



**PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES**  
**MAY 8, 2018, 4 PM**  
**EAST LIBRARY**

- I. CALL TO ORDER
- II. ITEMS TOO LATE FOR THE AGENDA
- III. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- IV. CORRESPONDENCE AND COMMUNICATIONS
  - A. Minutes (p. 1)
  - B. Correspondence
  - C. Events & Press Clippings (p. 7)
  - D. Presentation: Education Resource Center: ERC Librarian Joy Fleishhacker
- V. REPORTS
  - A. Friends of the Pikes Peak Library District Report (p. 9)
  - B. Pikes Peak Library District Foundation Report (p. 10)
  - C. 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
  - D. Financial Report (M. Varnet) (p. 11)
  - E. Public Services Report (T. Blevins, L. Proctor) (p. 27)
  - F. Circulation Report (J. Spears) (p. 29)
  - G. Chief Librarian's Report (J. Spears)
- VI. BUSINESS ITEMS
  - A. Consent Items: Decision 18-5-1 (p. 31)  
*Consent items shall be acted upon as a whole, unless a specific item is called for discussion. Any item called for discussion shall be acted upon separately as "New Business".*
  - B. Unfinished Business
  - C. New Business
    - 1. Amendment to Chief Librarian's Goals for 2018: 18-5-2 (K. Clayton) (p. 32)
    - 2. Suspension Policy: Decision 18-5-3 (J. Spears) (p. 33)
    - 3. Vendor for Voice Switch: Discussion (J. Spears, Rich Peters)
- VII. ADJOURNMENT

**MINUTES**  
**PIKES PEAK LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING**  
**April 10, 2018**  
**4 pm**  
**Sand Creek Branch Library**

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Vice President Wayne Vanderschuere

**PIKES PEAK LIBRARY DISTRICT STAFF and OTHERS PRESENT**

Chief Librarian & CEO John Spears, Director of Library Services Tim Blevins, Chief Development Officer & Foundation Executive Officer Dolores Cromeens, Regional Manager Michael Doherty, Old Colorado City Branch Manager Janina Goodwin, Friends of Pikes Peak Library District Board President Dora Gonzales, El Paso County Commissioner Longinos Gonzalez, Assistant to the Chief Librarian Sue Hammond, Chief HR & OD Officer Sally Jensen, Senior Library Associate Keagan Kellogg, Administrative Assistant Colleen Lark, El Paso County Commissioner Peggy Littleton, Chief Information Officer Richard Peters, Director of Branches Lynne Proctor, Jrace Rider, Senior Library Associate – Studio Terry Josiah Sharpe, Regional Manager Abby Simpson, Adult Services Manager Antonia Krupicka-Smith, Chief Facilities Management Officer Gary Syling, Caleb Taylor, Chief Financial Officer Michael Varnet, Finance Specialist Merry Zumwalt

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**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**CALL TO ORDER**

President Owings called the April 10, 2018 meeting of the Pikes Peak Library District Board of Trustees to order at 4:03 p.m.

**ITEMS TOO LATE FOR THE AGENDA**

There were no items to add to the agenda.

**PUBLIC COMMENT**

There was no public comment.

## **CORRESPONDENCE AND COMMUNICATIONS**

### **Minutes**

The minutes of the March 13, 2018 meeting of the Board of Trustees were presented for review.

**Motion:** Cathy Grossman moved to approve the minutes of the March 13, 2018 meeting of the Board of Trustees as presented.

**Second:** The motion was seconded by Keith Clayton.

**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.

### **Presentation**

Sand Creek staff members Keagan Kellogg and TerryJosiah Sharpe performed an original song thanking the Board for their role in the creation of the makerspace and recording studio at Sand Creek Branch Library. The Board joined in and sang the chorus! An audio montage of recording studio projects produced by Sand Creek patrons was also presented. Since the makerspace and recording studio at Sand Creek opened in the fall of 2017, two hundred and fifty patrons have been through orientation to use the equipment.

## **REPORTS**

### **Friends of the Pikes Peak Library District**

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends of the Pikes Peak Library District Board of Directors President Dora Gonzales reported that the Friends Board recently completed a strategic planning retreat focusing on growth, change, diversity and communications. Two new members have joined the Friends Board of Directors – Beverly Felton and Daryl Trujillo. The PPLD Friends Liaison position will be transitioning from Dolores Cromeens to Lynne Proctor.

## **Pikes Peak Library District Foundation**

The PPLD Foundation Report was included in the Board packet. Dolores Cromeens reported that her position has been posted. The Foundation Board will be preparing for Colorado Gives Day at their May meeting.

## **Board Reports**

### **Governance Committee**

The Governance Committee did not have a report.

### **Internal Affairs Committee**

Internal Affairs Committee member Debbie English reported that the Committee met on March 30, 2018. At that time the Committee reviewed the proposal for the elimination of fines on overdue print and audio-visual materials. Chief Facilities Management Officer Gary Syling provided the Committee with an update on plans for work at the Penrose Complex that include improvements to Knights of Columbus Hall, the addition of 3 offices and desk changes at Penrose, and a meeting room on the Penrose lower level.

### **Public Affairs Committee**

The Public Affairs Committee did not have a report.

### **Board President**

- President Owings requested that Board members sign up for divisions and locations for the 2018 Adopt-a-Trustee program.
- President Owings represented the Board at the 5<sup>th</sup> Congressional District Art Awards Ceremony at Library 21c.
- President Owings worked with Chief Librarian Spears to draft a response to an editorial that the *Gazette* editorial board published on March 29, 2018.
- President Owings and Chief Librarian Spears met with concerned citizen Dale Stamp to discuss his concerns about Penrose Library. She pointed out the role of the Library in creating community conversations and working with the entire community to address the issues surrounding homelessness in our region.

## **Financial Report**

The financial report for the period ending February 28, 2018 was included in the Board packet. Chief Financial Officer Michael Varnet reported that the 2018 budget is tracking well with previous years. Mr. Varnet noted that the annual audit of the District's financial records is currently in progress.

## **Public Services Report**

Director of Library Services Tim Blevins reported that staff members Heather Johnson and Antonia Krupicka-Smith created great community dialog – mostly positive – through a passive program related to the national Race Card Project.

Mr. Blevins noted that Sonoma County Public Library in California wishes to model PPLD's documentation of the 2012 and 2013 fires as they seek to document the natural disasters that have impacted their citizens.

Jenny Pierce has been hired to fill the Collection Management Manager position.

Director of Branches Lynne Proctor announced the new Regional Library Managers:

- Michael Doherty: West Region (PE, OL, CH, MA, UT, Mobile Libraries)
- Hillary Dodge: North Region (21c, MO, PA, RO, HI)
- Abby Simpson: East Region (EA, SA, HO, FO)

## **Circulation Report**

The Circulation Report was included in the Board packet.

## **Chief Librarian's Report**

Chief Librarian Spears noted that April 8-14, 2018 is National Library Week. He recognized and thanked the communities in the District that have passed proclamations for National Library Week – Colorado Springs, Fountain, Monument – and he thanked Regional Manager Abby Simpson for working with municipal governments on the proclamations.

Mr. Spears reported that the proposed modular branch facility in Calhan is coming along. PPLD is working with the Calhan School District on the project and the School District has identified a site. In exchange for the lease on the property, PPLD must erect a fence for the School District. Talks with Ellicott School District 22 have begun as well.

Mr. Spears recapped recent events related to an article in the *Colorado Springs Business Journal* on March 16, 2018, "Downtown businesses want tougher approaches to panhandling, homeless issues", and a *Gazette* editorial on March 29, 2018, "Budget hawk challenges library spending".

In the *CSBJ* article Mr. Dale Stamp is quoted, "The library has become a homeless shelter." Mr. Stamp suggested that Penrose Library be relocated and the current building repurposed as a solution to the homeless presence in the downtown area. Mr. Spears and President Owings met with Mr. Stamp and were able to reach common ground with the understanding that homelessness is a community issue that needs to be addressed by the entire community.

Mr. Spears and President Owings drafted a response to the *Gazette's* March 29 editorial and that letter was published in the *Gazette* on April 2, 2018. The editorial and the letter received many comments and letters - all looking favorably on PPLD. It was noted that

several hours after the March 29 editorial initially appeared, the *Gazette* editorial staff amended the editorial, softening the original affront to PPLD.

Both Mr. Spears and President Owings see these recent developments as opportunities for PPLD to educate the community about what PPLD has to offer, bringing a broad awareness of what we do, why we do what we do, and how we are relevant to most members of our widely diverse community. PPLD is definitely everyone's library. However, Mr. Spears noted that a big question for PPLD to consider is how the Library can be a resource to those in the community who can afford to and do purchase/access the resources that we are offering for free – how can PPLD serve those individuals?

Facts & Figures for 2017 was distributed at the meeting. Facts & Figures is strictly a statistical report and does not report impacts. Chief Librarian Spears noted that many of the numbers are going down, stating that public libraries across the nation are grappling with how to quantify the impact that they do have on their communities while continuing to meet the needs of State Libraries to report pure numbers. PPLD is currently involved in the Public Library Association's Project Outcome which is creating ways for libraries to measure and track outcomes and impacts to library users. Chief Finance Officer Varnet went over some of the key statistics in the report.

## **BUSINESS ITEMS**

### **Decision 18-4-1: Consent Items**

Consent Items Presented:

1. New Hires

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

**Second:** Scott Taylor seconded the motion.

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

## **Unfinished Business**

### **Decision 18-4-2: Elimination of Overdue Fines**

With an end goal of eliminating barriers to library use, a PPLD staff team began researching the elimination of overdue fines in 2016. The team found that the elimination of overdue fines is a trend in libraries across the nation. Fines on juvenile and teen materials were eliminated in January 2017. The elimination of fines has not had a negative impact on return rates for these library materials and often allows those patrons with the greatest need to come back to and continue visiting the library. The elimination of overdue fines on print and audio-visual materials will also allow Library staff to focus more on customer service as opposed to account resolution. Fines account for about 0.6% of PPLD's total budget. The team's recommendation is to eliminate overdue fines for all print and audio-visual materials. Fees for lost and damaged materials will continue to be charged.

**Motion:** Cathy Grossman moved that the Board of Trustees approve the implementation of a change to current policy which will permanently discontinue the practice of charging late or overdue fines on all print and audio-visual items.

**Second:** Mina Liebert seconded the motion.

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

### **New Business**

There was no new business on the agenda.

### **ADJOURNMENT**

There being no further business to conduct, President Owings adjourned the meeting at 5:46 p.m.

