. The Chief Financial Officer may place a legal notice in the local newspaper that promotes the item for sale, as deemed appropriate.

- d. CIO shall place IT and A/V equipment on the Library's Internet web site for a period not less than 1 week for public sale for IT equipment the CIO determines with an estimated value less than \$1,000.00 (per item). The CIO can establish a sale price based on comparable sales of similar items on internet sale sites (i.e., E-bay, Craigslist, etc.). The CIO can group items together for sale as necessary to ensure quick removal from inventory.
- e. CIO may return to the supplier for credit any equipment excess to the needs of the district.
- f. CIO with CL&CEO approval may donate IT and A/V equipment to the Friends of the Pikes Peak Library District for sale to the public.
- g. CIO with CL&CEO approval may donate IT and A/V equipment to charities or other non-profit organizations.
- h. CIO with CL&CEO approval may transfer IT and A/V equipment to other political subdivisions of the State of Colorado.
- i. CIO may dispose of IT and A/V equipment through regulated IT and A/V disposal companies after other methods of disposal are exhausted. Items that are broken or otherwise have no value may be disposed of in the same manner. The CIO has the authority to provide IT and A/V equipment that is non-functioning to the public at no cost should the CIO determine it is less costly to "give away" the equipment vice paying recycling cost(s).
- j. The CL&CEO may direct the CIO to dispose of IT and A/V assets to other state or local government entities (i.e., public schools, etc.)
- k. The CIO will determine the cost effectiveness of selling items, recycling items or giving items away against the overall staff resources associated with executing a "retail" sale of IT and A/V equipment.
- l. Computer equipment, when obsolete and not subject to donation or sale, will be sent to a computer recycling firm for disposal, according to legislation prohibiting the wholesale dumping of such equipment. Upon disposal of capital assets, adjustments will be made to record the reduction of assets and accumulated depreciation in the financial records.

4. Surplus furniture and equipment with a value less than \$10,000.00 that is no longer needed or obsolete shall be disposed of in the following manner:
 - a. Library staff shall hold a public sale, only if the estimate of proceeds will exceed the estimated cost of conducting the garage sale by more than \$1,000.00.
 - b. PPLD staff can take surplus furniture and equipment to an auction house, sold through an on-line vendor service, or some other establishment that sells surplus furniture and equipment to the public. The Library receives the proceeds less a commission to the establishment for their services.
 - c. PPLD staff shall place surplus furniture and equipment with an estimated value less than \$1,000.00 (per item) on the Library's Internet web site for a period not less than 1 week for sale to the public and staff to place bids. The item shall be sold to the highest bidder. . The Chief Financial Officer may place a legal notice in the local newspaper that promotes the item for sale, as deemed appropriate.
 - d. PPLD staff shall place surplus furniture and equipment on the Library's Internet web site for a period not less than 1 week for public sale for surplus furniture and equipment with an estimated value less than \$1,000.00 (per item). PPLD staff can establish a sale price based on comparable sales of similar items on internet sale sites (i.e., E-bay, Craigslist, etc.). PPLD staff can group items together for sale as necessary to ensure quick removal from inventory.
 - e. PPLD staff can donate surplus furniture and equipment to the Friends of the Pikes Peak Library District for sale to the public.
 - f. PPLD staff can donate surplus furniture and equipment, with CL&CEO approval, to charities or other non-profit organizations.
 - g. PPLD staff can give surplus furniture and equipment, with CL&CEO approval, to other political subdivisions of the State of Colorado.
 - h. Surplus furniture and equipment may be disposed of through recycling when other methods of disposal have been exhausted. Items that are broken, destroyed or otherwise have no value may be disposed of in the same manner.
 - i. The CL&CEO may direct disposal of surplus furniture and equipment to other state or local government entities (i.e., public schools, etc.)

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

Adopted, this 8Th day of January 2019.

Wayne A. Vanderschuere
President
Board of Trustees

**Pikes Peak Library District Board of Trustees
Resolution Approving Contracts and Vendors with Projected 2019 Activity
Greater Than \$100,000**

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

Whereas, Attachment A to this resolution includes the list of contracts, other estimated obligations and estimated purchases with vendors that either are or may be in excess of \$100,000 during 2019; and

Whereas, the Board of Trustees legally approved the expenditures when they approved the 2019 budget.

