

PENROSE LIBRARY – COLUMBINE ROOM A

VIRTUAL MEETING (ZOOM)

Call in: 1-253-215-8782 or 1-312-626-6799 or 1-669-900-6833 or 1-346-248-7799

Meeting ID: 883 8779 8379

Passcode: 730852

REGULAR MEETING OF THE BOARD OF TRUSTEES

- I. CALL TO ORDER
- II. ITEMS TOO LATE FOR THE AGENDA
- III. CORRESPONDENCE AND PRESENTATIONS
 - A. Correspondence
 - B. Presentations
- IV. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- V. BUSINESS ITEMS
 - A. Decision 22-3-1: Minutes of the February 16, 2021 Meeting (p. 2)
 - B. Consent Items
*Consent items shall be acted upon as a whole unless a specific item is called for discussion.
Any item called for discussion shall be acted upon separately as "New Business".*
 - C. Unfinished Business
 - D. New Business
 1. Decision 22-3-2: Collection Development Policy (p. 9)
 2. Decision 22-3-3: Meeting and Study Room Policy (p. 13)
 3. Decision 22-3-4: Filming, Photography, and Recording Policy (p. 18)
- VI. EXECUTIVE SESSION
Executive Session to discuss personnel matters related to the appointment of the interim Chief Librarian and CEO as authorized by C.R.S. § 24-6-402(4)(f)
- VII. BUSINESS ITEMS continued
 - A. New Business continued
 1. Decision 22-3-5: Appointment of the interim Chief Librarian and CEO
- VIII. REPORTS
 - A. Friends of the Pikes Peak Library District Report (R. Jordan) (p. 23)
 - B. Pikes Peak Library District Foundation Report (L. James) (p. 24)
 - C. Financial Report: January 2022 (R. Green)
 - D. Public Services Report (T. Shainidze Krebs) (p. 25)
 - E. Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report (p. 52)
 - F. Chief Librarian's Report (J. Spears)
 - G. Board Reports
 1. Governance Committee Report
 2. Internal Affairs Committee Report
 3. Public Affairs Committee Report
 4. Board President's Report

IX. ADJOURNMENT

The full packet of materials for this meeting of the Pikes Peak Library District Board of Trustees is available at <https://ppld.org/board-trustees>

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
February 16, 2022 5 pm

Penrose Library – Columbine Room

VIRTUAL MEETING (ZOOM)

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President Dr. Ned Stoll, Vice President Scott Taylor, Secretary/Treasurer Dora Gonzales, Trustee Erin Bents, Trustee Debbie English, Trustee Mina Liebert, Trustee Aaron Salt

Chief Librarian and CEO John Spears, Director of Family and Children's Services Melody Alvarez, Safety, Social Services and Security Officer Michael Brantner, Palmer Lake and Monument Library Manager Jean Carrier, West Regional Director Michael Doherty, Executive Assistant Laura Foster, Director of Adult Services Janina Goodwin, Controller Randy Green, Chief Development Officer and Foundation Executive Officer Lance James, Friends of the Pikes Peak Library District Board of Directors President Rita Jordan, Chief Human Resources and Organizational Development Officer Heather Laslie, Senior Library Associate Joe Paisley, Cheyenne Mountain Library Manager Tiffany Paisley, , Chief Information Technology Officer Rich Peters, Chief Communications Officer Michelle Ray, Director of Adult Education Tammy Sayles, Senior Library Associate Carol Scheer, Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs, Southeast Regional Director Abby Simpson, Chief Facilities Management Officer Gary Syling, Internal Communications Specialist Jeremiah Walter; County Commissioner Carrie Geitner, City Councilmember Randy Helms, County Commissioner Holly Williams, City Councilmember Wayne Williams, Eliza Rose, Cortney, Christy S.

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Dr. Ned Stoll called the February 16, 2022 regular meeting of the Pikes Peak Library District Board of Trustees to order at 5:00 p.m.

ITEMS TOO LATE FOR THE AGENDA

There were no items too late for the agenda.

CORRESPONDENCE AND PRESENTATIONS

There was no correspondence and no presentation.

PUBLIC COMMENT (3 Minute Time Limit per Person)

There was no public comment.

BUSINESS ITEMS

Decision 22-2-1: Minutes of the January 19, 2022 Meeting

The minutes from the January 19, 2022 meeting were included in the Board packet.

Motion: Debbie English made a motion to approve the minutes of the January 19, 2022 regular meeting of the Pikes Peak Library District Board of Trustees as presented.

Second: Mina Liebert seconded the motion.

Vote: The motion was approved unanimously.

Consent Items

No consent items were presented.

Unfinished Business

There was no unfinished business.

New Business

Decision 22-2-2: SmartNet Renewal

The SmartNet Renewal was included in the Board packet. Chief Information Technology Officer Rich Peters explained that the Cisco SmartNet subscription, subsidized by E-rate funding, must be approved for renewal on a yearly basis.

In response to a question from Aaron Salt, Mr. Peters explained that Cisco provides licensing, but not a managed service. PPLD staff are responsible for maintenance.

Motion: Dora Gonzales made a motion to approve CrossConnect Engineering as the winning vendor for SmartNet Renewal as presented.

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously.

Decision 22-2-3: Technology refresh for Patron Computers

The Technology refresh for Patron Computers was included in the Board packet. Chief Information Technology Officer Rich Peters brought this decision back to the Board of Trustees for approval as the agreement with Dell Inc. has changed. Imaging of the computers that PPLD will purchase will be completed by the manufacturer prior to delivery to reduce the workload and time it would take staff to deploy the computers. This raises the price for 140 computers to \$126,259 from the \$107,097.20 approved in July 2021.

Aaron Salt asked about the need for peripherals for these computers. Mr. Peters explained that the computers are purchased with standard peripherals included.

Motion: Dora Gonzales made a motion to approve the Technology refresh for Patron Computers as presented.

Second: Mina Liebert seconded the motion.

Vote: The motion was approved unanimously.

Decision 22-2-4: Switch and Uninterruptable Power Supply (UPS)

The Switch and Uninterruptable Power Supply was included in the Board packet. The RFP resulted in four proposals being submitted, however not all proposals met the requirements of the RFP. The proposal from Lewan Technology is in alignment with expected costs associated with this type of purchase and does meet all the requirements of the RFP. Chief Technology Officer Rich Peters recommends that the Board approve Lewan Technology as the winning vendor.

In response to Scott Taylor's questions about supply chain issues, Mr. Peters stated that supply chain issues cannot be identified until he meets with the winning vendor. This effort will be brought to the Board for approval on a yearly basis.

Motion: Debbie English made a motion to approve the Switch and Uninterruptable Power Supply (UPS) as presented.

Second: Aaron Salt seconded the motion.

Vote: The motion was approved unanimously.

Decision 22-2-5: Palmer Lake Library building lease

The Palmer Lake Library building lease was included in the Board packet. Chief Facilities Management Officer Gary Syling stated that the Palmer Lake Town Council approved the lease last week. The lease includes a monthly rent of \$1000 and $\frac{3}{4}$ of the cost of the utilities over the course of the year.

Dr. Ned Stoll asked how this lease compares to others within the Library District. Mr. Syling explained that it is cheaper than the other leases. Aaron Salt inquired what percentage of the building is used by PPLD. Mr. Syling answered that PPLD uses the upper level while the Palmer Lake Museum occupies the lower level. PPLD is responsible for interior routine maintenance and the landlord is responsible for the exterior of the building.

Motion: Debbie English made a motion to approve the Palmer Lake Library building lease as presented.

Second: Mina Liebert seconded the motion.

Vote: The motion was approved unanimously.

Chief Librarian and CEO John Spears suggested a presentation at a future board meeting on how leases work across the district.

Trustee Aaron Salt asked if the mask requirement for Library District staff could be discussed and if there is a plan to remove the requirement. Chief Librarian and CEO John Spears explained that the Leadership Team discussed removing the requirement earlier this week. PPLD will remove the requirement for staff when the cases per 100,000 in El Paso County are less than 200 in alignment with the Governor's requirement in May 2021. The cases are at 232 as of today.

President Dr. Ned Stoll took a moment to welcome the City Council and County Commissioner liaisons to the meeting.

REPORTS

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends of the Pikes Peak Library District Board of Directors President Rita Jordan shared that sales are increasing, and that the book sale is scheduled for the second weekend in March. The Friends of the Pikes Peak Library District have committed a \$20,000 donation to the PPLD Foundation.

Pikes Peak Library District Foundation Report

Chief Development Officer and Foundation Executive Officer Lance James indicated that the Foundation is conducting a survey to understand the motivation of patrons to donate. In response to a question from Councilmember Randy Helms, Mr. James indicated that Air Force Academy (AFA) cadets majoring in Business are assisting with the survey. Dr. Ned Stoll asked if the PPLD Foundation would be interested in collaborating with the AFA Foundation. Mr. James shared that he does know AFA Foundation staff and is always open to partnerships.

Mina Liebert asked if PPLD has considered having a presence in Children's Hospital and the Ronald McDonald House to provide resources to patients and their families. Mr. James stated that the challenge in such a partnership with Children's Hospital is sterilizing library materials, especially over the past two years. PPLD does provide virtual storytimes for patients at the hospital and provides reading lists to the Ronald McDonald House. A partnership with the Ronald McDonald House is an idea worth pursuing.

Financial Report: December 2021

The Financial Report for December 2021 was posted on the Board webpage and provided to the Board, liaisons and PPLD staff. Controller Randy Green indicated that revenue and expenditures for 2021 are tracking higher than 2020. The annual Financial audit will be completed by June 2022 and reported to the state by July 1, 2022.