*Mina Liebert joined the meeting at 4:07 pm*

*Terry Josiah Sharpe left the meeting at 4:55 pm*

*Longinos Gonzalez left the meeting at 5:00 pm*

*Jrace Rider left the meeting at 5:40 pm*

## Upcoming Events, Press Clippings. Podcasts May 8, 2018

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

### May Highlights

Libraries a great community asset; Library's incredible resources; Not everyone has disposable income; Many free programs for children; Expand library's reach; Only those with deep pockets; Not just exchanging books (various letters to *Colorado Springs Gazette*; April 3, 4, 9, 11, and 16)

Bernie Margolis remembered as a fierce advocate (*Albany Times Union*; April 16, 2018)

Shame on library critics (*Ranchland News*; April 12, 2018)

Nature writer Mary Taylor Young to be honored with Frank Waters Award in Colorado Springs (*Colorado Springs Gazette*; April 6, 2018)

91.5 KRCC and Pikes Peak Library District Host StoryCorps (KRCC, April 3; 2018)

PPLD's 'First 100 Days' exhibit comes to Rockrimmon Library (*Woodmen Edition*; April 4, 2018)

Responses to question posted to PPLD's Facebook page: "Why are libraries important to you?" (April 2018)

Making the Community Stronger (*Voice of Youth Advocates*; April 2018)

Mobile library drives home literacy (*Schriever Sentinel*; March 29, 2018)

Woodmen Kids Corner (*Woodmen Edition*; March 14, 2018)

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### Press Clippings

Libraries a great community asset; Library's incredible resources; Not everyone has disposable income; Many free programs for children; Expand library's reach; Only those with deep pockets; Not just exchanging books (various letters to *Colorado Springs Gazette*; April 3, 4, 9, 11, and 16)

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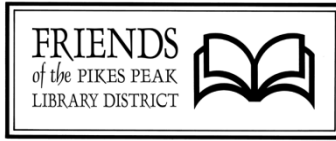
Mobile library drives home literacy (*Schriever Sentinel*; March 29, 2018)

Woodmen Kids Corner (*Woodmen Edition*; March 14, 2018)

### **Recent PPLD TV Productions**

2018 Business Resource Fair (produced by Jamey Hastings)

PPLD Mountain of Authors 2018 Promo (produced by Jamey Hastings)



*Mission: To support, preserve, and promote the Pikes' Peak Library District's role in the community.*

*Vision: Every person in our community values the critical role of the Pikes Peak Library District for the common good.*

**May 8, 2018**

**Online Book Sales Year to Date:**

No updated online book sale report at this time.

**Literary Awards**—good attendance

Thank you to Board of Trustees and PPLD staff for attending. Friends of PPLD appreciates your support.

**Latina Voices** is in the planning stages. Date for event is September 22, 2018 at Library 21c.



The May 1 Board of Directors meeting will include the single largest Distribution Request for a financial quarter, over \$900,000. This larger than usual request reflects upcoming Capital projects including East, Penrose and Library 21C. These funds have grown since 2013 from a combination of ongoing donations and interest revenues.

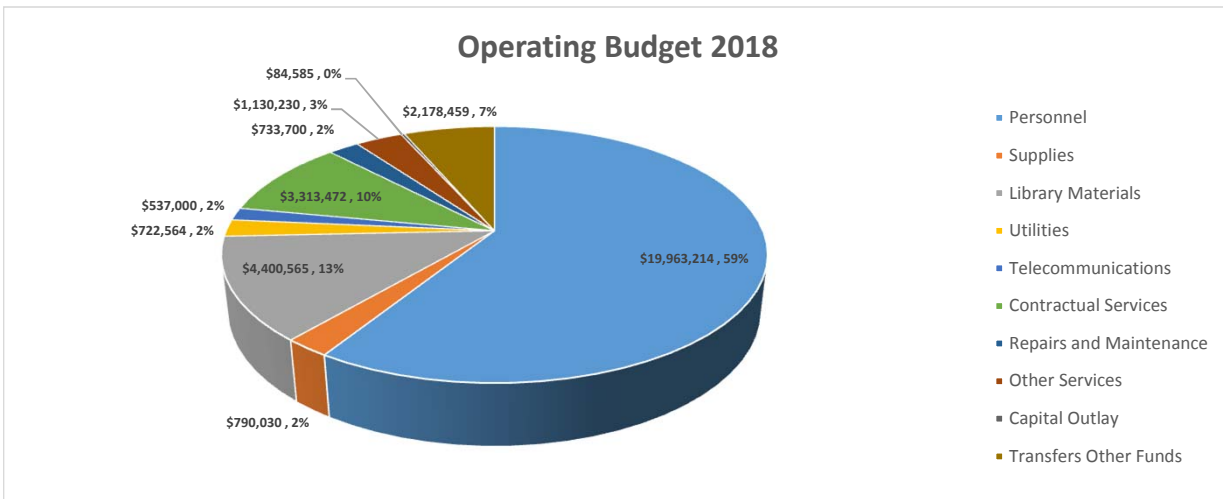
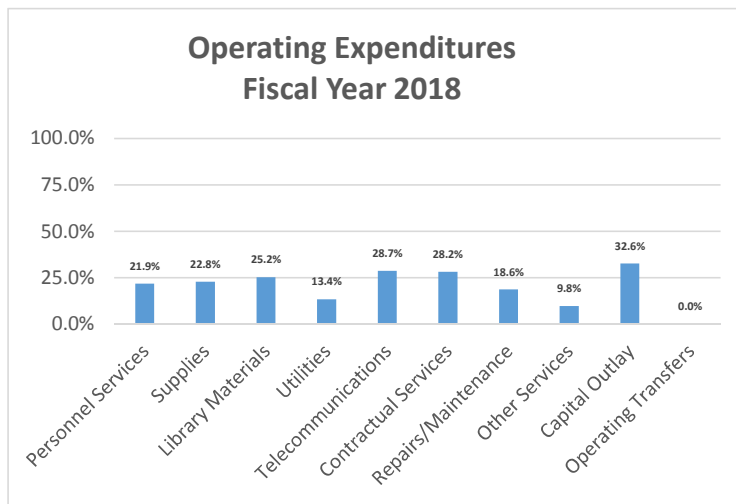
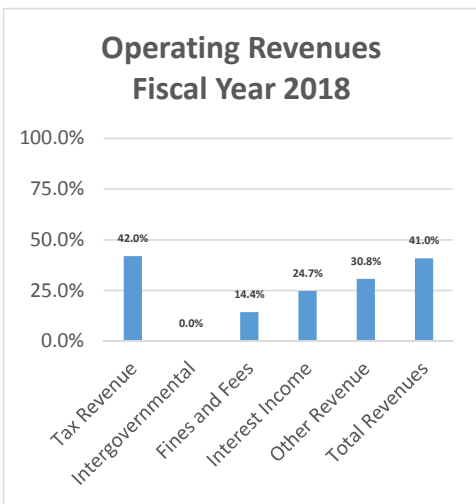
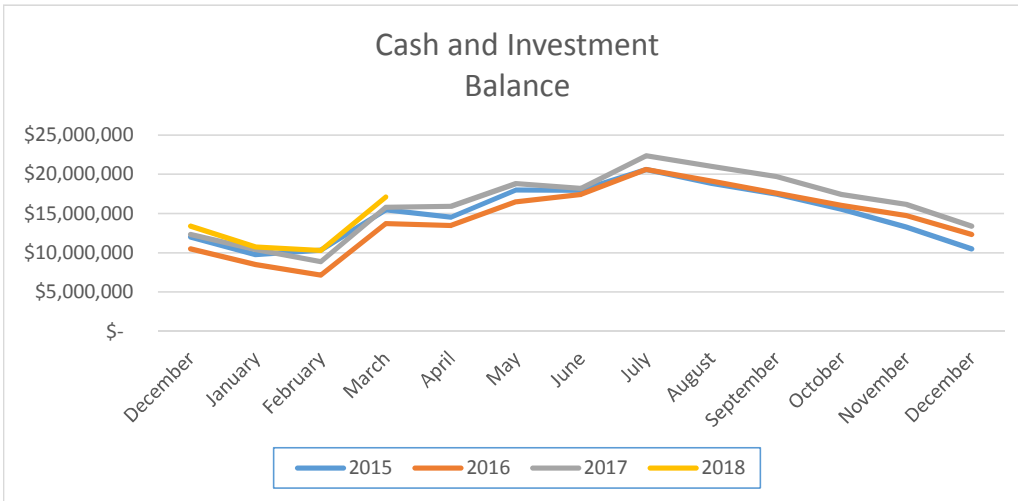
The Foundation's Sams.gov registration was renewed for another year. Allowing PPLD to be eligible to receive federal funding from IMLS (Institute of Museum and Library Services) grants.

Staff continues to receive pledges for donated food from several local food providers. The substantial donations will help serve up to 300 family and friends of graduating adult learners at this year's Adult Education Celebration to be held on May 24 at 6 p.m.

The PPLD Foundation's Facebook page will most likely suspend postings in light of anticipated new directions coming from the Communications Department. The majority of Foundation posts are usually related shares from other library pages (internal and external) and library events.

# Pikes Peak Library District Financial Dashboard

March 2018



# **Pikes Peak Library District**

## **March 2018 Financial Report**

Presented to Board of Trustees May 8, 2018

**Pikes Peak Library District  
 General Fund Summary  
 For the Three-Month Period Ended March 31,**

| General Fund             | Year-To-Date         |                      |                   |             | Notes |
|--------------------------|----------------------|----------------------|-------------------|-------------|-------|
|                          | 2018                 | 2017                 | Change            | % Chg.      |       |
| <b>Revenues</b>          |                      |                      |                   |             |       |
| Property Taxes           | \$ 12,007,898        | \$ 11,462,820        | \$ 545,078        | 4.8%        |       |
| Specific Ownership Taxes | 784,450              | 826,997              | (42,547)          | -5.1%       |       |
| Fines and Fees           | 31,826               | 85,155               | (53,329)          | -62.6%      | 1     |
| Interest Income          | 51,958               | 27,319               | 24,639            | 90.2%       | 2     |
| Other Revenue            | 258,165              | 222,109              | 36,056            | 16.2%       |       |
| <b>Total Revenues</b>    | <b>\$ 13,134,297</b> | <b>\$ 12,624,400</b> | <b>\$ 509,897</b> | <b>4.0%</b> |       |

- 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.