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

The list of contracts and all other obligations included under Attachment A to this resolution are approved for 2019 for the purposes stated and at the specified amounts.

Adopted, this 8th day of January 2019.

Wayne A. Vanderschuere
President
Board of Trustees

Attachment A

List of Contracts/Vendors with Projected 2019 Activity greater than \$100,000

1. Contract Purpose: Rent charges – Cheyenne Mountain Library.

Vendor: Monitor Cheyenne LLC

Status: This amount represents the total rent due for all of 2019 in accordance with the lease agreement.

Amount: \$131,393

2. Contract Purpose: CAM charges – Cheyenne Mountain Library

Vendor: Monitor Cheyenne LLC

Status: This amount represents an estimate of the CAM charges for the Cheyenne Mountain Library for 2019. The amount is calculated in accordance with the provisions of the lease agreement.

Amount: \$20,872

3. Contract Purpose: Rent charges – Rockrimmon Library

Vendor: Ismet Sahin

Status: This amount represents the total rent due for all of 2019 in accordance with the lease agreement.

Amount: \$174,834

4. Contract Purpose: CAM charges – Rockrimmon Library.

Vendor: Ismet Sahin

Status: This amount represents an estimate of the CAM charges for the Rockrimmon Library for 2019. The amount is calculated in accordance with the provisions of the lease agreement.

Amount: \$48,796

5. Contract Purpose: Rent charges – Monument Library

Vendor: Woodmoor Village, LLC

Status: This amount represents the total rent due for all of 2019 in accordance with the lease agreement.

Amount: \$120,260

6. Contract Purpose: CAM charges – Monument Library.

Vendor: Woodmoor Village, LLC

Status: This amount represents an estimate of the CAM charges for the Monument Library for 2019. The amount is calculated in accordance with the provisions of the lease agreement.

Amount: \$27,000

7. Contract Purpose: Rent charges – Ruth Holley Library

Vendor: Murray Square Investments

Status: This amount represents the total rent due for all of 2019 in accordance with the lease agreement.

Amount: \$123,822

8. Contract Purpose: CAM charges – Ruth Holley Library.

Vendor: Murray Square Investments

Status: This amount represents an estimate of the CAM charges for the Ruth Holley Library for 2019. The amount is calculated in accordance with the provisions of the lease agreement.

Amount: \$36,020

9. Contract Purpose: Estimated utilities costs for 2019 – various District facilities.

Vendor: Colorado Springs Utilities

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

Penrose	Water and Sewer charges	\$29,483
Penrose	Electricity charges	\$133,677
Penrose	Gas charges	\$29,706
East	Water and Sewer charges	\$32,054
East	Electricity charges	\$145,429
East	Gas charges	\$21,218
Chy. Mtn.	Gas charges	\$3,395
Chy. Mtn.	Electricity charges	\$15,326
Library 21C	Water and Sewer charges	\$30,925
Library 21C	Gas charges	\$29,493
Ruth Holley	Gas charges	\$3,193
Ruth Holley	Electricity charges	\$11,936
OCCB	Water and Sewer charges	\$843
OCCB	Electricity charges	\$9,523
OCCB	Gas charges	\$2,547
Rockrimmon	Electricity charges	\$10,394
Rockrimmon	Gas charges	\$1,591
Sand Creek	Water and Sewer charges	\$2,559
Sand Creek	Electricity charges	\$16,126
Sand Creek	Gas charges	\$3,400

Amount: The total of all open purchase orders listed above is \$532,818.

10. Contract Purpose: Payment of the El Paso County Treasurer's Office fees during 2019, as mandated by State Statute.

Vendor: El Paso County Treasurer's Office

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

Amount: \$420,000

11. Contract Purpose: Printing services

Vendor: RICOH

Status: This amount covers estimated printing charges for 2019. RICOH is the Printshop vendor at Library 21c.

Amount: \$125,000

12. Contract Purpose: Broadband services

Vendor: Comcast Business

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

Amount: \$200,000

13. Contract Purpose: The District's share of the estimated 2019 contribution to the El Paso County Retirement Plan.

Vendor: El Paso County Retirement Plan

Status: The District offers a retirement plan benefit for all of its full time employees. The District contributes 8.0% of all full time employee salary to the El Paso County Retirement Plan. The District has participated in this plan for many years. The amount below is an estimate of the District's cost (only) for 2019.