Public Services Report

The Public Services Report was included in the Board packet. Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs shared the following highlights:

- The Palmer Lake Library will do a soft reopening on Wednesday March 2. A celebration is planned for later this spring.
- PPLD is attending Academy School District 20s family night for immigrant families to provide information on PPLD resources.
- The Food Industry Training program will host the next graduation ceremony on May 20th at 10:00 a.m. in the Venue at Library 21c.
- The Rockrimmon Library will temporarily open at 1:00 p.m. on Saturdays due to the retirement of three employees. This location will return to regular Saturday hours once new employees have been hired.

Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Safety, Social Services, and Security Report

The Support Services Reports were included in the Board packet. The Library District has distributed over 100,000 masks to the community. Dora Gonzales thanked PPLD for providing space for vaccine clinics.

Chief Librarian's Report

Chief Librarian and CEO John Spears stated that Manitou Springs City Council will be holding two more rounds of community feedback regarding the renovation of the Carnegie Library. PPLD is negotiating the rental cost for the increased space and will consider \$15 sf for new space and \$10 sf for the existing space. A discussion of the impact on the PPLD partnership with the Manitou Art Center (MAC) will be brought to the Internal Affairs Committee for further discussion. The project is expected to cost around \$3 million. The Manitou Springs City Council has requested that a PPLD Board member be present on February 23 (live) and 24 (virtual) for these public discussions.

The Leadership Team and the Board of Trustees will be conducting a visioning exercise to establish a vision statement for the District. This will occur over three meetings at either Penrose Library or Library 21c:

- Tuesday March 1 from 3:00 – 4:15 p.m. in place of the Public Affairs Committee meeting
- Monday March 14 from 2:00 – 4:30 p.m.
- Wednesday March 16 from 5 – 7:30 p.m., following the monthly Board meeting. The Board meeting will begin at 4:00 p.m. instead of 5:00 p.m.

City Councilmember Randy Helms indicated that a 4:00 p.m. start of the March meeting should not be a problem.

Board Reports

Governance Committee Report

Governance Committee Chair Dora Gonzales stated that the committee met on February 1, 2022. The yearly Chief Librarian and CEO performance evaluation was reviewed. The Board of Trustees ByLaws are currently under review. Approval from PPLD's Attorney will be sought before bringing any revisions to the Board. Ms. Gonzales also shared that the Board Orientation was held on Friday February 11 for new and existing Trustees. An Open House to celebrate Wayne Vanderschuere's service to the Pikes Peak Library District is being planned.

Internal Affairs Committee Report

Internal Affairs Committee Chair Debbie English stated that the committee met on February 1, 2022. The committee reviewed the decision items that were presented to the Board for a vote at today's meeting.

Public Affairs Committee Report

Public Affairs Committee Chair Mina Liebert stated that the committee met on February 1, 2022. Ballot language and a second round of polling next month were discussed.

Board President's Report

Board President Dr. Ned Stoll welcomed Erin Bents and Aaron Salt to the Board. Dr. Stoll shared that decisions on the Board agenda are typically discussed in Committee meetings prior to being brought to the Board.

EXECUTIVE SESSION

President Dr. Ned Stoll called for a motion from the Board to move into Executive Session to discuss personnel matters related to the annual performance evaluation of the Chief Librarian & CEO as authorized by C.R.S. § 24-6-402(4)(f)

Motion: Aaron Salt made a motion to move into Executive Session to discuss personnel matters related to the annual performance evaluation of the Chief Librarian & CEO as authorized by C.R.S. § 24-6-402(4)(f)

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously.

The following attendees left the meeting at 6:20 p.m.: Director of Family and Children's Services Melody Alvarez, Safety, Social Services and Security Officer Michael Brantner, Palmer Lake and Monument Library Manager Jean Carrier, West Regional Director Michael Doherty, Director of Adult Services Janina Goodwin, Controller Randy Green, Chief Development Officer and Foundation Executive Officer Lance James, Friends of the Pikes Peak Library District Board of Directors President Rita Jordan, Chief Human Resources and Organizational Development Officer Heather Laslie, Cheyenne Mountain Library Manager Tiffany Paisley, Chief Information Technology Officer Rich Peters, Chief Communications Officer Michelle Ray, Director of Adult Education Tammy Sayles, Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs, Southeast Regional Director Abby Simpson, Chief Facilities Management Officer Gary Syling, Internal Communications Specialist Jeremiah Walter; County Commissioner Carrie Geitner, City Councilmember Randy Helms, County Commissioner Holly Williams, City Councilmember Wayne Williams, Eliza Rose, Cortney, Joe Paisley Christy S.

Chief Librarian and CEO John Spears was called into Executive session at 6:52 p.m

There being no further discussion related to personnel matters related to the annual performance evaluation of the Chief Library and CEO as authorized by C.R.S. § 24-6-402(4)(f), President Dr. Stoll called for a motion to return to Open Session.

Motion: Aaron Salt made a motion that the Board of Trustees reconvene in Open Session.

Second: Mina Liebert seconded the motion.

Vote: The motion was approved unanimously.

The Board reconvened in Open Session at 7:16 p.m.

Decision 22-2-6: Action Relevant to the Chief Librarian and CEO's Annual Performance Evaluation.

Motion: Mina Liebert moved that the Board of Trustees, at the request of Chief Librarian and CEO John Spear's, will not increase his salary and compensation for 2022.

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously.

ADJOURNMENT

There being no further business to conduct, President Dr. Ned Stoll adjourned the February 16, 2022 meeting of the Pikes Peak Library District Board of Trustees at 7:20 p.m.

The full packet of materials for this meeting of the Pikes Peak Library District Board of Trustees is available at <https://ppld.org/board-trustees>



Collection Development Policy

BOARD POLICY

Pikes Peak Library District's (PPLD) Collection Development Policy guides the selection and continuous evaluation of the collection to reflect PPLD's mission. Ultimate responsibility for the collection rests with the [Board of Trustees](#).

PPLD provides library materials in a variety of formats that meet one or more of the following criteria:

- Are responsive to community needs and relevant to residents' lives;
- empower citizens to explore diverse opinions and conduct research on topics of interest;
- inspire people to learn, create, and discover; and
- highlight the history and culture of the Pikes Peak region.

Library resources are provided for the interest, information, and entertainment of all people the Library serves.

PROCEDURES

I. District Procedures

- A. The collection contains information on a variety of subjects and views, and it is organized to provide access to patrons within the limitations of space and budget. As the largest public library in the Pikes Peak Region, PPLD seeks to provide current, popular, or well-reviewed materials, as well as classic and enduring titles.
- B. PPLD has adopted American Library Association (ALA) guidelines on public access to information for its [Access to Materials Policy](#):
 - [Library Bill of Rights](#)
 - [Interpretations of the Library Bill of Rights](#)
 - [Freedom to Read](#)
 - [Freedom to View](#)
- C. PPLD seeks to develop an outstanding collection for a large and diverse population, within the constraints of budget allocations and shelf space. PPLD strives to provide materials reflecting a variety of perspectives, with emphasis on new and popular materials. Not all criteria must be met, and no one criterion will be decisive. Additional criteria may be used to select materials for specific collections. Materials purchased for the collection are not an endorsement by PPLD of either the content or viewpoint presented in them.

Patron purchase requests and interlibrary loans are additional avenues of obtaining materials for patron use.

The following general criteria are used to evaluate potential purchases and gift materials:

- Relevant to community needs and interests
- Favorable attention of critics, reviewers, and the public
- Reputation/qualifications of author, artist, publisher, or producer without regard to political, religious, or other affiliations
- Date of publication
- Cost
- Artistic merit, literary value, or recognized award recipient
- Local or national significance
- Permanence or timeliness
- Quality of presentation in relation to content and audience
- Suitability of physical format for library shelving and circulation, including binding, condition, readability of type, packaging, specialized equipment needs, and technical quality for electronic media
- Evaluation of titles in relation to current holdings, available shelf space, patron demand, and budget
- Availability of information elsewhere
- Legal, licensing, or copyright issues
- Availability from preferred vendors, where possible
- Representation of various cultures, viewpoints, and interests

Items generally excluded from selection include:

- Textbooks and curriculum-related works unless they are considered useful to the general reader as an introduction to a subject and their presentation is superior to other sources
- Scholarly and technical materials that are carried by academic or special libraries
- Materials having removable media such as memorabilia, patterns, stickers, or toys unless the materials are usable without these items
- Puzzle or workbooks that encourage filling in blanks
- Materials that are publicized solely through infomercials or personal websites and authoritative and evaluative information about them is lacking

- D. Penrose and East Libraries offer large circulating collections as well as strong reference collections that support in-depth reference service for the District. PPLD's other library facilities and mobile libraries serve specific communities in the District and have limited space. However, all patrons have access to circulating materials through the floating collection and the reservation system. PPLD materials are shared throughout the District.
- E. The Library's website provides access to eMaterials, such as eBooks, eAudios, eMagazines, eVideos, eComics, and eMusic. Selection of eMaterials is based upon the same selection criteria used for the rest of PPLD's collection. Not all titles are available in all formats.
- F. Special Collections, housed in Penrose Library, consists of regional history and genealogy collections of interest to the general public and specialized researchers. The regional history

collection preserves and provides access to published and unpublished documentary resources (i.e., books, pamphlets, maps, photographs, family papers, business records, and audio and video recordings) important to the study of the history and cultural heritage of the Pikes Peak region.

The genealogy collection includes published resources valuable for the study of one's ancestry. This collection encompasses the continental United States from the colonial period through the early 20th century, with emphasis on the states east of the Rocky Mountains. Limited resources for doing research in England, Scotland, Ireland, Germany and other European countries are also collected.

These collections are non-circulating. Materials must be used in the Special Collections area.