Pikes Peak Library District  
Statement of Revenues  
General Fund  
Period 01/01/2018 - 03/31/2018

Percent of Year 25.0%

| <u>Account Description</u>         | <u>2018 Budget</u>   | <u>YTD Actual</u>    | <u>Variance</u>      | <u>% Used</u> |
|------------------------------------|----------------------|----------------------|----------------------|---------------|
| <b>Tax Revenue</b>                 |                      |                      |                      |               |
| Property Taxes - Current           | \$ 27,082,219        | \$ 12,052,459        | \$ 15,029,760        | 44.5%         |
| Property Taxes-Abatement           | (110,000)            | (49,408)             | (60,592)             | 44.9%         |
| Property Taxes - Omitted           | 4,000                | 189                  | 3,811                | 4.7%          |
| Property Taxes - Delinquent        | 15,000               | 4,192                | 10,808               | 27.9%         |
| Penalty/Interest-Del Property      | 33,000               | 466                  | 32,534               | 1.4%          |
| Specific Ownership Taxes           | 3,400,000            | 784,450              | 2,615,550            | 23.1%         |
| Local Gov In Lieu Of Tax           | 10,500               | -                    | 10,500               | 0.0%          |
| <b>Total Tax Revenue</b>           | <b>30,434,719</b>    | <b>12,792,348</b>    | <b>17,642,371</b>    | <b>42.0%</b>  |
| <b>Intergovernmental</b>           |                      |                      |                      |               |
| Federal - eRate Funding            | 225,000              | -                    | 225,000              | 0.0%          |
| State Grant - Library Materials    | 145,000              | -                    | 145,000              | 0.0%          |
| <b>Total Intergovernmental</b>     | <b>370,000</b>       | <b>-</b>             | <b>370,000</b>       | <b>0.0%</b>   |
| <b>Fines and Fees</b>              |                      |                      |                      |               |
| Fines And Fees                     | 220,800              | 31,826               | 188,974              | 14.4%         |
| <b>Interest Income</b>             |                      |                      |                      |               |
| Interest Earnings                  | 210,000              | 51,958               | 158,042              | 24.7%         |
| <b>Other Revenue</b>               |                      |                      |                      |               |
| Donations-PPLD Foundation          | 659,725              | 226,859              | 432,866              | 34.4%         |
| Donations - Civic Organization     | 15,000               | -                    | 15,000               | 0.0%          |
| Donations - Other Categories       | 20,000               | 146                  | 19,854               | 0.7%          |
| Copier Charges                     | 36,600               | 9,767                | 26,833               | 26.7%         |
| Patrn Mgmt System Printer          | 48,400               | 10,667               | 37,733               | 22.0%         |
| Parking Lot Collections            | 34,000               | 6,568                | 27,432               | 19.3%         |
| Merchandise Sales                  | 4,800                | 957                  | 3,843                | 19.9%         |
| Miscellaneous                      | 15,200               | 3,136                | 12,064               | 20.6%         |
| Sales Of Assets - Gen Capital      | 4,200                | 65                   | 4,135                | 1.5%          |
| <b>Total Other Revenue</b>         | <b>837,925</b>       | <b>258,165</b>       | <b>579,760</b>       | <b>30.8%</b>  |
| <b>Total General Fund Revenues</b> | <b>\$ 32,073,444</b> | <b>\$ 13,134,297</b> | <b>\$ 18,939,147</b> | <b>41.0%</b>  |

**Pikes Peak Library District  
General Fund Summary  
For the Three-Month Period Ended March 31,**

| General Fund                       | Year-To-Date        |                     |                   |              | Notes |
|------------------------------------|---------------------|---------------------|-------------------|--------------|-------|
|                                    | 2018                | 2017                | Change            | % Chg.       |       |
| <b>Expenditures</b>                |                     |                     |                   |              |       |
| Personnel                          | \$ 4,365,213        | \$ 3,820,758        | \$ 544,455        | 14.2%        | 1     |
| Supplies                           | 178,073             | 119,546             | 58,527            | 49.0%        | 2     |
| Library Materials                  | 1,107,636           | 1,143,073           | (35,437)          | -3.1%        |       |
| Utilities                          | 97,222              | 100,442             | (3,220)           | -3.2%        |       |
| Telecommunication costs            | 145,679             | 101,464             | 44,215            | 43.6%        | 3     |
| Contractual Services               | 931,883             | 884,455             | 47,428            | 5.4%         |       |
| Repairs and Maintenance            | 146,064             | 108,791             | 37,273            | 34.3%        | 4     |
| Other Services                     | 111,081             | 95,971              | 15,110            | 15.7%        |       |
| Capital Outlay                     | 27,610              | 22,852              | 4,758             | 20.8%        |       |
| Operating Transfers To Other Funds | -                   | -                   | -                 | 0.0%         |       |
| <b>Total Expenditures</b>          | <b>\$ 7,110,461</b> | <b>\$ 6,397,352</b> | <b>\$ 713,109</b> | <b>11.1%</b> |       |

- 1 The balance under Personnel Services for 2018 is reflective of all pay adjustments (hourly rate adjustments) made during 2017 as a result of the compensation study.
- 2 General supplies, software supplies, office supplies and other operating supplies each are higher in 2018 due to regular operating purposes. Positions are being filled in 2018 that were identified in the compensation study and the 2018 budget meaning there is simply more activity in 2018.
- 3 Data telecommunications costs have been paid earlier during 2018 than they were during the first 3 months of 2017.
- 4 During 2018, a total of \$27,500 was paid for maintenance agreements related to RFID equipment. This was paid later in the year during 2017.



Pikes Peak Library District  
Statement of Expenditures  
General Fund  
Period 01/01/2018 - 03/31/2018

Percent of Year 25.0%

| Account Description             | 2018 Budget       | YTD Actual       | Available Budget  | % Used       |
|---------------------------------|-------------------|------------------|-------------------|--------------|
| <b>Personnel Services</b>       |                   |                  |                   |              |
| Regular Employees               | \$ 15,835,397     | \$ 3,262,658     | \$ 12,572,739     | 20.6%        |
| Temporary Employees             | 51,934            | 3,589            | 48,345            | 6.9%         |
| Substitute Employees            | 191,529           | 97,874           | 93,655            | 51.1%        |
| Work-Study And Internship       | 30,439            | 460              | 29,979            | 1.5%         |
| Social Security Contributions   | 1,096,789         | 246,214          | 850,575           | 22.4%        |
| Retirement Contributions        | 831,126           | 205,804          | 625,322           | 24.8%        |
| Health Plan Contributions       | 1,650,000         | 451,362          | 1,198,638         | 27.4%        |
| Unemployment Compensation       | 45,000            | 12,069           | 32,931            | 26.8%        |
| Workers Compensation            | 85,000            | 58,981           | 26,019            | 69.4%        |
| Vision Plan Ins Contributions   | 55,000            | 12,238           | 42,762            | 22.3%        |
| Life A&D Ins Contributions      | 51,000            | 13,964           | 37,036            | 27.4%        |
| Tuition Reimbursement           | 40,000            | -                | 40,000            | 0.0%         |
| <b>Total Personnel Services</b> | <b>19,963,214</b> | <b>4,365,213</b> | <b>15,598,001</b> | <b>21.9%</b> |
| <b>Supplies</b>                 |                   |                  |                   |              |
| General Supplies                | 190,344           | 44,157           | 146,187           | 23.2%        |
| Microform Supplies              | 2,450             | -                | 2,450             | 0.0%         |
| Software Purchases              | 252,000           | 70,364           | 181,636           | 27.9%        |
| Computer Supplies               | 36,000            | 6,302            | 29,698            | 17.5%        |
| Processing Supplies             | 95,000            | 9,255            | 85,745            | 9.7%         |
| Office Supplies                 | 145,350           | 31,178           | 114,172           | 21.5%        |
| Other Supplies                  | 58,386            | 16,817           | 41,569            | 28.8%        |
| <b>Total Supplies</b>           | <b>779,530</b>    | <b>178,073</b>   | <b>601,457</b>    | <b>22.8%</b> |
| <b>Library Materials</b>        |                   |                  |                   |              |
| Audio-Visual Materials          | 808,300           | 141,968          | 666,332           | 17.6%        |
| Books                           | 1,424,679         | 302,468          | 1,122,211         | 21.2%        |
| E-Materials                     | 1,308,000         | 326,918          | 981,082           | 25.0%        |
| Library Materials - Other       | 261,000           | 47,804           | 213,196           | 18.3%        |
| Microforms                      | 5,000             | -                | 5,000             | 0.0%         |
| Periodicals                     | 110,250           | 89,263           | 20,987            | 81.0%        |
| Serials                         | 28,000            | 10,760           | 17,240            | 38.4%        |
| Databases - On-Line Services    | 455,336           | 187,145          | 268,191           | 41.1%        |
| Memorial Materials              | -                 | 1,310            | (1,310)           | 100.0%       |
| <b>Total Library Materials</b>  | <b>4,400,565</b>  | <b>1,107,636</b> | <b>3,292,929</b>  | <b>25.2%</b> |
| <b>Utilities</b>                |                   |                  |                   |              |
| Gas                             | 103,558           | 19,327           | 84,231            | 18.7%        |
| Electric                        | 509,688           | 71,381           | 438,307           | 14.0%        |
| Water And Sewer                 | 110,602           | 6,514            | 104,088           | 5.9%         |
| <b>Total Utilities</b>          | <b>723,848</b>    | <b>97,222</b>    | <b>626,626</b>    | <b>13.4%</b> |
| <b>Telecommunications</b>       |                   |                  |                   |              |
| Data Telecommunications         | 356,000           | 130,996          | 225,004           | 36.8%        |

Pikes Peak Library District  
Statement of Expenditures  
General Fund  
Period 01/01/2018 - 03/31/2018