Amount: \$976,000

14. Contract Purpose: Library book purchases - an estimate for 2019.

Vendor: Baker and Taylor

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

Amount: \$200,000

15. Contract Purpose: Purchases of library materials (CD's, DVD's or other items) – 2019 "not to exceed" estimate.

Vendor: Midwest Tape

Status: The amount below is simply an estimate of how much the District will spend on library materials with this vendor during 2019. It is based on total annual amounts spent with this vendor

during prior years. The District's Collection Management Department determines which vendor to use to purchase selected items, and it generally selects the vendor that offers the best price.

Amount: \$700,000

16. Contract Purpose: Purchase of periodicals and serials for 2019 and certain databases

Vendor: EBSCO

Status: The amount below represents an estimate of what the Library will pay during 2019 for the purchase of periodicals and serials (subscriptions) and databases. The District has used this vendor in the past because they provided the best services at the most competitive price rates.

Amount: \$150,000

17. Contract Purpose: Purchases of library materials (eBooks, CD's, DVD's, online platforms or other items) – 2019 "not to exceed" estimate.

Vendor: Recorded Books, Inc.

Status: The amount below is simply an estimate of how much the District will spend on library materials with this vendor during 2019. It is based on total annual amounts spent with this vendor during prior years. The District's Collection Management Department determines which vendor to use to purchase selected items, and it generally selects the vendor that offers the best price.

Amount: \$150,000

18. Contract Purpose: Telecommunications equipment

Vendor: Flair Data Systems, Inc.

Status: This amount includes the following:

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

Amount: \$200,000

19. Contract Purpose: Purchases of library materials – 2019 "not to exceed" estimate.

Vendor: Overdrive, Inc.

Status: The amount below is simply an estimate of how much the District will spend on electronic library materials with this vendor during 2019. It is based on total annual amounts spent with this vendor during prior years.

Amount: \$1,600,000

20. Contract Purpose: Office supplies - 2019

Vendor: Staples

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

Amount: \$175,000

21. Contract Purpose: Courier services

Vendor: Stat Courier Services

Status: This amount covers delivery services for all district facilities during 2019.

Amount: \$200,000

22. Contract Purpose: Library book purchases – an estimate for 2019

Vendor: Ingram

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

Amount: \$1,000,000

23. Contract Purpose: Janitorial and carpet cleaning services

Vendor: Frank Martin

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

Amount: \$450,000

24. Contract Purpose: Purchase of databases and reference materials

Vendor: Gale Group

Status: This vendor is used to purchase certain databases.

Amount: \$230,000

25. Contract Purpose: Purchase of library materials - playaways

Vendor: Findaway World, Inc.

Status: This amount covers the purchase of playaways (library materials) during 2019

Amount: \$110,000

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

Vendor: SIRSIDYNIX

Status: This amount covers the off-site hosting charges for the SIRSI system for 2019, and the support for other services such as instant messaging.