- G. The electronic research collection consists of authoritative databases and eBooks. Databases are used by patrons and Library staff to provide or supplement reference services. Many of the databases contain specialized information beyond the depth of PPLD's circulating collections; others have information that is more easily accessed online than in print format. Scope, subject coverage, time span, frequency of updates, authority, and currency are considered in reviewing electronic resources.
- H. The criteria for materials selection also apply in the acceptance of gifted books and other collection materials. Once a gift is accepted by PPLD, it becomes the property of PPLD unconditionally. Gift magazines and subscriptions may be accepted by PPLD subject to the same selection and retention policies as regular subscriptions. Gifted materials that are not added to the collection, as well as donated materials, are given to the [Friends of PPLD](#) for potential sale coordination, with fundraising to support the District. PPLD will provide the donor a letter of acknowledgment upon request; however, it is up to the donor to place a value on gifted materials or material donations.
- I. A memorial is created when money or material is donated to add books or other materials to the collection, usually in memory or honor of an individual or group. PPLD welcomes suggestions for purchases but reserves the right to the final decision regarding all materials. A memorial may be placed in the library collection for reference or circulating use. PPLD will insert a memorial book plate for memorial items.

II. Guidelines

- A. The number of copies of a title that are purchased varies with the expected popularity of that title. Demand for individual titles is monitored and additional copies are purchased to meet that demand.
- B. The collection receives ongoing review in order to maintain its relevancy and physical condition, as well as accommodate shelf space. Staff uses the following criteria in choosing materials for retention or withdrawal:
 - Condition
 - Relevance to community needs

- Information: accurate, timely, up-to-date
- Number of copies in the collection across all formats
- Circulation statistics
- Shelf space
- Relevance/sustainability of format
- Availability elsewhere, including other libraries, online, or via interlibrary loan

Materials withdrawn from the collection are given to the Friends of PPLD or a vendor for resale. Materials that are damaged or unsellable will be recycled, when feasible, or discarded. PPLD does not remove materials from its collection for the purpose of selling them.

- C. PPLD believes in freedom of information for all and does not practice censorship. This principle applies to all formats included in PPLD’s collection. Materials may be considered controversial, and any given item may offend some person. Selections are not made on the basis of anticipated approval or disapproval but on the merits of the material and collection needs. Exclusion of materials may occur due to cost, accessibility, limited demand, or lack of documentation, but never solely because of expression, language, viewpoint, or mature content.

PPLD holds choice of materials to be a purely individual matter. While anyone is personally free to reject books and other materials, an individual may not restrict the free choice of others.

Parents or legal guardians are responsible for monitoring materials used by their own children. Library selection decisions are not influenced by the possibility that materials may be accessible to minors. Materials are not labeled to show approval or disapproval or to indicate certain philosophies. Access to items is not restricted except for protection from damage or theft.

A formal [Materials Reconsideration Policy](#) and process has been developed to assure that complaints and requests for reconsideration are handled in an attentive and consistent manner. PPLD will carefully reevaluate an item when a Request for Reconsideration form is submitted. The Library considers the value of each item in its entirety and within the context of the collection, not on specific passages or sections within the item itself.



Public Use of Event, Meeting, and Study Rooms

BOARD POLICY

Pikes Peak Library District (PPLD) has event space, meeting rooms, and study rooms available for public use. The District’s meeting rooms are designed to offer accommodations for educational, informational, cultural, and civic functions of the Colorado Springs and El Paso County community.

Patrons using Library facilities are expected to comply with PPLD’s [Code of Conduct Policy](#).

I. PRIORITIES

- A. Library programs and Library sponsored events will have priority and may lead to cancellation of patron reservations if necessary.
- B. Priority for spaces at Knights of Columbus Hall (KCH) is given to events designed and led by the community.

II. ENDORSEMENT

- A. Use of the meeting rooms by outside agencies does not constitute the Library’s endorsement of viewpoints expressed by participants in programs.
- B. Advertising or announcements that imply Library endorsement is not permitted.

III. EQUAL OPPORTUNITY

- A. Activities taking place in the meeting rooms must not be closed to any person due to age, gender identity, race, religion, national origin, disabling condition, or any other legally protected category.
- B. The Library is a public space. In accordance with our mission, we encourage all groups to use our meeting rooms. If the meeting is not advertised as being “open to the public,” groups using the meeting rooms have the right to limit attendance, with the exception of legally protected categories. Library staff cannot be expected to enforce or ensure the privacy of any meeting.

IV. LIABILITY

- A. All organizations or groups shall indemnify, defend, and hold harmless PPLD, its officers, agents, and employees from and against any and all claims, suits, actions of any kind, resulting from any negligent act, omission or error of the user which results in personal injuries, or property damage arising from the user’s use of a Library meeting room.

- B. The applicant and/or organization will be jointly and separately liable for any breakage, damage, or theft of any Library property caused by members or guests of the group or organization. Liability includes all applicable court costs and attorney fees.
- C. The Library, its employees, and Trustees do not assume responsibility for personal injury or damage or loss of personal property during the applicant's use of meeting or study rooms.

V. RESERVATIONS, SCHEDULING, AND RESPONSIBILITIES

- A. Requests for the use of publicly reservable rooms can be made:
 - a. On the Library's website (ppld.org);
 - b. By contacting Library staff at (719) 884-9827 or meetingrooms@ppld.org, or the Reference phone line at (719) 389-8968;
 - c. By directly contacting the Library location of the desired room;
 - d. In person at desired Library location.
 - e. Rooms at the Manitou Art Center (MAC) can also be requested for after-hours use by contacting MAC staff at manager@manitouartcenter.org.
- B. Providing inaccurate information can lead to cancellation of reservation.
- C. Use of the Library rooms is free of charge.
- D. Patrons are responsible for cleaning and removing anything brought into the room.
- E. Any damage done to room, property, and/or equipment may result in a minimum of \$50 charge.
- F. Reservations must take place during normal Library operating hours, with the exception of Fountain, Manitou Springs, and KCH which allow meetings outside of regular library hours.
 - a. Patrons will not be admitted to the facility before it is open to the public, nor be allowed to remain in the facility after it is closed to the public.
 - b. Any necessary set-up and take-down must be made within the time reserved. Patrons may indicate set-up and take-down time during their reservation request. Reservation time includes set-up and take-down time and event time. If the patron did not reserve any set-up time or take-down time, the earliest time patrons will be allowed to be inside meeting rooms is at the start time of the reservation.
 - c. Rooms must be vacated by the end of the reservation time.
- G. PPLD does not provide technical support. Patrons may reserve a room in advance or schedule a meeting with PPLD staff to test available audio/visual equipment.
- H. The patron who makes the room reservation shall be the contact person, unless specified otherwise, and shall be the only person authorized to make changes and cancellations to reservation.
- I. The contact person on the reservation form must be present for the reservation.
- J. Patrons or organizations will be held responsible for the actions of the participants and their adherence to all guidelines set forth in this policy and all Library policies.
- K. No person or group may assign its reservation to another person or group.

VI. ROOM TYPES

A. EVENT ROOMS

1. Event rooms are the Venue at Library 21c, the Community Room at East Library, and the Columbine A and Columbine B rooms at Penrose Library.
2. Includes the addition of the Annex room to the East Community Room at East Library, and the combination of the Columbine A/B rooms at Penrose Library.
3. Reservations must be made by patrons 18 years or older.
4. Reservations may be made 6 months in advance and must be made at least 3 business days before the reservation date.
5. Reservations for event rooms are limited to 12 reservations in a 6-month period per Library location.
6. Event rooms require set-up by PPLD Facilities and Logistics personnel.
7. The Venue at 21c, Columbine A Room and Columbine B Room at Penrose, and Community Room at East Library can be setup by PPLD Staff with 72 hours advance notice.
8. Rooms can be reserved from 30 minutes after the facility opens to 30 minutes prior to closing to allow time for staff setup.

B. MEETING ROOMS

1. Meeting rooms are defined as rooms that may have technology, such as computers, projectors, sound systems, etc.
2. Reservations must be made by patrons 18 years or older.
3. Reservations may be made 3 months in advance and limited to one reservation per week per room.
4. Meeting rooms must be in use at least 30 minutes after the reserved meeting start time or the Library may make the room available to other patrons.
5. Rooms can be reserved from 15 minutes after the facility opens to 15 minutes prior to closing.
6. Online and phone reservations must be made 3 days in advance. In person reservations may be made thereafter.

C. STUDY ROOMS

1. Study rooms are defined as rooms that do not have technology.
2. Reservations may be made by patrons aged 9 and older.
3. Reservations may be made one week in advance.
4. Reservations for study rooms are limited to a maximum of 2 hours per day.
5. Only one study room can be reserved per day per branch.
6. Study room must be in use 15 minutes after the reserved start time or the Library may make the room available to other patrons.

D. KCH

1. These guidelines pertain to the available rooms at Knights of Columbus Hall.
2. Reservations must be made by patrons 18 years or older.
3. Reservations during regular business hours (Tuesday - Friday from 8 a.m. - 5 p.m.) may be made 6 months in advance and must be made at least 3 business days before the reservation date.
4. Event rooms must be in use at least 30 minutes after the reserved meeting start time or the Library may make the room available to other patrons.
5. Event rooms are available Thursday - Friday from 5 p.m. - midnight and Saturday from 8 a.m. - midnight, with one month's advance notice.
6. Event rooms are available to reserve 12 times over a 6-month period, with no more than 4 consecutive weekends (Friday and Saturday evenings) allowed.

VII. CANCELLATIONS

- A. Cancellations will only be accepted from the person who reserved the room.
- B. The Library reserves the right to cancel any meeting or reservation due to unforeseen circumstances, such as building or weather-related emergencies.
- C. The Library reserves the right to stop meetings that are disruptive to normal Library operations or other programming events.
- D. Cancellations for meeting rooms and event spaces should be made at least 3 business days before the reservation time. Failure to cancel a reservation at least 3 days in advance, or not showing up without notification, may result in losing future access to the Library's meeting rooms and event spaces.