Percent of Year 25.0%

| Account Description                  | 2018 Budget      | YTD Actual     | Available Budget | % Used       |
|--------------------------------------|------------------|----------------|------------------|--------------|
| Voice Telecommunications             | 70,000           | 11,555         | 58,445           | 16.5%        |
| Cellular Telecommunicati             | 76,000           | 3,128          | 72,872           | 4.1%         |
| Telecommunications Expansion         | 5,000            | -              | 5,000            | 0.0%         |
| <b>Total Telecommunications</b>      | <b>507,000</b>   | <b>145,679</b> | <b>361,321</b>   | <b>28.7%</b> |
| <b>Contractual Services</b>          |                  |                |                  |              |
| Janitorial Services                  | 282,000          | 68,895         | 213,105          | 24.4%        |
| Carpet Cleaning Services             | 117,000          | 26,753         |                  |              |
| Rental-Library Facilitie             | 556,434          | 139,914        | 416,520          | 25.1%        |
| Common Area Mntn Costs               | 152,485          | 31,273         | 121,212          | 20.5%        |
| Rental-Storage Area                  | 16,800           | 4,050          | 12,750           | 24.1%        |
| Audit                                | 43,500           | -              | 43,500           | 0.0%         |
| Legal                                | 50,000           | 9,881          | 40,119           | 19.8%        |
| Consultant                           | 241,000          | 32,097         | 208,903          | 13.3%        |
| Cataloging                           | 50,600           | 5,191          | 45,409           | 10.3%        |
| Trash Removal                        | 20,819           | 5,269          | 15,550           | 25.3%        |
| Copier Services                      | 51,000           | 23,671         | 27,329           | 46.4%        |
| Courier Services                     | 211,850          | 9,676          | 202,174          | 4.6%         |
| Ins-Not Employee Benefit             | 185,000          | 161,171        | 23,829           | 87.1%        |
| Collection Agency Fees               | 35,000           | 6,534          | 28,466           | 18.7%        |
| Printing                             | 101,200          | 10,402         | 90,798           | 10.3%        |
| Programming                          | 342,404          | 37,179         | 305,225          | 10.9%        |
| Treasurer Fees                       | 402,122          | 180,860        | 221,262          | 45.0%        |
| Microfilming Services                | 19,600           | 7,635          | 11,965           | 39.0%        |
| Computer Support Agreement           | 110,500          | 69,949         | 40,551           | 63.3%        |
| Maintenance-Computer Equipment       | 230,000          | 91,181         | 138,819          | 39.6%        |
| Software Licenses                    | 19,000           | 1,295          | 17,705           | 6.8%         |
| Employee Assistance Program          | 20,000           | 2,471          | 17,529           | 12.4%        |
| Parking                              | 42,375           | 6,536          | 35,839           | 15.4%        |
| <b>Total Contractual Services</b>    | <b>3,300,690</b> | <b>931,883</b> | <b>2,278,560</b> | <b>28.2%</b> |
| <b>Repairs and Maintenance</b>       |                  |                |                  |              |
| Grounds Maintenance                  | 73,500           | 4,734          | 68,766           | 6.4%         |
| Vehicle Operating Supplies           | 57,000           | 17,961         | 39,039           | 31.5%        |
| Maintenance-Equipment                | 365,000          | 96,260         | 268,740          | 26.4%        |
| Repairs-Equipment                    | 119,350          | 5,052          | 114,298          | 4.2%         |
| Repairs-Furniture                    | 31,000           | 8,511          | 22,489           | 27.5%        |
| Repairs-Buildings                    | 137,850          | 13,546         | 124,304          | 9.8%         |
| <b>Total Repairs and Maintenance</b> | <b>783,700</b>   | <b>146,064</b> | <b>637,636</b>   | <b>18.6%</b> |
| <b>Other Services</b>                |                  |                |                  |              |
| Translation Services                 | 2,500            | -              | 2,500            | 0.0%         |
| Advertising                          | 2,750            | -              | 2,750            | 0.0%         |
| Bank And Trustee Fees                | 16,600           | 829            | 15,771           | 5.0%         |
| Information Listing                  | 15,000           | 11,220         | 3,780            | 74.8%        |

Pikes Peak Library District  
Statement of Expenditures  
General Fund  
Period 01/01/2018 - 03/31/2018

Percent of Year 25.0%

| Account Description                       | 2018 Budget          | YTD Actual          | Available Budget     | % Used       |
|---|----------------------|---------------------|----------------------|--------------|
| Mileage/Travel Reimbursemant              | 71,259               | 6,423               | 64,836               | 9.0%         |
| Employee Recruitment                      | 42,500               | 2,186               | 40,314               | 5.1%         |
| Employee Testing                          | 500                  | -                   | 500                  | 0.0%         |
| Dues/Membership/Bus Functions             | 62,126               | 12,661              | 49,465               | 20.4%        |
| Merchandising                             | 5,000                | 92                  | 4,908                | 1.8%         |
| Employee Recognition/Excellence           | 20,525               | 1,983               | 18,542               | 9.7%         |
| Board Of Trustees                         | 3,000                | 562                 | 2,438                | 18.7%        |
| Community Outreach                        | 70,000               | 12,387              | 57,613               | 17.7%        |
| Training                                  | 230,450              | 43,150              | 187,300              | 18.7%        |
| Signage                                   | 8,000                | 575                 | 7,425                | 7.2%         |
| Bindery                                   | 5,000                | 1,295               | 3,705                | 25.9%        |
| Summer Reading Club                       | 44,006               | 5,923               | 38,083               | 13.5%        |
| Patron Reimbursement                      | 1,000                | -                   | 1,000                | 0.0%         |
| Postage                                   | 92,500               | 4,838               | 87,662               | 5.2%         |
| Volunteer Program                         | 5,900                | 243                 | 5,657                | 4.1%         |
| Safety & Wellness                         | 18,500               | 2,921               | 15,579               | 15.8%        |
| Other Grant Designated Fund Exp           | 381,225              | 550                 | 380,675              | 0.1%         |
| Administrative Support                    | 10,500               | -                   | 10,500               | 0.0%         |
| Rental-Equipment                          | 1,000                | 28                  | 972                  | 2.8%         |
| Other Expenses                            | 22,389               | 3,215               | 19,174               | 14.4%        |
| <b>Total Other Services</b>               | <b>1,132,230</b>     | <b>111,081</b>      | <b>1,021,149</b>     | <b>9.8%</b>  |
| <b>Capital Outlay</b>                     |                      |                     |                      |              |
| Buildings                                 | 45,200               | 14,427              | 30,773               | 31.9%        |
| Equipment                                 | 8,000                | 12,994              | (4,994)              | 162.4%       |
| Furniture                                 | 14,600               | -                   | 14,600               | 0.0%         |
| Capital Outlay-Other Expenditures         | 16,785               | 189                 | 16,596               | 1.1%         |
| <b>Total Capital Outlay</b>               | <b>84,585</b>        | <b>27,610</b>       | <b>56,975</b>        | <b>32.6%</b> |
| <b>Operating Transfers to Other Funds</b> |                      |                     |                      |              |
| Fund Transfers Out                        | 2,178,459            | -                   | 2,178,459            | 0.0%         |
| <b>Total Expenditures</b>                 | <b>\$ 33,853,821</b> | <b>\$ 7,110,461</b> | <b>\$ 26,653,113</b> | <b>21.0%</b> |

**Pikes Peak Library District  
Special Revenue Funds  
Period 01/01/2018 - 03/31/2018**

|                                       |                          |
|---------------------------------------|--------------------------|
| <b>Fund Balance - January 1, 2018</b> | \$ 231,580               |
| <b>Expenditures</b>                   | 13,365                   |
| <b>Fund Balance - March 31, 2018</b>  | <u><u>\$ 218,215</u></u> |

**Fund Balance - By Fund March 31, 2018**

|                                     |                          |
|-------------------------------------|--------------------------|
| Annual Fund                         | \$ 212                   |
| Cheyenne Mountain Library Fund      | 812                      |
| Fountain Branch Library Fund        | 11,560                   |
| High Prairie Library Fund           | 168,374                  |
| Sand Creek Library Fund             | 30,772                   |
| 1905 Carnegie Library Facility Fund | 4,374                    |
| Carnegie Garden Support Fund        | 998                      |
| Special Collections Support Fund    | 1,113                    |
|                                     | <u><u>\$ 218,215</u></u> |

Pikes Peak Library District  
 East Library Capital Projects Fund  
 Period 01/01/2018 - 03/31/2018

| Account Description                      | Original Approp    | Carryover          | Revised Budget     | Ytd Expended     | Encumbrances       | Available Budget   |
|--|--------------------|--------------------|--------------------|------------------|--------------------|--------------------|
| <b>Expenditures</b>                      |                    |                    |                    |                  |                    |                    |
| <b>2018 Budget</b>                       |                    |                    |                    |                  |                    |                    |
| Roof Inspection And Repairs              | \$ 3,500           | \$ -               | \$ 3,500           | \$ -             | \$ -               | \$ 3,500           |
| Canvas Roll-Up Awning Mater              | 6,000              | -                  | 6,000              | 3,000            | 3,000              | -                  |
| Replace Public Water Fountains           | 5,200              | -                  | 5,200              | -                | 5,200              | -                  |
| Replace Staff Lounge Blinds              | 5,500              | -                  | 5,500              | 5,358            | -                  | 142                |
| Replace Storytime Room Divider           | 18,000             | -                  | 18,000             | -                | 18,000             | -                  |
| Laminator                                | 2,000              | -                  | 2,000              | 1,795            | -                  | 205                |
| Additional Study Room Chairs             | 3,500              | -                  | 3,500              | -                | -                  | 3,500              |
| Reface Cabinets In Story Offic           | 15,000             | -                  | 15,000             | -                | -                  | 15,000             |
| Tractor Replacement                      | 12,000             | -                  | 12,000             | 9,999            | -                  | 2,001              |
| <b>Sub-Total</b>                         | <b>70,700</b>      | <b>-</b>           | <b>70,700</b>      | <b>20,152</b>    | <b>26,200</b>      | <b>24,348</b>      |
| <b>Carryover From 2017</b>               |                    |                    |                    |                  |                    |                    |
| Water Treatment System                   | -                  | 3,000              | 3,000              | -                | -                  | 3,000              |
| Roof Inspection And Repairs              | -                  | 3,385              | 3,385              | -                | -                  | 3,385              |
| Blinds For Esl Office                    | -                  | 27                 | 27                 | -                | -                  | 27                 |
| Blinds For Erc/Maker Space               | -                  | 959                | 959                | -                | -                  | 959                |
| Window Leak-2nd Floor                    | -                  | 7,500              | 7,500              | -                | -                  | 7,500              |
| Additional Meeting Room Chairs           | -                  | 817                | 817                | -                | -                  | 817                |
| Teen Center-Interior Paint               | -                  | 757                | 757                | -                | -                  | 757                |
| Ea Update Security Equipment             | -                  | 5,000              | 5,000              | -                | -                  | 5,000              |
| Paint Shelves                            | -                  | 945                | 945                | -                | -                  | 945                |
| Mural                                    | -                  | 183                | 183                | -                | -                  | 183                |
| Chair Replacement                        | -                  | 958                | 958                | -                | -                  | 958                |
| It Equipment                             | -                  | 2,071              | 2,071              | -                | -                  | 2,071              |
| <b>Sub-Total</b>                         | <b>-</b>           | <b>25,603</b>      | <b>25,603</b>      | <b>-</b>         | <b>-</b>           | <b>25,603</b>      |
| <b>Total Expenditures</b>                | <b>70,700</b>      | <b>25,603</b>      | <b>96,303</b>      | <b>20,152</b>    | <b>26,200</b>      | <b>49,951</b>      |
| <b>Excess Revenues over Expenditures</b> | <b>\$ (70,700)</b> | <b>\$ (25,603)</b> | <b>\$ (96,303)</b> | <b>(20,152)</b>  | <b>\$ (26,200)</b> | <b>\$ (49,951)</b> |
| <b>Fund Balance - January 1, 2018</b>    |                    |                    |                    | 107,746          |                    |                    |
| <b>Fund Balance - March 31, 2018</b>     |                    |                    |                    | <u>\$ 87,594</u> |                    |                    |