Amount: \$250,000

Pikes Peak Library District
Interim Conflict of Interest Statement

- I. Certain activities sponsored by the Pikes Peak Library District (PPLD) may pose an actual or potential "conflict of interest" between a member of any one of the three PPLD Boards (Board of Trustees, PPLD Foundation, PPLD Friends of the Library), or any employee's business or personal affiliations and his or her participation in that association. The following will serve as a guide to the possible types of activities that might cause conflicts of interest and that should be fully reported to the Executive Director or his/her designee:
- To hold, directly or indirectly, a position or financial interest in any outside concern from which the individual has reason to believe PPLD secures goods or services.
 - To hold, directly or indirectly, a position or financial interest in any outside concern that competes, directly or indirectly, with PPLD.
 - To render managerial or consultative services to any outside concern that does business with, or directly competes with PPLD.
 - To accept excessive gifts, entertainment, or other excessive favors from any outside concern that does, or is seeking to do, business with, or is a competitor of PPLD.
 - To participate, directly or indirectly, in any matter involving the District where they or a member of their family has a direct or indirect financial interest.
- Full disclosure of any situation in doubt should be made so as to permit an impartial and objective determination.
- II. Members of the PPLD Board of Trustees, the PPLD Foundation, the Friends of the PPLD and employees asked to serve as officers or on committees must be aware of potential conflicts of interest and the possible effects of such conflicts on PPLD. Such activities include, but are not limited to:
- Service as an elected or appointed officer.
 - Service on nominating committees; service on award committees.
 - Service as a liaison from PPLD to other organizations within or beyond Pikes Peak Library District.
 - Discussion and evaluation of standards for services received from suppliers and other vendors.
 - Awarding of contracts to investment firms or consultants.
 - Participation in programs or presentations to the membership as a whole.
 - Other activities that may influence or have financial implications on one's work or personal life.
- III. No member of the PPLD Board of Trustees, the PPLD Foundation, the Friends of the PPLD, or any employee should make, participate in making, or use his/her PPLD position to influence the making of any committee, section or division decision in which the member has a direct or indirect financial or personal interest.
- If a member of the PPLD Board of Trustees, the PPLD Foundation, the Friends of the PPLD or any employee determines that he/she should not participate in a decision due to an actual or potential conflict of interest, disclosure should be made to either the group chair or group as a whole.
 - In the case of a voting body, the determination and disclosure should be made part of the official record of the body, and the member should abstain from action on the matter(s) in conflict.
 - In the case of a committee appointment, the disclosure should be made in writing to the appropriate appointing officer.
 - In the case of disclosure of potential conflicts of interest, written or verbal, by committee appointees, written response should be received from the appropriate appointing officer or nominating committee.
 - Potential conflicts of interest should be disclosed to nominating committees prior to agreeing to run for office.
- IV. Any member of the PPLD Board of Trustees, the PPLD Foundation, the Friends of the PPLD or any employee who is unsure of his/her responsibilities in this area may request assistance from the Chief Librarian & CEO or his/her designee.
- V. If a member of the PPLD Board of Trustees, the PPLD Foundation, the Friends of the PPLD or any employee fails to identify a conflict of interest that may reflect negatively on the actions of PPLD, following appropriate review the Chief Librarian & CEO or his/her designee may recommend appropriate and or corrective action, up to and including termination of employment.

(This statement is to be readopted by the PPLD Board of Trustees each year.)

PIKES PEAK LIBRARY DISTRICT STATEMENT OF ECONOMIC INTEREST

Updated May 2007 – Readopted January 8, 2019

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

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

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

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

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

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

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

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

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

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

SIGNATURE _____ **DATE** _____

Insurance Policies - 2018

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

HUB obtained renewal quotes for 2019 from the current carriers (Travelers and Pinnacol), and it also obtained quotes from the Special District Association (an organization that offers comparable insurance programs to governmental entities). HUB recommends we stay with our existing carriers for our 2018 insurance programs.

The 2019 premiums quoted as discussed above are as follows:

	Travelers/Pinnacol		Special District Association Property and Liability Pool	
	Carrier	Premium	Carrier	Premium
Property	Travelers	\$ 65,509	SDA	\$ 80,000
Inland Marine	Travelers	4,735	SDA	included above
General Liability	Travelers	15,351	SDA	19,965
Business Automobile	Travelers	29,161	SDA	4,086
Umbrella Liability	Travelers	7,619	SDA	8,057
Abuse and Molestation	Travelers	4,200	SDA	included above
Volunteer/Accident	Travelers	4,556	SDA	4,556
Workers Compensation	Pinnacol	47,632	SDA	46,507
Commission Credit	Pinnacol	(4,763)		-
Executive Risk (Crime, Directors and Officers, Fiduciary)	Travelers	20,207	SDA	14,419
Cyber Liability	Travelers	3,226	Travelers	3,226
		<u>\$ 197,433</u>		<u>\$ 180,816</u>

Please note the District elected to pay the consultant this fee directly to HUB, whereas in prior years, the broker was paid a commission for each policy and the commission was included in the premium costs.

The policy coverage is substantially the same between the two proposals. The policy for abuse and molestation is new for 2019; it was recommended by HUB that the District increase its protection in this area). The difference in cost between the two proposals is \$16,617.

The District has not had any significant claims in several years, and when claims do occur, they have been appropriately managed and resolved by both District and Insurance personnel. This helps keep the premium cost lower from year-to-year.

HUB’s consulting fee for 2019 will be \$17,000, up from \$15,000 for the past 3 years.