VIII. RESTRICTIONS

- A. Meeting rooms may not be reserved for programs or gatherings which present a clear and present danger to the welfare of the participants, Library staff, patrons, or the community.
- B. Organizations may not use the name, address, or telephone number of the Library, except for notifying attendees of the location of the meeting.
- C. Meetings or programs from community organizations may only be posted on the Library's bulletin boards if the Library has a designated bulletin board for community events and with Library Manager or Communications Office approval. Please see the [Solicitation Policy](#) for more information.
- D. The Library does not charge for parking. Parking spaces will not be saved for special events at any Library.
 - 1. EXCEPTION: Parking at Penrose Library is not free and is provided in public metered parking spaces and a fee-based public parking building. Penrose Library cannot make any special allowances for parking and is not responsible for any tickets or fees incurred while attending an event at the Library. ([Penrose Library Information](#))
- E. Tables and chairs may not block room access or emergency exits.
- F. Nothing may be attached to the walls, ceiling, equipment, or doors of the meeting rooms.
- G. Use of any type of flame is prohibited.
- H. Smoking and/or vaping is not permitted anywhere in the building or on Library property.
- I. Use of hazardous materials and/or weapons is not permitted anywhere in the building or on Library property.

IX. USE/CARE OF FACILITIES AND EQUIPMENT

- A. The meeting and study rooms should be left as they were found. All groups must provide their own support for preparation and reasonable clean-up.
- B. The number of patrons cannot exceed the room capacities listed on the room reservation website.

- C. Permission to reserve rooms may be withheld or revoked from patrons or groups that have damaged Library property, caused a disturbance, or failed to comply with the Library policies.
- D. Table coverings are required to be brought by groups that use crayons, glue, markers, or other art supplies in the room. Glitter is prohibited.

X. REFRESHMENTS

- A. Light refreshments (coffee, doughnuts, cookies, fruit, etc.), simple box lunches, prepackaged food, and catered food may be served in the event spaces and meeting rooms.
- B. Food and drink taken out of the meeting rooms or consumed in study rooms must meet the [Food and Drink Policy](#).
- C. Alcoholic beverages are not permitted anywhere on Library property.
- D. Consumable supplies (cups, napkins, plates, flatware, serving utensils, etc.) are not provided by the Library.

Filming, Photography, and Recording Policy Update

Pikes Peak Library District's *Filming, Photography, and Recording Policy* outlines what filming, photography, and recording activities are allowed on our Library properties and inside of our Library facilities. The *Policy* covers permissible activities for amateur and commercial photography, news media, documentaries, community-hosted events, and the film industry, as well as PPLD staff responsibilities.

Pikes Peak Library District reviews policies annually. There are no revisions to the Board policy, but updates were made to the procedural section, including moving up amateur photography and addressing Fourth Amendment rights; clarifying potential fees for using the Library as a set for commercial photography; and clarifying PPLD staff responsibility around patron privacy, proper identification, and posted signage.



Filming, Photography, and Recording Policy

BOARD POLICY

Filming and photography are allowed as described below only to the extent that they do not interfere with the mission of Pikes Peak Library District (PPLD) or delivery of library services.

Public library facilities and grounds are defined as limited public forums subject to reasonable time, place, and manner restrictions. Sidewalks around our libraries are traditional public forums, defined as places held in trust of the public to use for free speech and other activities protected by the First Amendment.

PPLD is within its rights to limit filming and photography on library properties or inside facilities when such restrictions serve Library purposes. Foremost of these is ensuring the right of PPLD patrons to acquire knowledge and information freely and confidentially without scrutiny, intimidation, or distraction by others. Consistent with the policies of other public libraries, PPLD may film, photograph, or record Library-sponsored programs or events at its discretion.

I. District Procedures

- A. Any persons filming, photographing, and/or recording on PPLD premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed, photographed, or recorded, if applicable.
- B. PPLD undertakes no responsibility for obtaining these releases.
- C. Authorizations may be required to video, photograph, and record at PPLD facilities as described below.
- D. Failure to obtain these permissions is failure to comply with PPLD's [Code of Conduct Policy](#).

II. Amateur Photography

- A. Casual amateur photography, filming, or recording is permitted in Library facilities for patrons and visitors wanting a remembrance of their visit, provided that other library users are not captured in any such photographs, films, or recordings without their permission, in accordance with C.R.S. 24-90-119, and Supreme Court decision *Katz v. United States*, 389 U.S. 347. This held that the Fourth Amendment “protects people, not places” and what a person “seeks to preserve as private, even in an area accessible to the public,” may be constitutionally protected.
- B. The use of additional equipment such as lighting is not permitted.

- C. Photography and recording of private and “reservation only” events may only be done with the permission of the organization or individual holding the event. It is the sole responsibility of the photographer to obtain that permission.

III. News Media Photography

- A. PPLD has an open-door policy for news media photographers and reporters who are doing stories or projects that directly involve the Library and its programs with advanced authorization, which is preferred and can be obtained from the Communications Office.
- B. For non-Library events and meetings, news media photographers and reporters must receive authorization from the presenting group, organization, or individual and must notify the Communications Office that they have received such authorization.
- C. The Library District does not allow the news media to use the inside of its facilities as a backdrop for stories or projects that do not relate to the Library itself or allow access to Library patrons for opinion polls or “man on the street” interviews without prior authorization from the Communications Office.

IV. Documentary-type Photography for Publication or Broadcast

- A. PPLD permits photography of its premises and activities when the use of the photographs involves the Library directly, such as:
 - i. Books
 - ii. Articles
 - iii. Library-sponsored meetings and events
 - iv. Videos about PPLD or one of its facilities or services
 - v. PPLD’s position in the Pikes Peak region as a tourist or learning destination, or
 - vi. As part of a piece used to describe our community.
- B. Individuals or organizations with a documentary requirement must obtain authorization in advance from the Communications Office prior to commencing any documentary-related activities.

V. Commercial Photography

- A. PPLD does not permit commercial photography on its properties or inside of its facilities without the written permission of the Communications Office. This includes but is not limited to: using Library buildings, grounds, or interiors as a stage set for portraiture, model photography, or product photography, or filming used to advertise goods or services unrelated to the Library for commercial sale or promotion.
- B. The exception for this policy is the use of Studio 21c and equipment with adherence to PPLD’s [Studio Use Policy](#).
- C. Fees may apply in some cases for using the Library as a set.

VI. Film Industry

- A. PPLD will permit the use of its facilities for filming-related projects where a library setting is applicable if the project:
 - i. Does not interfere with the mission of PPLD
 - ii. Is in accordance with the rest of this policy, and
 - iii. Avoids any relation to political campaigns or to partisan issues.
- B. Such projects require the approval of the Chief Librarian and CEO or designee, with all details coordinated in advance with Library administration, the Communications Office, and PPLD Security.
- C. Filming may take place only during hours when the Library is closed, and all equipment must be removed during the Library's operating hours, unless approved otherwise by the Chief Librarian and CEO or designee.
- D. Fees may apply for using the Library as a set.

VII. Photography for Groups and Non-Library Events in Meeting and Study Rooms

- A. Groups, organizations, or individuals holding meetings or events in PPLD's meeting and/or study rooms may arrange for news media or photography, filming, or recording during their event.
- B. Photographing, filming, or recording at meetings or events requires the permission of the group, organization, or individual hosting the meeting or event.
- C. Photography, filming, or recording at such meetings and events is restricted to the space reserved by the organization, group, or individual and may not take place in other areas.
- D. The event organizer must make an announcement at the beginning of the meeting or event that they have allowed photography, filming, and/or audio recording.
- E. Any event attendee not wanting to be photographed, filmed, and/or recorded will need to speak with the event organizer.
- F. The possibility and allowance or denial of such photography, filming, and/or recording is also covered in the reservation process for the specific library facility. PPLD undertakes no responsibility for this decision.

VIII. PPLD Staff Responsibility

- A. Library staff may terminate any photo, filming, or recording session that appears to compromise public **privacy**, safety, or security, or violates a PPLD policy.
- B. Library personnel necessary to open, secure, or remain on the premises during any event where filming, photographing, or recording occurs will need to arrange scheduling through their direct supervisors and the Communications Office.
- C. PPLD frequently engages in photographing, filming, or recording Library programs and events, on- and off-site, for its own publicity and promotional purposes.

- i. Staff may document any activity on behalf of the Library in such a way. When doing so, they will wear PPLD attire and a badge identifying their employment and position.
- ii. Members of the public must immediately notify that PPLD staff member if they do not want to be photographed, filmed, and/or recorded.
- iii. PPLD will ensure signage is posted somewhere outside or within each Library facility about such possible filming, recording, or photography.

Please direct inquiries about this policy to PPLD's [Communications Office](#).

Last approvals by the PPLD Board of Trustees: 3/14/17, 7/19/19, 2/26/20

FRIENDS of the PPLD February 2022 Report

The focus of the BOD for February continued to identify members to the various committees. We interviewed a BOD applicant and now have a very enthusiastic and energetic new director. We now have 11 directors.

Sales for February		
	Amazon	2,511
	eBay	3,067
	Facebook	0
	Web storefront	80
	East Bookstore	2,736
	Library 21C	1,418
	Penrose	344
TOTAL SALES		\$10,156

The current active volunteer count for District Friends and the three District Friends bookstores is 38. A volunteer has been 'hired' for Library 21c bookstore. We now have coverage at all 3 locations.