Pikes Peak Library District  
 Penrose Library Capital Projects Fund  
 Period 01/01/2018 - 03/31/2018

| Account Description                      | Original Approp   | Carryover          | Revised Budget     | Ytd Expended       | Encumbrances       | Available Budget   |
|--|-------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>Expenditures</b>                      |                   |                    |                    |                    |                    |                    |
| <b>2018 Budget</b>                       |                   |                    |                    |                    |                    |                    |
| Roof Inspection And Repairs              | \$ 3,500          | \$ -               | \$ 3,500           | \$ -               | \$ -               | \$ 3,500           |
| Penrose entry                            | 2,500             | -                  | 2,500              | -                  | 2,130              | 370                |
| Meeting Room - Lower Level               | 275,000           | -                  | 275,000            | -                  | -                  | 275,000            |
| Additional Power/Data In Readi           | 15,000            | -                  | 15,000             | -                  | -                  | 15,000             |
| Uv Film On Reading Room                  | 13,000            | -                  | 13,000             | -                  | -                  | 13,000             |
| Carpet Repl - Reading Room               | 15,000            | -                  | 15,000             | -                  | -                  | 15,000             |
| Upgrade Two Interior Elevators           | 55,500            | -                  | 55,500             | 24,767             | 24,767             | 5,966              |
| Chiller Replacement                      | 55,000            | -                  | 55,000             | -                  | -                  | 55,000             |
| 27" Laminator                            | 2,500             | -                  | 2,500              | 1,795              | -                  | 705                |
| Hvac Heating Loop & Glycol               | 17,000            | -                  | 17,000             | -                  | -                  | 17,000             |
| Reconfigure Children'S Desk              | 5,000             | -                  | 5,000              | -                  | -                  | 5,000              |
| Furniture Children'S Area                | 7,000             | -                  | 7,000              | -                  | -                  | 7,000              |
| End Caps & Canopies For Shelvi           | 20,000            | -                  | 20,000             | -                  | -                  | 20,000             |
| Koc Renovation                           | 865,000           | -                  | 865,000            | -                  | -                  | 865,000            |
| <b>Sub-Total</b>                         | <b>1,351,000</b>  | <b>-</b>           | <b>1,351,000</b>   | <b>26,562</b>      | <b>26,897</b>      | <b>1,297,541</b>   |
| <b>Carryover From 2017</b>               |                   |                    |                    |                    |                    |                    |
| Building Improvement - Penrose           | -                 | 5,280              | 5,280              | -                  | -                  | 5,280              |
| Roof Inspection And Repairs              | -                 | 2,280              | 2,280              | -                  | -                  | 2,280              |
| Replace Floors In Elevators              | -                 | 108                | 108                | -                  | -                  | 108                |
| Window Caulking                          | -                 | 4,028              | 4,028              | -                  | -                  | 4,028              |
| Roof Maintenance                         | -                 | 985                | 985                | -                  | -                  | 985                |
| Window Blinds For Ea                     | -                 | 236                | 236                | -                  | -                  | 236                |
| Replace Existing Parking Meter           | -                 | 50,000             | 50,000             | -                  | -                  | 50,000             |
| Facade Repair                            | -                 | 350                | 350                | -                  | -                  | 350                |
| Elevator Modernization - Cab             | -                 | 8,914              | 8,914              | -                  | -                  | 8,914              |
| Convert Pea Gravel Walk                  | -                 | 2,000              | 2,000              | -                  | -                  | 2,000              |
| Wood Repairs & Scaffolding               | -                 | 3,430              | 3,430              | -                  | -                  | 3,430              |
| Shelving Signage                         | -                 | 2,000              | 2,000              | -                  | -                  | 2,000              |
| Replace 4 Staff Chairs                   | -                 | 104                | 104                | -                  | -                  | 104                |
| Capital Outlay-Other Expenses            | -                 | 464                | 464                | -                  | -                  | 464                |
| <b>Sub-Total</b>                         | <b>-</b>          | <b>80,179</b>      | <b>80,179</b>      | <b>-</b>           | <b>-</b>           | <b>80,179</b>      |
| <b>Total Expenditures</b>                | <b>1,351,000</b>  | <b>80,179</b>      | <b>1,431,179</b>   | <b>26,562</b>      | <b>26,897</b>      | <b>1,377,720</b>   |
| <b>Sources of Funds</b>                  |                   |                    |                    |                    |                    |                    |
| Fundraising                              | 11,000            | -                  | 11,000             | -                  | -                  | 11,000             |
| Operating Transfer - General Fund        | 1,335,841         | -                  | 1,335,841          | -                  | -                  | 1,335,841          |
| <b>Total Sources of Funds</b>            | <b>1,346,841</b>  | <b>-</b>           | <b>1,346,841</b>   | <b>-</b>           | <b>-</b>           | <b>1,346,841</b>   |
| <b>Excess Revenues over Expenditures</b> | <b>\$ (4,159)</b> | <b>\$ (80,179)</b> | <b>\$ (84,338)</b> | <b>\$ (26,562)</b> | <b>\$ (26,897)</b> | <b>\$ (30,879)</b> |
| <b>Fund Balance - January 1, 2018</b>    |                   |                    |                    | 84,338             |                    |                    |
| <b>Fund Balance - March 31, 2018</b>     |                   |                    |                    | <u>\$ 57,776</u>   |                    |                    |

Pikes Peak Library District  
Library 21c Capital Projects Fund  
Period 01/01/2018 - 03/31/2018

| Account Description                      | Original Approp    | Carryover           | Revised Budget      | Ytd Expended   | Encumbrances        | Available Budget |
|--|--------------------|---------------------|---------------------|----------------|---------------------|------------------|
| <b>Expenditures</b>                      |                    |                     |                     |                |                     |                  |
| <b>2018 Budget</b>                       |                    |                     |                     |                |                     |                  |
| Concrete Walkway Ea To South             | \$ 19,500          | \$ -                | \$ 19,500           | \$ -           | \$ -                | \$ 19,500        |
| Courtyard Improvements                   | 20,000             | -                   | 20,000              | -              | 2,180               | 17,820           |
| Roof Repairs                             | 3,000              | -                   | 3,000               | -              | -                   | 3,000            |
| Ent & Make li Window Treatment           | 9,000              | -                   | 9,000               | -              | -                   | 9,000            |
| Roof Replacement (Fully Adhere           | 60,000             | -                   | 60,000              | -              | -                   | 60,000           |
| New Teen Service Desk                    | 1,200              | -                   | 1,200               | -              | -                   | 1,200            |
| Cafe Table Public Area                   | 19,500             | -                   | 19,500              | -              | 18,949              | 551              |
| Install Additional Can Lights            | 1,200              | -                   | 1,200               | -              | -                   | 1,200            |
| New Display Case With Lighting           | 3,500              | -                   | 3,500               | -              | 3,461               | 39               |
| Av Equipment Maintenance                 | 12,000             | -                   | 12,000              | 268            | 2,500               | 9,232            |
| Increase Stage Size                      | 15,000             | -                   | 15,000              | -              | -                   | 15,000           |
| Studio Noise Mitigation                  | 25,000             | -                   | 25,000              | -              | -                   | 25,000           |
| Venue Led Lighting                       | 10,000             | -                   | 10,000              | -              | -                   | 10,000           |
| Production Music                         | 1,600              | -                   | 1,600               | -              | -                   | 1,600            |
| Public Equipment Eol Replacem            | 4,000              | -                   | 4,000               | 384            | -                   | 3,616            |
| New Public Equipment Inventory           | 4,000              | -                   | 4,000               | 596            | -                   | 3,404            |
| <b>Sub-Total</b>                         | <b>208,500</b>     | <b>-</b>            | <b>208,500</b>      | <b>1,248</b>   | <b>27,090</b>       | <b>180,162</b>   |
| <b>Carryover From 2017</b>               |                    |                     |                     |                |                     |                  |
| Parking Repairs                          | -                  | 7,446               | 7,446               | -              | -                   | 7,446            |
| Install Ceiling Fans In Childr           | -                  | 1,750               | 1,750               | -              | -                   | 1,750            |
| Sound Dampening Of Amh Space             | -                  | 3,000               | 3,000               | -              | -                   | 3,000            |
| Improv Teen Gaming Room                  | -                  | 18,134              | 18,134              | -              | 18,134              | -                |
| Ada Fixtures                             | -                  | 36                  | 36                  | -              | -                   | 36               |
| Audio Booth                              | -                  | 2,000               | 2,000               | -              | -                   | 2,000            |
| Contingency                              | -                  | 35,868              | 35,868              | -              | -                   | 35,868           |
| Staging                                  | -                  | 4,675               | 4,675               | -              | -                   | 4,675            |
| Audio/Lighting                           | -                  | 4,000               | 4,000               | -              | -                   | 4,000            |
| Signage                                  | -                  | 5,000               | 5,000               | -              | -                   | 5,000            |
| Patron Registration                      | -                  | 3,000               | 3,000               | -              | -                   | 3,000            |
| Portable Projectors                      | -                  | 13,000              | 13,000              | -              | -                   | 13,000           |
| Audio Room - Mikes Hanging               | -                  | 1,500               | 1,500               | -              | -                   | 1,500            |
| Munis Record Management Syst             | -                  | 30,000              | 30,000              | -              | -                   | 30,000           |
| <b>Sub-Total</b>                         | <b>-</b>           | <b>129,409</b>      | <b>129,409</b>      | <b>-</b>       | <b>18,134</b>       | <b>111,275</b>   |
| <b>Total Expenditures</b>                | <b>208,500</b>     | <b>129,409</b>      | <b>337,909</b>      | <b>1,248</b>   | <b>45,224</b>       | <b>291,437</b>   |
| <b>Sources of Funds</b>                  |                    |                     |                     |                |                     |                  |
| Donations                                | 167,128            | -                   | 167,128             | -              | -                   | 167,128          |
| <b>Excess Revenues over Expenditures</b> | <b>\$ (41,372)</b> | <b>\$ (129,409)</b> | <b>\$ (170,781)</b> | <b>(1,248)</b> | <b>\$ (124,309)</b> |                  |
| <b>Fund Balance - January 1, 2018</b>    |                    |                     |                     | 177,499        |                     |                  |
| <b>Fund Balance - March 31, 2018</b>     |                    |                     | <b>\$ 176,251</b>   |                |                     |                  |