Recommendation

It is recommended that the Board of Trustees approve the Special District Association (Property and Liability Pool) along with Travelers – Cyber Liability policy, as the carriers for the insurance policies listed above for 2019, at a total annual cost of \$180,816. It is also recommended that the Board approve HUB’s consulting fee at \$17,000 for 2019.

Personal Belongings Policy

PPLD has never had a Board approved Personal Belongings Policy. We have had lost and found procedures that vary by branch, mostly according to size and the ability to store items, but we have never had anything consistent for the District regarding personal belongs brought into or left at our facilities. In my research on what other libraries across the county do in this regard, I found that most have nothing formal or for some, they have very restrictive and specific rules. We sought to provide a general philosophy, not to get into the weeds of the exact size or number of items in a patron's possession.

The Personal Belongings Policy captures our intent to maintain a safe and welcoming environment, while still letting patrons know our expectations in order to ensure that environment for all. District procedures include some specific restrictions and our process for dealing with items left on library grounds or in facilities.

Personal Belongings Policy

BOARD POLICY

The Pikes Peak Library District (PPLD) welcomes every member of the community to use and enjoy the Library's facilities, collections, programs, and services. The Personal Belongings Policy ensures that a safe and welcoming environment is provided for all patrons and enables the Library to carry out its mission.

The Policy applies both inside our facilities and outside on Library property. The Library is not responsible for lost or stolen personal items.

Library users are expected to keep:

- Access to resources available to all users.
- Walkways and exits open and clear for everyone's safety.
- Personal belongings with them at all times, except in designated areas.

DISTRICT PROCEDURES

- A. The Personal Belongings Policy applies to all patrons. Parents, guardians, or designated care givers are responsible for children's personal safety and their belongings.
- B. Library staff will intervene to ensure that personal belongings comply with access and safety measures. Failure to comply may result in suspension.
- C. Any item may be disallowed if staff determines it is a potential health or safety risk for staff or other visitors.
- D. The following are not permitted in the Library. Examples include but are not limited to:
 - Restricting access to furniture, shelving, or computers by placing belongings on or in front of resources.
 - Spreading out personal belongings unrelated to the use of Library services.
 - Shopping carts, bicycles, wagons, trash cans, and uncontained bedding.
- E. Lost and Found Procedures:

PPLD and its employees are not responsible for the security of personal items brought into any

library facility. Patrons are expected to maintain their belongings and keep them within their sight. This includes valuables such as wallets, purses, cell phones, and laptops.

Property Found Inside Library Facilities:

All found property will be logged and stored by Library staff or Security Officers. A reasonable attempt will be made to return lost property to the proper owner. After a specified time, all items will be donated, destroyed, or turned over to Colorado Springs Police Department (CSPD).

- High value items, such as wallets, cell phones, and legal documents, will be retained for 30 days.
- Other items, such as water bottles and clothing, will be held for 10 days at the Library where they were found.
- Items identified as trash, hazardous, or perishable will not be stored and will be disposed of immediately.

Property Left Unattended Outside of Library Facilities:

- In order to maintain the safety of patrons and staff, clean and attractive library grounds, and unobstructed access to library entrances, PPLD does not allow individuals to leave personal items on Library grounds. (Bicycles, which are left in the provided bicycle racks while patrons or staff are inside the facility, are exempt from this provision.)
- Items left on Library grounds are subject to disposal by Library staff. Items left on public right of ways and sidewalks are subject to disposal by CSPD.
- Library staff will not typically open backpacks and other similar items left outside in an attempt to determine ownership or whether valuables are contained therein.
- Items confiscated on Library grounds will be stored for 48 hours from time of pickup, and then are subject to disposal. Persons who have questions about items left outside of library facilities should contact the Library security staff, who will inform them if the items are currently in the Library's possession. PPLD has no authority over items picked up by CSPD and can only provide the non-emergency contact of (719) 444-7744.

- Items identified as trash, hazardous, or perishable will not be stored and will be disposed of immediately.
- Items left in a designated storage area will be disposed of after the library's closure for the day.

Ruth Holley Community Library – Lease Extension

In 2014, the District entered into a real estate lease agreement to lease space located at Murray Square Shopping Center, 685 North Murray Blvd., Colorado Springs, CO, for was is currently known as the Ruth Holley Community Library. The facility is 10,469 square feet. This lease, as amended, expires 09/30/2020.