The Spring big book sale is approaching fast on March 11-13th. Ads have been submitted to 17 no-cost locations including KRCC, KTLF, KRDO, FOX21, KGFT, KKTU The Gazette, CSIndy, ColoradoSprings.com, and events.com. A Facebook ad is running. A banner has been posted at the East Library entrance, large posters are being displayed at the Regional Libraries and smaller posters have been sent to the branch locations. Bookmarks have been distributed at all locations. We currently have approximately 445 boxes of books ready for the sale!

Penrose Library stockroom has been sheet rocked, the ceiling repaired, shelves re-installed, and the walls were painted this last month. Volunteers can return and donations resume while we wait for the new honor box and carpet squares to be installed. It looks great, and we thank Penrose and Alicia for the new, cheerier workspace!

Rita Jordan, President
Friends of the Pikes Peak Library District



REPORT

Received \$16,328 from 134 donors who made gifts during the 2021 Give! campaign

Finalized 2022 Children's Hospital Colorado \$12,000 sponsorship renewal

Received \$1021.73 from 125 household who participate in the King Soopers Community Rewards program

Submitted 2022 Can'd Aid (Ball Foundation) grant application for PPLD recycling equipment and training

Filed and won an appeal to the Institute of Museum and Library Services (IMLS) regarding PPLD's eligibility for IMLS' Museums for America grant program

Finalized details with Carl Bloom and Associates for 2022 Library Giving Day direct mail and electronic campaigns

Follow up telephone call with Colorado Springs Health Foundation representatives regarding Main Funding Opportunity grant application

Coordinating details for 8 March PPLD Foundation Donor Appreciation event at Library 21c

Met with Air Force Academy Business Management major cadets to continue developing a donor survey instrument to better understand why people give to PPLD

Presented and attended PPLD Board of Trustees orientation session

Attended monthly Friends of PPLD board meeting

Public Services Report

February 2022

Thematic Goal: Community Engagement

Mikaela Fortune attended the El Paso County Youth Suicide Prevention meeting. The group discussed an ad hoc planning committee that will determine the mission and goals for the workgroup going forward.

Danielle Seltenright attended the Fox Meadow Middle School Math Community Night where she set up an outreach table as well as some passive math-focused activities to promote PowerPass and other library resources and cultivating familiarity with the public library among students.

Deb Hamilton (Adult Services, Strategic Librarian – Law Resources) attended the Community Legal Night put on by the Attorney General's Office at Atlas Elementary School. I spoke with 27 of the attendees. It was also a great opportunity to meet the Community Engagement staff from the AG's office, the new family immigration attorney at Catholic Charities, and to see many of my Access to Justice colleagues for the first time in two years. The event was a response to a case that the AG's office has taken against an illegal notario here in COS as they want to connect more Spanish speakers with legal services and information. https://gazette.com/news/courts/attorney-general-accuses-colorado-springs-based-business-of-unlicensed-notario-legal-services/article_aa35cd36-8549-11ec-8c5e-abd486b2b473.html

Compliments

We had 199 chats through LibChat, our online chat reference. Of the 44 patrons who chose to rate their chats, 41 were rated *excellent* and 3 were rated *good*. Some patrons left comments about the staff-person who chatted with them:

- Great experience. Patient, friendly, informative. Very proactive customer service. Really appreciate. *Lacey Palmrose, Penrose Library*
- Patrick was very helpful. *Patrick Mundt, Library 21C*
- The librarian was super nice. *Catie Tierney, Library 21C*
- Super quick and easy way to get my problem solved. *Melissa Mitchell, Adult Services*
- The library that helped me was awesome! Extremely helpful! *Chris McKenzie, Penrose Library*
- Super sweet and helpful. *Vincent Burke, Fountain Library*
- Very helpful. *Meagan Huber, Adult Services*
- Very helpful. *Joe Paisley, Adult Services*

A patron came in to look at the makerspace. He said he'd been badged on 3D printing for a while but could never think of a project, so staff pointed him to this month's lithophane passive program. He sat down to work on it for a while and then took the instructions home so that he could find the photo he wanted to print from his collection. He let staff know that he thought it was a great idea, that he was excited to try printing a unique project, and that we'd be seeing him again soon.

Shoutout to Matt Kaip (RU) for setting up resource classes at Mitchell High School and being eager to learn how to do them on his own. Danielle Seltenright can tell he really wants to make a connection there and is jumping into some of the more intimidating aspects of outreach.

Thank you to Jen Hernandez (EA) for all your help with training and shadowing as Danielle Seltenright gets used to some of the East-specific circulation and service desk things. You are a great teacher and Danielle appreciates your patience!

Thanks to Mikaela Fortune for drawing the ASL postcard art and Larissa Powers for double checking everything and giving us resources to include in the March Take & Make.

North Region **Community**

Library 21c's Librarians, SarahEllen Hickle, Alanna Jones, Jason Kowell, Patrick Mundt, and Cathy Wood, met with Library Manager Catie Tierney to discuss ways to identify community needs and provide greater outreach to the surrounding community. Staff used tools such as 21c's Community Profile, patron survey results, and asset maps to identify possible places to reach out and provide support. Staff produced a plan to coordinate with Communications to determine areas/organizations currently not served; Patrick Mundt contributed with an idea to send letters to community organizations, groups, and businesses to introduce Library 21c and connect its services with the resources provided by the community groups. These meetings support one of Library 21c's 2022 goals- to build greater connections between Library 21c and the community it serves.

Meredith Moore (Sr Library Associate-Monument) and Mae Lage (Library Assistant-Monument) did an outreach to the Palmer Lake WinterFest ("For those of you interested in premier dog watching, minor frostbite, and people duct-taping bedding to their bodies for hockey safety - this is your event.") They talked to around 40 people there. A picture of the library's tent and setup was featured on the Town of Palmer Lake's website.

Liz Willhoff (HI/CA) and Andrea Keiter (CA) met with Bill Heaston, Program Director of Second Wind Fund Inc. Bill's plan is to reach out to young adults who are unable to afford the services needed in rural areas. This non-profit organization will provide funding for young adults seeking help. Liz and Andrea were able to provide Bill with information about the Calhan and Falcon area. The Calhan library is looking forward to sharing Bill's information at the next Community Outreach Center meeting for Calhan organizations.

Resources

Jean Carrier (Library Manager- Monument & Palmer Lake), Lisa Ward (Manager of MLS), and Brett Lobello (RH&G Director) met with the staff of the Western Museum of Mining and Industry to assess and augment the partnership. Now that Palmer Lake Library will reopen soon the bookmobile will start making stops at the WMMI every week. Storytimes will also be offered while the bookmobile is there.

The Small Business Development Center (SBDC) had a soft launch of their free consulting hours at High Prairie Library in February. SBDC will be here every other Tuesday for one-on-one small business consulting and in April will start hosting a series of workshops for community members. They plan to start their advertisements in March including ads in the New Falcon Herald.

Innovation/Creativity

Rockrimmon Library's Anime Club continues to thrive. Amanda Franke (Teen Associate, RO) has experimented with having crafts at the last two meetings for teens who like having something to do with their hands while they watch a show. Crafts have been a hit so far, and Amanda has found they increase the social aspect of the club.

The Storytime and Library Tour at Rockrimmon Library with Hope Academy kindergarten was our first since the start of Covid. Tina Matiatos (Children's Associate, RO) brings Storytime as an offsite program to all students at Hope Academy monthly. The kindergarteners were very excited to see *their* Storyteller at a new place- the library. The kids asked if Tina lived at the library and told her she was lucky to live in a place with so many books. They enjoyed the tour and want to come back with their families and friends, too.

February was the first month High Prairie Library began its programming in the community at Banning Lewis Ranch Community Center and Meridian Ranch Community Center. Banning Lewis Ranch was extremely popular, the Storytime and Kids program filled up fast with a waitlist. Meridian Ranch experienced a slower start with just a handful of participants. Staff are hopeful residents will hear about the program and participation will increase.

Service

Library 21c hosted PPLD's Homeschool Science Fair in-person for the first time since early 2020. Senior Associate Brady Nickerson paved the way with initial on-site preparations and science fair informational resources shared through her "Learning at Home" bulletin board. Librarian SarahEllen Hickle and Children's Assistant Malvis Cabrera-Brooks served as on-site help for the science fair the day of the event. They encouraged participating kids and visitors alike to write about what they learned at the fair to get a prize, and 86 children ended up sharing what they had learned. The event welcomed 46 student participants and 209 attending guests.

Internal/Staff

Jean Carrier (Library Manager- Monument & Palmer Lake) met with the Palmer Lake Town Administrator Dawn Collins to discuss repairs of the Lucretia Vaile building where the library is housed. The town got estimates for new rain gutters and to replace the header above the library's door. Hopefully these repairs will be done by the end of the year.

February 21 was PPLD's first In-Service Day of 2022. Three hours were provided in the morning for staff training and team building. Library 21c's Senior Assistants, Senior Associates, and Director/Producers developed hands-on training for their colleagues in the library's Circulation, Makerspace, and Studio areas. Library 21c Public Services staff were separated into three groups who rotated between three trainings. Staff visited the Circulation work room to gain more knowledge about the Automatic Materials Handling System ("AMH") and how to resolve common issues. Senior Assistants also set up three stations for staff to determine which Circulation procedure was necessary for various problem materials. At these stations, staff learned how to properly stack items in bins, evaluated various damaged materials to determine whether they should be considered for review or billing, and reviewed common shelving errors. Senior Associates set up Make and Make II for a full tour of the spaces and provided opportunities for staff to try the embroidery machine, button maker, Silhouette, 3D printers, laser engraver/cutter, and more. In Studio 21c, Video Directors and Producers set the space up to show off its many offerings; staff gained a refresher on how to properly check out Studio equipment before learning more about the vocal booth, green screen, lighting grid, editing computers, and more. Staff remarked to their supervisors that they found these trainings very informative and helpful, and several shared that they looked forward to visiting the creative spaces on their own time.