Pikes Peak Library District  
 Capital Reserve Fund  
 Period 01/01/2018 - 03/31/2018

| Account Description              | Original Approp | Carryover | Revised Budget | Ytd Expended  | Encumbrances  | Available Budget |
|----------------------------------|-----------------|-----------|----------------|---------------|---------------|------------------|
| <b>Expenditures</b>              |                 |           |                |               |               |                  |
| <b>2018 Budget</b>               |                 |           |                |               |               |                  |
| Upgrade Children's Area Lighting | \$ 4,000        | \$ -      | \$ 4,000       | \$ -          | \$ -          | \$ 4,000         |
| DW- Concrete Replacement         | 12,000          | -         | 12,000         | -             | -             | 12,000           |
| DW - Asphalt Repairs             | 15,000          | -         | 15,000         | -             | -             | 15,000           |
| Upgrade Fire System Dialers      | 15,000          | -         | 15,000         | -             | -             | 15,000           |
| Furniture Replacement            | 10,600          | -         | 10,600         | 1,063         | 6,606         | 2,931            |
| Childr&Teen Area Furnit          | 7,000           | -         | 7,000          | -             | -             | 7,000            |
| Bo - Senior Van                  | 125,000         | -         | 125,000        | -             | -             | 125,000          |
| Replace Generator For Bookmobile | 12,500          | -         | 12,500         | -             | -             | 12,500           |
| Contingency                      | 50,000          | -         | 50,000         | 13,789        | 7,097         | 29,114           |
| Contingency - Furniture Replac   | 25,000          | -         | 25,000         | -             | -             | 25,000           |
| Self-Check Stations              | 20,000          | -         | 20,000         | -             | -             | 20,000           |
| Copiers & Printers Repl          | 200,000         | -         | 200,000        | -             | -             | 200,000          |
| Telephone Switches               | 150,000         | -         | 150,000        | -             | -             | 150,000          |
| Dibos And Camera Upgrades        | 42,000          | -         | 42,000         | -             | -             | 42,000           |
| Replace Evanced Room Booking     | 50,000          | -         | 50,000         | -             | -             | 50,000           |
| Av Equip For Audio Visual Dw     | 50,000          | -         | 50,000         | -             | -             | 50,000           |
| Contingency I/T                  | 23,000          | -         | 23,000         | -             | -             | 23,000           |
| Video Projector Repl & Addit     | 5,000           | -         | 5,000          | -             | -             | 5,000            |
| Maker Machinery Purchases        | 13,586          | -         | 13,586         | -             | -             | 13,586           |
| New Machinery                    | 12,932          | -         | 12,932         | -             | -             | 12,932           |
| <b>Sub-Total</b>                 | <b>842,618</b>  | <b>-</b>  | <b>842,618</b> | <b>14,852</b> | <b>13,703</b> | <b>814,063</b>   |

**Carryover From 2017**

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



**Pikes Peak Library District**  
**Capital Reserve Fund**  
**Period 01/01/2018 - 03/31/2018**

| <b>Account Description</b>   | <b>Original Approp</b> | <b>Carryover</b> | <b>Revised Budget</b> | <b>Ytd Expended</b> | <b>Encumbrances</b> | <b>Available Budget</b> |
|------------------------------|------------------------|------------------|-----------------------|---------------------|---------------------|-------------------------|
| Ho-Access Control            | -                      | 2,473            | 2,473                 | -                   | -                   | 2,473                   |
| Mo-Access Control            | -                      | 12,000           | 12,000                | 7,928               | -                   | 4,072                   |
| Ro-Access Control            | -                      | 267              | 267                   | -                   | -                   | 267                     |
| Sa-Access Control            | -                      | 1,100            | 1,100                 | -                   | -                   | 1,100                   |
| Dw- Concrete Replacement     | -                      | 11,560           | 11,560                | -                   | -                   | 11,560                  |
| Dw - Asphalt Repairs         | -                      | 20,973           | 20,973                | -                   | -                   | 20,973                  |
| Mo-Painting                  | -                      | 3,388            | 3,388                 | -                   | -                   | 3,388                   |
| Staff Lounges Improvements   | -                      | 30,000           | 30,000                | 84                  | -                   | 29,916                  |
| Adult Ed Improvements        | -                      | 30,000           | 30,000                | -                   | -                   | 30,000                  |
| Water Management System      | -                      | 25,000           | 25,000                | -                   | -                   | 25,000                  |
| Furniture Replacement        | -                      | 15,036           | 15,036                | -                   | 15,000              | 36                      |
| Standing Workstation-Garage  | -                      | 42               | 42                    | -                   | -                   | 42                      |
| Ho-Study Table & Chairs      | -                      | 43               | 43                    | -                   | -                   | 43                      |
| Mo-Storage Cabinets          | -                      | 634              | 634                   | -                   | -                   | 634                     |
| Mo-Reupholster Mr Chairs     | -                      | 116              | 116                   | -                   | -                   | 116                     |
| Pa-Storage Shed              | -                      | 2,800            | 2,800                 | -                   | -                   | 2,800                   |
| Vehicles                     | -                      | 49,954           | 49,954                | 41,329              | -                   | 8,625                   |
| Bo - Senior Van              | -                      | 75,000           | 75,000                | -                   | -                   | 75,000                  |
| Contingency                  | -                      | 49,621           | 49,621                | -                   | 3,707               | 45,914                  |
| Servers-Replacements         | -                      | 25,000           | 25,000                | -                   | -                   | 25,000                  |
| Maintenance Hard&Soft        | -                      | 13,079           | 13,079                | -                   | -                   | 13,079                  |
| Replace Computers            | -                      | 161,000          | 161,000               | -                   | 100,282             | 60,718                  |
| Technology Refresh (Patrons) | -                      | 68,795           | 68,795                | -                   | -                   | 68,795                  |
| Self-Check Stations          | -                      | 5,876            | 5,876                 | -                   | -                   | 5,876                   |
| Barcode Scanners             | -                      | 15,102           | 15,102                | -                   | -                   | 15,102                  |
| Tipping Point Replacements   | -                      | 5,270            | 5,270                 | -                   | -                   | 5,270                   |
| Firewall Replacement         | -                      | 45,000           | 45,000                | -                   | -                   | 45,000                  |
| Archival Manag System        | -                      | 12,000           | 12,000                | -                   | -                   | 12,000                  |
| Equip Init - Security        | -                      | 58,121           | 58,121                | -                   | -                   | 58,121                  |
| Phone System                 | -                      | 29,768           | 29,768                | -                   | -                   | 29,768                  |
| Children'S Equipment         | -                      | 94,000           | 94,000                | 93,357              | -                   | 643                     |

Pikes Peak Library District  
 Capital Reserve Fund  
 Period 01/01/2018 - 03/31/2018

| Account Description           | Original Approp | Carryover | Revised Budget | Ytd Expended | Encumbrances | Available Budget |
|-------------------------------|-----------------|-----------|----------------|--------------|--------------|------------------|
| Special Collections Equip     | -               | 29,000    | 29,000         | -            | -            | 29,000           |
| Ea Library Tween Computers    | -               | 4,000     | 4,000          | -            | -            | 4,000            |
| Comp & Print Reservation      | -               | 50,000    | 50,000         | -            | -            | 50,000           |
| Telephone System Repl Project | -               | 150,000   | 150,000        | -            | -            | 150,000          |
| Contingency I/T               | -               | 86,050    | 86,050         | -            | -            | 86,050           |
| Upgrades To Avid Liq 7.0      | -               | 1,000     | 1,000          | -            | -            | 1,000            |
| Studio Improvement            | -               | 2,540     | 2,540          | -            | -            | 2,540            |
| Studio Flooring               | -               | 1,259     | 1,259          | -            | -            | 1,259            |
| Equipment Replacement         | -               | 26,000    | 26,000         | -            | -            | 26,000           |
| <b>Sub-Total</b>              | -               | 1,248,867 | 1,248,867      | 142,698      | 118,989      | 987,180          |
| <b>Total Expenditures</b>     | 842,618         | 1,248,867 | 2,091,485      | 157,550      | 132,692      | 1,801,243        |

Sources of Funds

|  |            |                |                |                     |                           |
|--|------------|----------------|----------------|---------------------|---------------------------|
| Operating transfer - General Fund        | \$ 842,618 | \$ -           | \$ 842,618     | -                   | \$ 842,618                |
| <b>Excess Revenues over Expenditures</b> | \$ -       | \$ (1,248,867) | \$ (1,248,867) | \$ (157,550)        | \$ (132,692) \$ (958,625) |
| <b>Fund Balance - January 1, 2018</b>    |            |                |                | 1,254,357           |                           |
| <b>Fund Balance - March 31, 2018</b>     |            |                |                | <u>\$ 1,096,807</u> |                           |

**Pikes Peak Library District  
 Receipts and Disbursements by Cash Account  
 For the Month Ended March 31, 2018**

|                                  | <b>ColoTrust<br/>Investments</b> | <b>US Bank<br/>Checking</b> | <b>Total Cash</b>    |
|----------------------------------|----------------------------------|-----------------------------|----------------------|
| <b>Cash March 1, 2018</b>        | \$ 10,053,242                    | \$ 220,284                  | \$ 10,273,526        |
| <b>Receipts March 2018</b>       |                                  |                             |                      |
| Property Taxes                   | 8,989,213                        | -                           | 8,989,213            |
| Daily Cash Receipts              | -                                | 20,963                      | 20,963               |
| Credit Card Receipts             | -                                | 8,535                       | 8,535                |
| Foundation distribution          | -                                | 226,859                     | 226,859              |
| Interest                         | 23,325                           | -                           | 23,325               |
| <b>Disbursements March 2018</b>  |                                  |                             |                      |
| Payment of Bills week of 3/2/18  | -                                | (68,452)                    | (68,452)             |
| Payment of Bills week of 3/9/18  | -                                | (298,953)                   | (298,953)            |
| Payment of Bills week of 3/16/18 | -                                | (308,660)                   | (308,660)            |
| Payment of Bills week of 3/23/18 | -                                | (220,785)                   | (220,785)            |
| Payment of Bills week of 3/28/18 | -                                | (136,771)                   | (136,771)            |
| Payroll 3/9/2018                 | -                                | (616,768)                   | (616,768)            |
| Payroll 3/23/2018                | -                                | (590,805)                   | (590,805)            |
| End of month payments            |                                  | (191,989)                   | (191,989)            |
| <b>Transfer between funds</b>    | (2,400,000)                      | 2,400,000                   | -                    |
| <b>Cash March 31, 2018</b>       | <u>\$ 16,665,780</u>             | <u>\$ 443,458</u>           | <u>\$ 17,109,238</u> |

## Library Services May 8, 2018

Special Collections staff members Bill Thomas, Erinn Barnes, and Tim Morris taught a full day of classes at the University of Colorado, Colorado Springs (four sections for English 1410). These classes focused on local history research tools and methods while highlighting the role and accessibility of Special Collections as an resource for students to utilize in their academic pursuits. Professor DeLyn Martineau worked with the Special Collections department in the design of this course—requiring students to acquire a PPLD library card and to use at least one book (student’s choice) from the Regional History Series as their text book for the class.