District staff was approached by the landlord about the possibility of extending the lease. After several discussions and modifications to the original proposal, he Landlord offered the following terms for the extension

Some of the more significant terms include:

1. The extension is for 88 months and it covers the period October 1 – 2020 through January 31, 2028.
2. The base rent effective October 1, 2020 will be \$13.00 per square foot. The rental rate for the 12 months preceding October 1, 2020 is \$12.09 per square foot, which equates to a 7.5% increase. Annual escalations to the rent subsequent to the initial 12 months is 3%.
3. As an incentive to sign the extension, the Landlord is offering a Tenant Improvement Allowance of \$9.00 per square foot, or \$94,221.
4. As an additional incentive to sign the extension, the Landlord is offering 4 months of free rent (October 2020, October 2021, October 2022 and October 2023), which equates to approximately \$46,446 in future rent savings.
5. The extension shall include a non-appropriation clause so that it is in compliance with TABOR.

The terms of the lease amendment were discussed with the District's Internal Affairs Committee, and we believe the terms of the amendment incorporates the direction given by this committee.

Recommendation

Management recommends the Board of Trustees approve the terms of the lease extension for the Ruth Holley Community Library as discussed above.

Murray Square Investments, Inc.

P.O. Box 6247
Denver, Colorado 80206
(303) 868-5560

December 3, 2018

Sent via Email

Mr. Mike Varnet
Chief Financial Officer
Pikes Peak Library District
Library 21C
1175 Chapel Hills Dr.
Colorado Springs, CO 80920

Re: *Renewal Proposal*
Murray Square Shopping Center

Mr. Varnet,

On behalf of the ownership of Murray Square Shopping Center, I am pleased to present the following revised renewal proposal for the below referenced property. Terms and conditions of this proposal are as follows:

LEASED PREMISES: Murray Square Shopping Center
685 North Murray Blvd.
Colorado Springs, CO 80907

TENANT: Pikes Peak Library District

LANDLORD: Murray Square Investments LTD

SIZE: Approximately 10,469 SF

USE: Ruth Holley Library

TERM: Eighty-eight (88) months.

BASE RENT: \$13.00/SF NNN

**ANNUAL
ESCALATIONS:** 3%.

SECURITY DEPOSIT: Not Applicable.

**LEASE
COMMENCEMENT:** October 1, 2020.

RENT

COMMENCEMENT: October 1, 2020.

**CONDITION OF
PREMISES:**

Except as provided herein, Tenant accepts the Premises in their “as is” and “where is” condition during the Term.

**TENANT IMPROVEMENT
ALLOWANCE & OTHER
CONCESSIONS:**

- Nine and 00/100 Dollars (\$9.00) per square foot. Said allowance shall be available to Tenant upon execution of an Amendment pursuant to the terms contained herein.
- In addition to the Allowance outlined above, Tenant shall not be obligated to pay Base Rent for the months of October 2020, October 2021, October 2022, and October 2023 provided Tenant is compliance with all terms and conditions at the time of abatement.

**TENANT
IMPROVEMENTS:**
Landlord.

All Tenant Improvements must be approved in writing by the

LANDLORD’S WORK:

None. Except as provided herein, Tenant accepts the Premises in their “as is” and “where is” condition during the Term.

**TAXES, INSURANCE
AND CAM EXPENSE
(NNN):**

Tenant agrees to continue paying their pro rata share of “NNN” expenses throughout the Term.

UTILITIES:

Tenant shall pay for all individually metered utilities.

BROKERAGE:

Tenant represents it has not employed or dealt with any broker with respect to this transaction, and has no knowledge of any broker's involvement in this transaction. Tenant shall indemnify Landlord against any expense incurred by Landlord as a result of any claim for commissions or fees by any other broker, finder, or agent, whether or not meritorious, employed by Tenant or claiming by, through, or under Tenant.


[END OF PAGE]

Please feel free to call me if you have any questions or concerns.

This proposal letter is not considered a contractual obligation. Any firm obligation of either party is subject to negotiation of a definitive lease agreement which will be mutually satisfactory to both parties, which will be a binding contract and the parties should consult legal and tax or other counsel before signing said lease agreement. **This proposal shall expire at 5:00PM on December 17, 2018.** All other prior proposals are void.