Accountability

Collection Management's Acquisition Librarians "shopped" Library 21c's collections for materials for the reopening of Palmer Lake Library. 21c Circulation staff are in correspondence with Circulation Services Coordinator Greg Roes about a massive weeding and shifting project that will occur once the Winter Adult Reading Program ends. 21c Circulation plans to weed the New Books to titles published within the past six months instead of one year and shift the ever-expanding fiction and non-fiction collections. This will be a large undertaking spanning the course of a few months with the goal of having this project completed before Summer Adventure begins in June.

Southeast Region

Community

Fountain Library and the Equity, Diversity, and Inclusion (EDI) department were asked to host a table at the Fort Carson deployment resource fair. This event is for soon to be deploying soldiers and their families to understand what resources are available for those going overseas as well as the family that is staying home. Shirley Martinez and Yvette Dow-Rose from EDI assisted Fountain staff with this table. They saw over 3,000 soldiers and their families over the course of the day and were able to tell families about the library resources and soldiers about their ability to access library resources wherever they have an internet connection (picture below.)



While East didn't have a Black History Month themed Storytime, Senior Library Associate Thea Martinez did have a Storytime where each of the main characters was black and that reflected black families. When a 4-year-old girl said "She has hair like mine!" about a girl with natural pigtales in a story, Thea felt like she made a small impact by celebrating these families.

Resources

TerryJosiah Sharpe, Sand Creek Senior Library Associate, was invited to speak to 28 Sierra High School students in a Civic Engagement class about the music industry and how they could use Studio916 at Sand Creek Library. He also talked about how to get a library card and that Sand Creek Library is a Safe Place location. The students were excited to learn about the studio and talk to TerryJosiah about projects they have been working on and their interest/talent in music.

Matt Kaip, Ruth Holley Senior Library Associate, has begun building strong relationships with the Mitchell High School librarians and English Teachers. Matt, along with other Young Adult Services staff, presented a resources outreach to about twenty 11th and 12th grade students. Matt has more outreaches scheduled for March. He expressed he is excited to learn, grow, and build this relationship with the Mitchell High School staff and students.

Innovation/Creativity

Southeast Creative Librarian Jenny Kremyar hosted 2 tile workshops in the Sand Creek Makerspace for Harrison School District 2 art teachers (16 in attendance) and to staff from Peak Vista (9 in attendance). Sand Creek Senior Library Associate Jordan Romero hosted Panorama Park tile workshops for 6 classes at Monroe Elementary to 120 students. She was even interviewed for a school video: <https://fb.watch/bl2cAbRvcz>.

East Library is one of the pilot locations for the Hygiene Supplies Initiative created by Young Adult Services and Kayla Rockhold, Community Resource Supervisor. In the first week alone, East Library gave out over 800 items. The total item distribution for the month of February was 1203 items with the following breakdown:

Deodorant	150	Lotion	165
Toothbrushes	198	Toothpaste	196
Floss	41	Body Wash	154
Shampoo	154	Conditioner	145



Service

Janis Moore, Southeast Regional Library Associate, spent quite a bit of time with a patron who has done extensive research using Ancestry Library Edition. The patron shared with Janis all the pictures

she found and some information that was surprising to her and her family. She has something so valuable she can share with her daughter. It was a nice reminder of what great genealogy resources PPLD offers.

Cameryn Broin, Sand Creek Library Associate, helped one patron with the formatting of a letter to a politician asking for clemency for a man that had been in prison for 35 years. Through the interaction, Cameryn was able to hear about the organization the patron works with and what she does to support those who have regained their freedom.

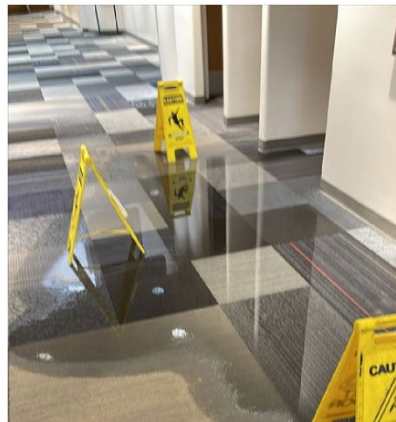
East Senior Library Associate Jaylene Walls reported the following: *“A patron I had not seen in quite awhile came back into the makerspace last week. She was so excited to be back in the library and had signed up for the Quilt Blocks Club class. She said she felt as though the pandemic had caused her to step back and learn to reappreciate the things taken for granted before it started. I believe she is right.”*

East Senior Library Associate Stacy Smith shared a story of mom and son who attended Baby Time, then Toddler Time, and then Storytime in the last year or two but are moving out of town soon. They came to the February Storytime just to hear Stacy Smith do Storytime one last time and to take his picture with her.

Internal/Staff

Marissa Jimenez Guiot joined PPLD and the East team as a Library Associate. Jen Hernandez was promoted from a Senior Library Assistant at East to Senior Library Associate. Both will focus on Adult Services and Adult Education offerings at East. We are thrilled to have a fully staffed East Adult Services team.

East Library had an epic bathroom flood on Saturday, February 5. A toilet broke and quickly flooded our hallway by the community meeting room. East Public Services, Security, and Facilities worked quickly to address the mess and there were no traces of the flooding the following Monday (pictured).



Accountability

Fountain Library Manager Jake

Rundle participated in a Goodwill fashion show for the Fountain Valley Scholars scholarship fund. The theme of the fashion show was Zoom, so business on the top and casual on the bottom. Participants were tasked with buying their entire outfit from Goodwill for less than \$50. Jake spent \$10 on his outfit. Community leaders from Fountain Police, Security Fire, and Fountain Fort Carson School District 8 and Widefield School District 3 also participated in the event. Jake enjoyed spending time with Security Library Director, Susan Garrett (pictured).



Southeast Librarian Jenny Kremyar, along with Sand Creek Senior Library Associate Jordan Romero, gave a presentation on their Panorama Park experience for CSL in Session, the State Library’s professional development series. The recorded webinar is available here: <https://www.librarieslearn.org/calendar/building-community-connections-through-collaborative-leadership>

West Region **Community**

Celia Egghart, Senior Library Associate, with help from Karin Swengel, Senior Library Associate, and Heidi Bailey, Senior Library Assistant, all of the Manitou Springs and Ute Pass Libraries, rearranged the children's room at MA to make room for a play tent. The tent is intended to be used for imaginative play, for reading, or as a space for kids to have a little privacy and quiet time if they are feeling overwhelmed (pictured).



Monday, February 28th was Mobile Library Services' last stop at Palmer Lake. MLS started serving the Palmer Lake community in July 2021, after the library closed due to ADA concerns related to the ramp to the elevated structure. During the MLS service to PA, the MLA served 330 patrons and checking out 1,025 items and emptied the two book drops in the parking lot. January Fairfield, Library Associate (MLS) shared: "At our last stop at Palmer Lake, one of our patrons told us that he loved us. It was such a sweet ending to our time at the stop. I am so glad we were able to provide them with the service they needed during the time that Palmer Lake was closed."

Sarah Patterson, an Old Colorado City Library's Library Assistant, has been helping staff MLS during the Tuesday closures at OL. This month, she has seen just how big of a community is around bookmobile and just how big an impact MLS has. She helped on county routes, taking her out to elementary schools and to Peyton where she saw how much the communities value PPLD services. She also enjoyed seeing how excited the kids are about what they can discover on the bookmobile and sharing their finds with friends.

Service

Winter Adult Reading Program is well underway. David Rasmussen, Senior Associate at Old Colorado City Library, ensured staff were prepared for the program kickoff. He placed District Discoveries in Little Free Libraries throughout the westside community to promote WARP and attract readers not otherwise affiliated with PPLD. Cullen Farnsworth, Assistant at OL, had a lot of fun redeeming WARP prizes. One patron was so thrilled to receive their chocolate and reusable straw; the patron said they felt like a kid again while earning their prizes for reading. It's amazing how patrons look forward to this annual event.

Internal/Staff

Cheyenne Mountain Library staff are thrilled to welcome their new library supervisor, Mariana Morage. Morage worked previously for the Sno-Isle Library system in Washington. One week after her arrival, she jumped right into her role and led an In-Service training on ergonomics and "working well with books." Morage's background in dance also helped inform the training. Morage is helping us get back to basics when it comes to work room processes and reminders. In just two weeks, it felt like she had already been here two years.

After Cheyenne Mountain staff attended PPLD's In-Service training, starting with the Visioning Exercise at Penrose, and then returning to home base for teambuilding, training, and branch updates, Senior Associate, Brittany McNeil shared, "The morning exercise was a good practice and reminder of what PPLD is to the community, what we feel we represent and what our role is in the community." At Cheyenne, later in the day, Library Supervisor Maria Morage led an ergonomics training, and staff viewed a Brene Brown presentation on shame, empathy, and blame. Her video provided helpful reminders as we move forward by approaching service to our community and each other through a trauma-informed lens—continuing to be a place of grace and kindness.

Manitou Springs now has a Roving Ipad complete with Workflows and other necessary apps. This allows staff to help patrons in both the 515 and 513 buildings at the Manitou Art Center, “on the go”, as well as avoiding printing weeding and hold lists to help save paper.

Accountability

Stephanie Beardslee, Mobile Library Services Associate, had a wonderful idea to create a driver’s checklist for staff to use to focus before driving. After staff feedback, the next step is to have a driver’s check-in each morning lead either by Lisa Ward or by one of the drivers. We hope the checklist and daily discussion will curtail potential incidents.