The 3<sup>rd</sup> Human Library, at East Library, was a tremendous success under the leadership and guidance of Heidi Buljung, Bethany Geiger, and Rebecca Operhall who helped in the planning and implementation of the event. Human “books” had nearly 80 checkouts that day. Feedback from “books” and “readers” was plentiful and positive.

Homeschool Science at East Library attracted a crowd of 115 to explore the topic of fire. Colorado Springs Fire Department educator Sunny Smaldino presented a program about fire safety. An apparatus from Station 14 set up in the parking lot to introduce students and parents to the vehicle and firefighting procedures. At the same time, kids ages 10 and older dug a little deeper by exploring the science of combustion in a hands-on lab led by Jennifer Peters, one of our local homeschool parents.

Creative Services Division Head Becca Cruz attended South by Southwest in Austin, Texas, with Sand Creek Branch Manager Abby Simpson. Becca saw many inspiring speakers including people like Ray Kurzweil, Sadiq Khan (the mayor of London), and Josephine Goube (the CEO of Techfugees), as well as NASA scientists and many people working to make a difference in their communities. Kurzweil predicted singularity by 2045—nanobots in the neocortex downloading information from the cloud to our brains.

At Library 21c, Sarah Nagle offered a new program, Art and the Cosmic Connection. This program merges science and art to allow students to interpret images of space through the lens of artistic concepts (shape, line, value, and texture). The curriculum is from the StarNet Clearinghouse. While the curriculum is designed for mostly school-age kids, Sarah actually had mostly adults attend.

March was hopping in Children’s at Library 21c. Our Family Place Play Area served more than 4,600 participants (to put that in perspective, the *only* month to beat that number last year was June, during the height of the Summer Adventure). That number was helped along by all the families that came to enjoy the Spring Break STEM programming brought by Alicia Gomori.

Amberlyn Russell coordinated and hosted the Teen Art Contest at Library 21c this month with over 30 pieces submitted by middle and high school students. Becca Philipsen stepped in to help process the pieces and get them judged by teens from different advisory groups in the district. Over 90 friends and family of the artists attended the reception at the end of March.

East Adult Services’ Bryan Matthews hosted former El Paso County Sheriff John Wesley Anderson and his presentation of *Rankin Scott Kelly, First Sheriff El Paso County 1861-1867*. Attendees viewed a 30 minute Rocky Mountain PBS documentary based on Anderson’s research, and engaged in a 30 minute question and answer session. Twenty people were in attendance for this journey into the early history of El Paso County.

**Branches**  
**May 8, 2018**

**CH:** Mike conducted 10 job search 1-1s this month. Katie assisted a patron who confided she had anxiety about typing, but felt empowered after a 1-1 session and scheduled a follow-up. Ulli assisted a patron who had a recent stroke and had become visually impaired. She showed him how to enlarge the Kindle font and listen to audiobooks on his phone.

**HI:** Our Spring Break performances included a Mining Lab from the Molly Brown House with mining props to touch. (68). The second, a Science and Circus Arts show, was fun and slyly educational. We packed the house with 130 people overflowing out the barn door.

**HO:** We began conducting One on One tech help sessions for patrons and presented 26 children's programs this month. We hope to recruit teen volunteers in upcoming months to help with teen programming throughout the week.

**MA/UT:** At UT, the annual egg hunt had a great turn out with 68 patrons. UT also hosted an American Girl dressmaking class where the girls were able to create their own one of a kind custom doll dress to take home, while improving their sewing.

**MLS:** One of our long-time Lobby Stop Van patrons passed away. As a tribute to their mother, her sons donated money to the library for Lobby Stop Van materials. One of her sons shared several stories about how the Lobby Stop brought joy to his mom in her last years!

**MO/PA:** March was full of madness – quilting madness that is. The Palmer Divide Quilt Markers displayed their annual wears throughout the Monument facility including a quilting class.

**OL:** There has been construction on our neighboring streets for most of this month and our water was shut off a few times. We still had 13,135 visitors in March which is an average of a little more than 46 people per hour – can you imagine that in our little library?



**RO:** We are starting a focus on the Arts. We will always offer a well-rounded offering of programs and events for all, but are increasing programming dedicated to crafting and other artistic endeavors. We have partnered with various groups and individuals to provide everything from acting classes for teens to crafting for a cause.

**SA/FO:** FO had a hopping month with our children's program attendance exceeding 1,000 participants! We hosted a very unique event that happened in March was the Historic Archaeology class, held over a weekend, and taught by the state Archaeologist Dr. Holly Norton. This class is open to the public as part of History Colorado's PAAC program.

| 2018 Circulation ITEM Summary |               |               |               |               |          |          |          |          |          |          |          |          |                |
|-------------------------------|---------------|---------------|---------------|---------------|----------|----------|----------|----------|----------|----------|----------|----------|----------------|
|                               | Jan           | Feb           | Mar           | Apr           | May      | Jun      | Jul      | Aug      | Sep      | Oct      | Nov      | Dec      | YTD TOTAL      |
| Print                         | 282740        | 262364        | 295271        | 280394        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1120769        |
| DVD                           | 144635        | 130072        | 150079        | 141449        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 566235         |
| CD Music                      | 15390         | 13395         | 15351         | 14009         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 58145          |
| CD Book                       | 17438         | 16193         | 18433         | 16689         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 68753          |
| Playaway                      | 5120          | 4912          | 5911          | 5480          | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 21423          |
| Kit                           | 1657          | 1723          | 1843          | 1801          | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 7024           |
| Game                          | 4071          | 3132          | 3580          | 3571          | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 14354          |
| Software                      | 0             | 0             | 0             | 0             | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0              |
| <b>TOTAL Physical Items</b>   | <b>471051</b> | <b>431791</b> | <b>490468</b> | <b>463393</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>1856703</b> |
| ILL                           | 2092          | 2112          | 2280          | 2462          | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 8946           |
| CyberShelf-OverDrive          | 134584        | 122184        | 138406        | 131807        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 526981         |
| Zinio                         | 3787          | 4023          | 3343          | 3112          | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 14265          |
| eReader                       | 27            | 23            | 25            | 38            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 113            |
| OneClick Audio                | 491           | 440           | 450           | 442           | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1823           |
| Hot Spots                     | 74            | 74            | 76            | 68            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 292            |
| Cameras & Equipment           | 46            | 69            | 72            | 73            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 260            |
|                               |               |               |               |               |          |          |          |          |          |          |          |          | 0              |
| <b>TOTAL STATE Circ</b>       | <b>612106</b> | <b>560647</b> | <b>635048</b> | <b>601395</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>2409196</b> |
| One Play                      |               |               |               | 42            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 42             |
| Freegal Music                 | 9425          | 7672          | 8130          | 7356          | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 32583          |
| Freeding                      | 105           | 81            | 52            | 66            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 304            |
| DVD Player                    | 94            | 149           | 175           | 150           | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 568            |
| Hoopla                        | 1851          | 1585          | 1870          | 1812          | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 7118           |
| ComicsPlus                    | 475           | 0             | 240           | 274           | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 989            |
| Kanopy                        | 122           | 291           | 278           | 284           | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 975            |
|                               |               |               |               |               |          |          |          |          |          |          |          |          | 0              |
| CLC                           | 10955         | 9852          | 10789         | 10398         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 41994          |
| Laptop Use                    | 1434          | 1467          | 1592          | 1570          | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 6063           |
| Active Users                  | 258251        | 257716        | 257950        | 257274        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |                |

| Monthly Circ by Format      |               |               |               |
|-----------------------------|---------------|---------------|---------------|
|                             | 2018          | 2017          | Change        |
| Print                       | 280394        | 279236        | 0%            |
| DVD                         | 141449        | 153965        | -8%           |
| CD Music                    | 14009         | 15405         | -9%           |
| CD Book                     | 16689         | 17681         | -6%           |
| Playaway                    | 5480          | 4723          | 16%           |
| Kit                         | 1801          | 2005          | -10%          |
| Game                        | 3571          | 4201          | -15%          |
|                             | 0             | 0             |               |
| <b>TOTAL Physical Items</b> | <b>463393</b> | <b>477216</b> | <b>-2.90%</b> |
| ILL                         | 2462          | 2494          | -1%           |
| CyberShelf-OverDrive        | 131807        | 117877        | 12%           |
| Zinio                       | 3112          | 4202          | -26%          |
| eReader                     | 38            | 39            | -3%           |
| OneClick Audio              | 442           | 527           | -16%          |
| Hot Spots                   | 68            | 69            | -1%           |
| Cameras & Equipment         | 73            |               |               |
| Total e-materials           | 135467        | 122714        | 10%           |
|                             |               |               |               |
| <b>TOTAL STATE Circ</b>     | <b>601395</b> | <b>602424</b> | <b>-0.2%</b>  |
| OnePlay                     | 42            |               |               |
| Freegal Music               | 7356          | 10336         | -29%          |
| Freeding                    | 66            | 76            | -13%          |
| DVD Player                  | 150           | 151           | -1%           |
| Hoopla                      | 1812          | 1440          | 26%           |
| ComicsPlus*                 | 274           | 274           | 0%            |
| Kanopy                      | 284           |               |               |
|                             |               |               |               |
| CLC                         | 10398         | 11113         | -6%           |
| Laptop Use                  | 1570          | 1709          | -8%           |
| Active Users                | 257274        | 259790        | -1%           |

Data for ComicsPlus & OnePlay is 1 month behind

**Circulation Report  
By Item Type  
April 2018**

| MTD Total | 2018   | 2017   | Change |
|-----------|--------|--------|--------|
| January   | 612106 | 616749 | -0.8%  |
| February  | 560647 | 570433 | -1.7%  |
| March     | 635048 | 661785 | -4%    |
| April     | 601395 | 602424 | -0.2%  |
| May       |        | 631090 | -100%  |
| June      |        | 662704 | -100%  |
| July      |        | 656366 | -100%  |
| August    |        | 641563 | -100%  |
| September |        | 599252 | -100%  |
| October   |        | 608892 | -100%  |
| November  |        | 598463 | -100%  |
| December  |        | 559133 | -100%  |