Sincerely,

Murray Square Investments, Ltd., a Colorado limited partnership
By: Murray Square Investments, Inc., its General Partner



By: _____
John D. Wickliff, President

AGREED AND ACCEPTED THIS
_____ DAY OF _____, 2018.

Pikes Peak Library District

By: _____
Name: _____
Title: _____

Rockrimmon Community Library – Lease Extension

In 1989, the District entered into a real estate lease agreement to lease space located at 832 Village Center Dr, Colorado Springs, CO for was is currently known as the Rockrimmon Community Library. Currently, the facility has 8,668 square feet. The lease, as amended, expires 12/31/2019.

District staff has worked with the Landlord to develop the terms included in the attached 5th Amendment To Lease. Some of the more significant terms include:

1. The monthly rent for 2020 will be \$14,569.46, which is unchanged from 2019. The annual rent for 2020 will be \$174,833.52. The increase in monthly rent from one year to the next starting in 2021 is 2%.
2. The term is for 5 years, expiring on 12/31/2024.
3. The amendment includes one month of free rent, equal to \$14,569.46.
4. The amendment includes a non-appropriation clause so that it is in compliance with TABOR.
5. The amendment includes a 5 year renewal option.

The terms of the lease amendment were discussed with the District's Internal Affairs Committee, and we believe the terms of the amendment incorporates the direction given by this committee.

Recommendation

Management recommends the Board of Trustees approve the terms of the 5th Amendment To Lease for the Rockrimmon Community Library as discussed above.

FIFTH AMENDMENT TO LEASE

THIS FIFTH AMENDMENT TO LEASE (the "Fifth Amendment") dated for reference purposes only as November _____ 2018, by and between **Monitor Rockrimmon, LLC, a Colorado limited liability company**, (hereinafter referred to as "Landlord") and **Pikes Peak Library District** (hereinafter referred to as "Tenant").

WITNESSETH:

WHEREAS, Landlord and Tenant entered into that certain Lease for reference purposes only dated May 25, 1989, and First Lease Amendment/Extension Agreement dated March 8, 1995, Second Amendment of Lease Agreement dated December 13, 1999, Third Amendment to lease dated July 28, 2003 and Fifth Amendment to Lease dated September 16, 2014. (the "Lease"), with respect to the premises located at Safeway at Rockrimmon, 832 Village Center Drive, Colorado Springs, Colorado, consisting of approximately 8,668 square feet (the "Leased Premises"), and

WHEREAS the aforementioned Lease was and is due to expire by its own terms on December 31, 2019, and

WHEREAS, Landlord and Tenant now desire to amend the Lease, and specify certain changes to the terms and conditions of the Lease.

NOW, THEREFORE, the parties for good and valuable consideration, the receipt of which is hereby acknowledged, agree as follows:

1. RECITALS. The foregoing recitals are true and correct and incorporated herein by this reference.
2. DEFINED TERMS. All capitalized terms not specifically defined herein shall have the meanings set forth in the Lease.
3. LEASE TERM ADJUSTMENT. Upon full execution of this Fifth Amendment to Lease, the Lease Term for the Leased Premises, 832 Village Center Drive, shall commence on January 1, 2020 and shall expire on the 31st day of December 2024.
4. RENTAL. Tenant covenants and agrees to pay a reserved base rent for the Leased Premises, consisting of approximately 8,668 square feet, during the Lease term:

<u>Months</u>	<u>Rent/Month</u>	<u>Annual Base Rent per Rentable Square Foot</u>
01/1/20-12/31/20	\$14,569.46	\$20.17 + NNN
01/1/21-12/31/21	\$14,860.85	\$20.57 + NNN
01/1/22-12/31/22	\$15,158.07	\$20.98 + NNN
01/1/23-12/31/23	\$15,461.23	\$21.40 + NNN
01/1/24-12/31/24	\$15,770.46	\$21.83 + NNN

Tenant shall keep in strict confidence and shall not divulge the existence, contents or provisions of this Lease to anyone other than an officer, agent, employee, director, shareholder, lawyer, consultant, accountant or auditor of Tenant without the prior written consent of Landlord, unless ordered by a court of competent jurisdiction or required by applicable law. A breach of the foregoing covenant of confidentiality shall be deemed a material breach and event of default under the Lease, subjecting Tenant to any and all of Landlord's rights and remedies available in the event of nonpayment of rent. This covenant of confidentiality shall survive the expiration of the Lease and any amendment thereto.