Adult Education Community

We held multiple meetings with various community partners and organizations. Our ABE/HSE Instructor Sarah Hetzel met with her counterpart at Pikes Peak Workforce Center to share class schedule and services. Christine Layton met with Catholic Charities about their Citizenship program and how we can shadow their instructors to potentially bring this service back in the fall. Christine also met with our counterparts at D-11 Adult and Family Literacy program to discuss testing procedures and best practices. Christine met with D-2 to discuss a joint professional development for instructors under our AELA partnership agreement. Tammy Sayles and Christine met with D-20 English as a Second Language Coordinator to plan presentation for upcoming Family Night in March.

A draft Partnership Agreement with Springs Rescue Mission (SRM) was sent the last week of February to SRM outlining how PPLD, specifically Penrose staff, could provide digital literacy training on the SRM campus. The plan has two parts, a short introductory lab offering to get participants interested, then a longer class on computer, internet, or email basics using the Northstar Digital Literacy platform.

Resources

We were asked to provide experience and recommendations to Pueblo City-County Library as they consider applying for Adult Education and Family Literacy Act (AEFLA) funds to improve and expand their ABE/ASE offering. We shared best practices and made recommendations of material for them to review as part of their consideration.

We met with Smart Horizons, the provider of Career Online High School (COHS) to talk about HB 22-1009 and how we could help the other Colorado Libraries apply for this funding. We were able to receive funds from this pilot program in the past, which we reinvested in our scholarships. We want to ensure that funding is available for more libraries that offer the COHS program. A letter of recommended changes to HB 22-1009 was sent to the bill sponsors asking for changes on how funds are distributed to grant recipients to ensure priority is given for high school diploma attainment.

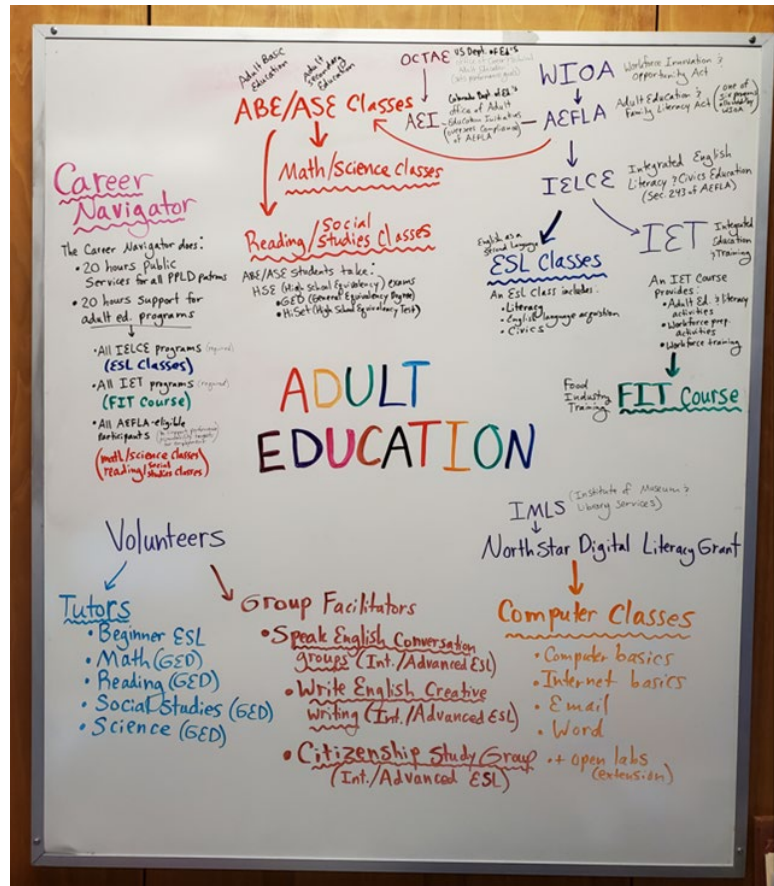
Service

On February 14th a patron came to Penrose Library and requested help to find a job. Deya Rohe was available and met with the patron. The patron wanted to fill out applications online for part-time jobs at Taco Bell and Wendy’s because she saw openings the day before and really needed to start working as soon as possible. During the conversation, she disclosed having disabilities that could make working in these places a little hard to bear. After discussing the patron goals and work experience, Deya helped her research options more suitable for her and together they create an account at Goodwill. The patron applied for a job in the [ReHire](#) Colorado Program, where she could receive paid, on-the-job training and support while working, to overcome any barriers to employment. The patron got an interview on March 2 and got the job offer, pending paperwork completion.

Christine created a visual of what services Adult Education provides and how they are linked together (pictured).

Accountability

Our Integrated Education and Training (IET) Part II Toolkit for the Food Industry Training program was approved by the Colorado Department of Education (CDE) on 2/1/2022. There are four parts in total. Part III was approved with changes on 2/24/2022. We are currently working on changes and drafting the final Part IV in the next week or two. We are required to have all four parts completed and approved in order to use the AEFLA and IELCE grant funds to offset the cost of the training.



Adult Services Community

Winter Adult Reading Program (WARP) began on February 1. We quickly ran out of District Discoveries (our program guide and reading tracker) and switched to the online version. By the end of the month, we had over 3,000 patrons registered. Joe Paisley has been the primary point of contact coordinating all of the programming, prizes, etc.

Resources

Sandy Hancock has been researching information to assist entrepreneurs with eCommerce – particularly artists. Our in-house artist, Meagan Huber is working with Sandy to review these resources from the perspective of an artist. Meagan watched the [webinar eCommerce for Small Businesses](#) and is working with Sandy to identify resources that are helpful to entrepreneurial artists.

Innovation/Creativity

Meagan Huber arranged and attended the performances of Mānava O Polynesia. They are one of two Polynesian dance troupes in Colorado. The group performed at Rockrimmon Library. Throughout the 45 minute performance, the presenter highlighted pronunciation of Polynesian words, the locations of Polynesian islands, important dances and poetry, and other cultural elements. Patrons were invited to learn a basic dance moves at the end of the performance with instruction from the Tahitian drummers and the dancers. The performance originally scheduled for East Library was cancelled due to a weather closure. It was rescheduled at Sand Creek Library on Saturday, March 5th. [You can find more information here.](#) Their final performance is at Manitou Springs Library on Saturday, March 26. You can find [more information here](#) (pictured).



Service

Deb Hamilton led the Justice Center's search for the vacant Executive Director position. She held multiple interviews with different candidates, reviewed applications, and kept the board updated on the progress. She drafted and revised various hiring documents, e.g., employment contract, background check release, and an offer letter. Deb was able to fill the position at the end of the month. The new Executive Director started on 2/28/2022 and Deb assisted with training on working with the board and the Access to Justice Committee.

Internal/Staff

Adult Services met with Meredith Moore (MO), Jean Carrier (MO), Robin Misciagna (LI), David Rasmussen (OL), Amber Cox (OL), and Stacey Marin (RU) in our monthly "Get to know Adult Services" meeting. This is a great opportunity for the Adult Services team and the branch staff to meet, put faces to names, and learn more about what everyone does.

Melissa Mitchell provided a menu training session for two staff who are new to their positions: Jen Hernandez (EA) and Sonia Cruz (FO).

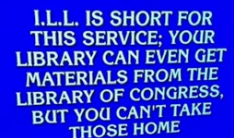
Accountability

Meagan Huber attended the National Character and Leadership Conference (NCLC) at the US Air Force Academy on Thursday, February 24th and Friday, February 25th. She learned about leadership concepts and observations, with many presentations focusing on aspects of compassion, empathy, systemic and community support, and personal choice.

Collection Management

Community

"Jeopardy!" viewers saw this question on the show in February. "What is Interlibrary Loan" was the answer. Of course, you knew that. Because Library of Congress (LOC) loans can only be viewed in the library, PPLD patrons must agree to that stipulation before Interlibrary Loan (ILL) sends a borrowing request to the LOC.



I.L.L. IS SHORT FOR THIS SERVICE; YOUR LIBRARY CAN EVEN GET MATERIALS FROM THE LIBRARY OF CONGRESS, BUT YOU CAN'T TAKE THOSE HOME

Interlibrary Loan Manager Amanda Marez-Frutchey assisted with the planning for the 2022 Colorado Resource Sharing Conference (formerly the Colorado ILL Conference) which will take place virtually on April 27th- 28th.

Senior Cataloger Michelle Pfof worked with Community Partnership Coordinator Elyse Jones to prepare the new Junior Ranger Nature Packs for circulation. *The Nature Pack is loaded with supplies for fun and educational outdoor activities. The pack and self-guided activity book encourage children and their families to get out, explore, observe, describe, engage the senses at designated parks falling within the umbrella of the TOPS (Trails Open Space and Parks) program.*

<https://coloradosprings.gov/juniorranger>

Resources

Interlibrary Loan (ILL) staff processed 2,472 lending/borrowing requests. Favorite title of the month, obtained via ILL for a PPLD patron: *The Stray Shopping Carts of Eastern North America: A Guide to Field Identification*.

In February, 4,635 items and 1,156 magazines were added to the Collection. This was 16% more items and 9% more magazines than were added in February 2021.

The top circulating OverDrive titles (eBooks, eAudios, eMagazines):

1. *The Five Wounds* by Kirstin Valdez Quade
2. *The Four Winds* by Kristin Hannah
3. *Us Weekly* magazine
4. *The Economist* magazine
5. *The Judge's List* by John Grisham

Megan Robbins, Selection Librarian, purchased over three hundred parenting materials for our newest Family Place locations at East and Penrose. <https://ppld.org/family-place-libraries>

Periodicals Senior Associate Marie Duplantis-Webb compiled the 2021 periodicals statistics.