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

| 2018 Circulation by Facility    | Jan           | Feb           | Mar           | Apr           | May      | Jun      | Jul      | Aug      | Sep      | Oct      | Nov      | Dec      | YTD TOTAL      |
|---------------------------------|---------------|---------------|---------------|---------------|----------|----------|----------|----------|----------|----------|----------|----------|----------------|
| Penrose                         | 55637         | 49928         | 55956         | 52744         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 214265         |
| Mobile Libraries Total          | 13901         | 12062         | 13957         | 13710         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 53630          |
| Cheyenne                        | 30917         | 28753         | 33393         | 32142         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 125205         |
| Fountain                        | 15729         | 13797         | 16565         | 15493         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 61584          |
| High Prairie                    | 23625         | 22093         | 26503         | 22570         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 94791          |
| Holley                          | 29729         | 27033         | 30440         | 29081         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 116283         |
| Manitou                         | 3645          | 3358          | 3861          | 3199          | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 14063          |
| Monument                        | 31541         | 29281         | 33553         | 31404         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 125779         |
| Old Colorado City               | 17079         | 15944         | 17376         | 16153         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 66552          |
| Palmer Lake                     | 3431          | 3335          | 3949          | 3115          | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 13830          |
| Rockrimmon                      | 30015         | 27917         | 30805         | 29662         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 118399         |
| Sand Creek                      | 28798         | 26562         | 30112         | 28959         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 114431         |
| Ute Pass                        | 2331          | 2404          | 2739          | 2610          | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 10084          |
| Senior Van                      | 2103          | 1868          | 1814          | 1943          | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 7728           |
| Bookmobiles                     | 11798         | 10194         | 12143         | 11767         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 45902          |
| East                            | 106165        | 95633         | 107240        | 109113        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 418151         |
| Library 21c                     | 78418         | 73553         | 83841         | 73274         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 309086         |
| Dispensers                      | 0             | 0             | 0             | 0             | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0              |
| Parenting                       | 90            | 138           | 178           | 164           | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 570            |
| <b>Total Physical Materials</b> | <b>471051</b> | <b>431791</b> | <b>490468</b> | <b>463393</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>1856703</b> |

| YTD CIRC Comparison             | 2018           | 2017           | % Change      |
|---------------------------------|----------------|----------------|---------------|
| Penrose                         | 214265         | 248057         | -13.6%        |
| Mobile Libraries Total          | 53630          | 54002          | -0.7%         |
| Cheyenne                        | 125205         | 125572         | -0.3%         |
| Fountain                        | 61584          | 61932          | -0.6%         |
| High Prairie                    | 94791          | 98755          | -4.0%         |
| Holley                          | 116283         | 119821         | -3.0%         |
| Manitou                         | 14063          | 17708          | -20.6%        |
| Monument                        | 125779         | 128261         | -1.9%         |
| Old Colorado City               | 66552          | 73921          | -10.0%        |
| Palmer Lake                     | 13830          | 15248          | -9.3%         |
| Rockrimmon                      | 118399         | 119582         | -1.0%         |
| Sand Creek                      | 114431         | 124793         | -8.3%         |
| Ute Pass                        | 10084          | 10839          | -7.0%         |
| Senior Van                      | 7728           | 7216           | 7.1%          |
| Bookmobiles                     | 45902          | 46786          | -1.9%         |
| East                            | 418151         | 438749         | -4.7%         |
| Library 21c                     | 309086         | 311902         | -0.9%         |
| Dispensers                      | 0              | 1234           |               |
| Parenting                       | 570            | 474            | 20.3%         |
| <b>Total Physical Materials</b> | <b>1856703</b> | <b>1950850</b> | <b>-4.83%</b> |

| Current Month Comparison CIRCULATION | 2018          | 2017          | % Change      |
|--------------------------------------|---------------|---------------|---------------|
| Penrose                              | 52744         | 60703         | -13.1%        |
| Mobile Libraries Total               | 13710         | 13300         | 3.1%          |
| Cheyenne                             | 32142         | 31514         | 2.0%          |
| Fountain                             | 15493         | 15818         | -2.1%         |
| High Prairie                         | 22570         | 23106         | -2.3%         |
| Holley                               | 29081         | 29414         | -1.1%         |
| Manitou                              | 3199          | 4356          | -26.6%        |
| Monument                             | 31404         | 31421         | -0.1%         |
| Old Colorado City                    | 16153         | 17611         | -8.3%         |
| Palmer Lake                          | 3115          | 3582          | -13.0%        |
| Rockrimmon                           | 29662         | 28694         | 3.4%          |
| Sand Creek                           | 28959         | 31028         | -6.7%         |
| Ute Pass                             | 2610          | 2507          | 4.1%          |
| Senior Van                           | 1943          | 1672          | 16.2%         |
| Bookmobiles                          | 11767         | 11628         | 1.2%          |
| East                                 | 109113        | 106561        | 2.4%          |
| Library 21c                          | 73274         | 77305         | -5.2%         |
| Dispensers                           | 0             | 193           | -100.0%       |
| Parenting                            | 164           | 103           | 59.2%         |
| <b>Total Physical Materials</b>      | <b>463393</b> | <b>477216</b> | <b>-2.90%</b> |

## Circulation Report By Facility April 2018

New software for gate counter was overcounting in 2017

| Current Month Comparison VISITORS | 2018          | 2017          | % Change    |
|-----------------------------------|---------------|---------------|-------------|
| Penrose                           | 48328         | 43332         | 11.5%       |
| Mobile Libraries Total            | 3550          | 4004          | -11.3%      |
| Cheyenne                          | 18507         | 17222         | 7.5%        |
| Fountain                          | 8562          | 8760          | -2.3%       |
| High Prairie                      | 8761          | 8835          | -0.8%       |
| Holley                            | 17320         | 17310         | 0.1%        |
| Manitou                           | 3830          | 3767          | 1.7%        |
| Monument                          | 16749         | 15263         | 9.7%        |
| Old Colorado City                 | 12150         | 11833         | 2.7%        |
| Palmer Lake                       | 1527          | 1601          | -4.6%       |
| Rockrimmon                        | 15410         | 16951         | -9.1%       |
| Sand Creek                        | 22070         | 21065         | 4.8%        |
| Ute Pass                          | 1538          | 1471          | 4.6%        |
| Knights of Columbus Hall          | 166           |               |             |
| East                              | 48216         | 45485         | 6.0%        |
| Library 21c                       | 45285         | 45678         | -0.9%       |
| <b>TOTAL</b>                      | <b>271969</b> | <b>262577</b> | <b>3.6%</b> |
| Special Collections               | 2804          | 2867          | -2.2%       |

**Consent Agenda: New Hires**

The following individuals were hired by the Pikes Peak Library District for the positions indicated during the period of April 1, 2018 – April 30, 2018.

Deverie Dozier: Shelver, EA (20 hrs)

Hillary Dodge: Regional Library Manager, 21c (40 hrs)

Julia Pavlica: Shelver, 21c (20 hrs)

Tessia Warren: Security Officer, PE (40 hrs)



**Amendment to 2018 Goals for Chief Librarian & CEO**

The following goals for the Chief Librarian & CEO were approved by the Board of Trustees on February 13, 2018 (Decision 18-2-2):

1. Lead and monitor the implementation of the PPLD strategic Plan.
2. Continue implementation of the Singer Study.
3. Evaluate current facilities and infrastructure plans and develop and implement as appropriate.
4. Develop and implement a marketing plan to increase awareness of Library programs and services.
5. Develop and implement a Leadership Team Succession Plan that includes professional development, mentoring, and industry and local community involvement.
6. Brief the Board periodically throughout the year about the progress of these goals.

The Chief Librarian & CEO has met with the Board President and the Governance Committee to discuss his goals for 2018. As currently written, Goal #3 will best be addressed with a comprehensive, focused work plan that may not be realistic to address in 2018, especially since Goal #4 will be the Chief Librarian's major focus in 2018. The Board Governance Committee recommends that Goal #3 be amended to read as follows:

3. Implement existing facilities and infrastructure plans.

**Pikes Peak Library District**  
**Suspension Policy**

**BOARD POLICY**

The Pikes Peak Library District's goal is to provide a safe, secure and nurturing environment in which community members can use and explore the wide variety of resources and programs available at their library. Library patrons are expected to:

- Respect other patrons and library staff.
- Respect library property.
- Obey the law.
- Comply with requests from staff.

When those expectations are not met, it may become necessary to respond to errant behavior and to mitigate disruptions by temporarily or indefinitely suspending the library privileges of a patron, which includes access to activities, services, or facilities of the Pikes Peak Library District. The length of the suspension will be based upon the severity of the offense, and while it is the District's goal to reinstate privileges as quickly as possible, library privileges will not be restored until District staff is confident that incidents will not recur.

**I. DISTRICT PROCEDURES**

A. The person-in-charge or security officer may temporarily suspend the library privileges of a patron, including access to activities, services, or facilities if the situation constitutes a violation of Pikes Peak Library District (PPLD) policies.

B. A patron whose library privileges are temporarily suspended will be advised verbally or in writing of the policy violation and the suspension. The temporary suspension is for up to two weeks during which time the matter is reviewed by the Security Manager or designee and Library Social Worker.

C. A patron may provide the Security Manager with written comments during the temporary suspension period. Comment and appeal forms will be provided with the suspension letter or are available upon request.

D. If a patron has received a temporary suspension or indefinite suspension, and then returns for any reason other than to inquire about the suspension of their library privileges, that patron is trespassing. This includes all PPLD properties and facilities.

If any person is asked to leave and refuses, the police will be called to remove that person.

E. All temporary suspensions will be reviewed by the Security Manager or their designee within the two-week temporary suspension period. The Security Manager will notify the patron of the library's decision in writing within ten (10) business days of the suspension if contact information is available. The written notification will also be available for pick up at the library provided the patron has provided the library with their name.

F. An incident report will be written, which may include photographs or recordings of patrons who have had their library privileges suspended for inclusion in the security report database.

## II. RIGHT OF APPEAL

A. A patron whose library privileges have been suspended beyond the temporary two-week period may submit a written request for reconsideration of the suspension decision or reinstatement of library privileges to the Security Manager. The Security Manager or a designee will respond to the appeal within ten (10) working days of the date that the appeal is received. The decision of the Security Manager may be appealed to the Chief Librarian. The decision of the Chief Librarian is final.