5. OPERATING COSTS CAP. Operating Costs, as defined in Article IV of the Lease, shall be capped at \$4.57 per square foot (3,301.00) for the calendar year 2020 and shall not increase more than .25 per calendar year for the remainder of the lease term.

6. PROPERTY TAXES. Tenant is exempt from paying property taxes as long as El Paso County continues to assess the property based on the Tenant's exempt status.

7. CONDITION OF PREMISES. Landlord delivers to Tenant and Tenant accepts from Landlord the Leased Premises in an as-is, where-is condition and both parties acknowledge that no Landlord's work shall be performed in connection with this Fifth Amendment.

8. RENT ABATEMENT. Upon full execution of the Fifth Amendment Landlord will abate January 2019 base rent in the amount of \$14,569.46 as an extension incentive.

9. RENEWAL OPTION. Provided Tenant is not in default and has performed all of its covenants and obligations hereunder, Tenant shall have the option to extend the Term of this Lease (hereinafter, the "Option") for an additional period. The Option shall be for one (1) period of five (5) years upon the same terms and conditions, at the then current market rate, but not less than the previous year's rent, and upon the following further terms and conditions.

9.1 Tenant shall exercise said Option only by giving written notice to Landlord not later than one hundred eighty (180) days before the expiration of the Lease. Thereafter, Landlord shall advise Tenant within ten (10) business days, of the Base Rent for the Option Period, and Tenant shall then have ten (10) business days within which to revoke in writing its exercise of the Option.

9.2 It is understood and agreed that this Option is personal to Tenant and is not transferable; in the event of any assignment or subleasing of any or all of the Premises said Option shall be null and void.

9.3 Option Addendum. In the event that Tenant shall elect to extend this Lease and shall serve notice of such election, and the rental for the renewed term is fixed, all as herein provided, the parties hereto shall, on expiration of the term hereof, execute an addendum to this Lease setting forth the commencement and termination dates, and the rental to be paid, for the extended term.

10.TABOR AMENDMENT. Landlord and Tenant acknowledge and agree that this Fifth Amendment to Lease shall not constitute a multi-year financial obligation of Tenant under the Tax Payers Bill of Rights ("TABOR") of the Colorado Constitution. Therefore, this Fifth Amendment to Lease is subject to annual appropriations for payment by Tenants Board of Trustees. If such appropriation is not made, the Lease shall terminate, and Tenants obligations will remain identified in Paragraph 13 of the Third Amendment to Lease.

11. MISCELLANEOUS.

a. The Lease as modified herein remains in full force and effect and is hereby ratified by Landlord and Tenant. In the event of any conflict between the Lease and this Fifth Amendment, the terms and conditions of this Fifth Amendment shall control.

b. In the event of any litigation arising out of or in connection with this Fifth Amendment, the prevailing party shall be awarded reasonable attorney's fees, costs and expenses.

c. This Fifth Amendment shall be binding upon executions and inure to the benefit of the parties hereto and their heirs, personal representatives, successors and assigns.

d. This Fifth Amendment contains the entire agreement of Landlord and Tenant with respect to the subject matter hereof and may not be amended or modified except by an instrument executed in writing by Landlord and Tenant.

e. Except as expressly provided herein, Tenant has not assigned or transferred any interest in the lease and has full power and authority to execute this Agreement.

f. Tenant has no known claims of any kind of nature against Landlord arising from or under the Lease and there are no agreements between Landlord and Tenant other than the Lease as amended by this Fifth Amendment.

IN WITNESS WHEREOF, the parties have executed this Fifth Amendment to Lease as of the date set by their signature below. This Fifth Amendment shall be deemed effective upon delivery of a fully executed copy hereof to both parties.

LANDLORD:

Monitor Rockrimmon, LLC, a Delaware limited liability company

By: Ismet Sahin

Its: Managing Member

Signature: _____

Dated this ____ day of _____, 2014

TENANT:

Pikes Peak Library District

By: _____

Its: _____

Signature: _____

Dated this ____ day of _____, 2014