- PPLD carries 396 physical magazine titles and 41 newspaper titles.
- Magazines with the highest use in 2021 were:
 - *People*
 - *Us Weekly*
 - *Hello!*
 - *Consumer Reports*
 - *Real Simple*

Unfortunately, patrons on hold for two anticipated cookbooks, *Turkey and the Wolf: Flavor Trippin' in New Orleans* and *Dinner in One: Exceptional & Easy One-Pan Meals*, will have to wait longer than expected. The shipping container vessel the copies were on lost 60 containers overboard and another 80 were damaged in bad weather. The publication dates for both titles have been delayed. For avid cooks, this was worse than the cargo ship sinking with 4,000 luxury vehicles.

Service

Acquisitions staff sent nonfiction, biographies, AV, RapidReads, and RapidViews to Palmer Lake Library for the March 2nd reopening.

Selection Librarians Lisa Thomas and Megan Robbins partnered with students in Pueblo Community College's Library Technician Certificate Program to help them gain experience in Collection Management.

Integrated Library System (ILS) Administrator Colleen Medling and Senior Associate Karen Sherwood loaded and tested data from School District 49 to prepare for the launch of PowerPass with D49.

Internal/Staff

Circulation Services Coordinator Greg Roes and other staff worked on additions and changes to the Circulation Manual and plan to publish the updated manual in March. It is a core resource for staff training.

Collection Management staff divided into teams for a scavenger hunt during the Staff In-Service Day. This opportunity for people from different work groups to spend time together was widely enjoyed (pictured).



Accountability

Collection Management staff continued to help define and refine criteria for an Integrated Library System (ILS) RFP.

Creative Services

Community

Lauren Fellers secured a partnership agreement with local company, Microchip, for a proposed Manufacturing Industry Training. Microchip will be using 180 Skills to upskill 15 of their employees and provide PPLD with assistance as we develop an entry-level pathway for residents of El Paso County to enter the industry.

Jennifer Eltringham edited and distributed the first quarterly newsletter for the Colorado Association of Libraries as chair of the Communications Committee.

The Knights of Columbus Hall hosted many interesting and unique events led by the Colorado Springs community in February. Cub Scouts held their first Pinewood Derby since 2019, a local improv comedy group hosted their first public show since the pandemic began, and a local organization dedicated to providing resources to the unhoused held their first free distribution event.

Resources

With grant funding from the Colorado Springs Health Foundation, Scott Crum ordered a replacement double refrigerator and a double freezer for the Kitchen. The old ones came with the building when it was purchased and were no longer working reliably. A deli slicer was also added with these funds to offer more learning opportunities for Food Industry Training participants.

Innovation/Creativity

Quilting was highly popular in February with a new quilt block club starting at East Library and several community quilts classes at various locations in coordination with Adult Services.

Service

Lauren Fellers assisted with virtual class on Object-Oriented Programming in Java that a long-time presenter returned to teach.

Internal/Staff

Creative Services staff focused on team building during the in-service day. We created a list of values for how we want to work together and be a highly functional team to enable us to best serve our community.

The quarterly makerspace and studio staff meeting was held. Sarah Holland and Ben Dahlby presented an activity for the staff on maker-centered learning.

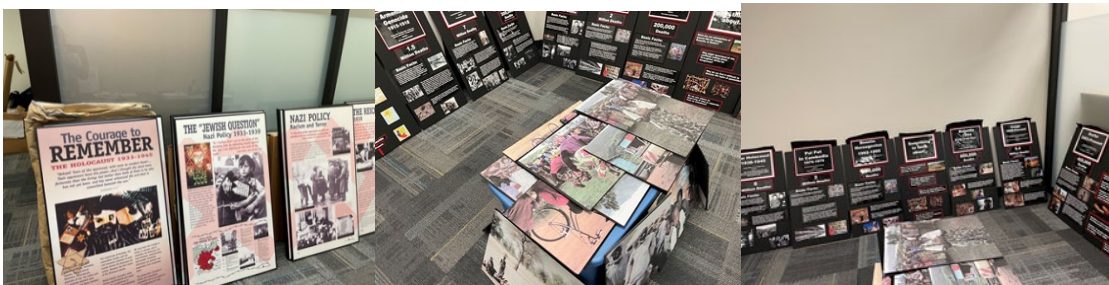
Accountability

Jennifer Eltringham rebuilt the spreadsheet the department uses to track spending and resourceful use of the programming budget.

Diversity, Equity, and Inclusion Service

Community

EDI and Communications met with Greenberg Center to review the Holocaust panels stored at East Library. After much discussion, the Greenberg Center will review panels to see if there are any updates and to move the program to digital with only 25 panels that can be shown to the public and checked out by school districts (pictured).



EDI and Communications staff met with Ben Theune to discuss gallery access for Special Olympics during the months of April – December 2022.

Resources

Shirley Martinez and Yvette Dow-Jones partnered with Fountain Library for the Fort Carson deployment resource fair (pictured).



Innovation/Creativity

The Japan American Society of Southern Colorado panel discussion was held at Rockrimmon Library in partnership with PPLD and EDI. The discussion focused on the US-Japan Geostrategy Program with Todd Harrison from Director Aerospace Security, Washington DC, USA and Kazuto Suzuki, Professor Tokyo University, Japan. This international zoom panel discussion was a first for PPLD. Audience members were from Tokyo, colleges, Space Force, and STEM programs (pictured).



JAPAN-AMERICA SOCIETY OF SOUTHERN COLORADO

A Discussion on Aerospace Security

Insights from Japan's Kazuto Suzuki and USA's Todd Harrison

Is Aerospace increasingly becoming "congested, competitive and contested"?

US-Japan Geostrategy Program

We are honored to host two subject matter experts. They will provide their insights into the impact of recent developments in both technology and policy as we move forward with space expansion initiatives.

GUEST SPEAKERS

KAZUTO SUZUKI
Professor - Tokyo Graduate School of Public Policy
Expert, International Political Economy, Science and Technology Policy

TODD HARRISON
Director, Defense Budget Analysis, Director, Aerospace Security Project and Senior Fellow, Center for Strategic and International Studies

MODERATOR

PETER KELLEY
President
National Association of Japan-America Societies (NAJAS)

Join us February 22, 2022, 6 pm to 7 pm (MST), 10 am to 11 am (JST) via ZOOM. Please register at <https://ppld.librarymarket.com/events/amjasic-aerospace-meeting>

This event is made possible by a grant from the Sakakawa Peace Foundation and the National Association of Japan-America Societies.

SPF SAKAKAWA PEACE FOUNDATION **NAJAS**
National Association of Japan-America Societies

ppld

Service

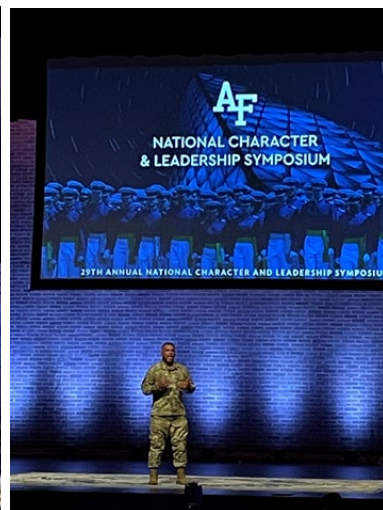
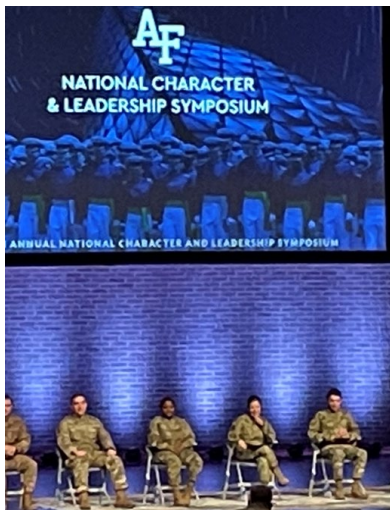
EDI provided resources to Young Adult Services for the contact at Fountain Fort Carson School District to discuss bringing Powerpass to the schools.

Internal/Staff

EDI & B met and discussed the mission and vision for the team moving forward that aligns with PPLD values and mission. The updated mission for EDI & B is, *Pikes Peak Library District is committed to treating all individuals with respect and dignity by embracing the principles of Equity, Diversity, and Inclusion. We will achieve our greater mission statement to provide resources and opportunities that impact individual lives and build community by ensuring our policies and programs promote the representation and participation of all El Paso County Community Members - past, present, and future.*

Accountability

To provide educational opportunities to the EDI & B team, EDI staff and EDI&B team attended in person and virtually the National Character Leadership Conference at the Air Force Academy on Thursday, February 24th and Friday, February 25th. The event had multiple speakers and presentations on the topic, Ethics and Respect for Human Dignity. Notable speakers for the event, were Mr. George Takei, Japanese America actor and author, Mr. Robert L. Woodson, Sr. M.D., President, The Woodson Center, General Charles Q. Brown, Jr., 22nd Chief of Staff of the Air Force, General David D. Thompson, Vice Chief of Space Operations, Simon Sinek, author and inspirational speaker, and Loretta Claiborne, Chief Inspirational Officer for Special Olympics, to name a few (pictured below).



Family and Children's Services

Community

The PPLD Homeschool Committee, and Family and Children's Services organized and implemented the PPLD Homeschool Science Fair, which took place on February 18, 2022, at Library 21c. 46 homeschooled students in kindergarten through eighth grade participated, with 209 attending the fair. Many parents expressed their appreciation during the event. Emailed comments included "Thank you so much for organizing the Science Fair for the homeschooling community in Colorado Springs. My children really enjoyed the process of learning about the Scientific Method and then preparing their project. This was one of their first chances to do a project and present it to others." (Stephanie Goetsch). "Thank you for all your work in planning and coordinating the science fair. It was so well organized and was a great opportunity for the kids to practice the scientific process, learn from others, and present in front of adults and their peers. We appreciate all the work that went into setting everything up." (Ashely Horn). Some photos are included below. A slide show created by PPLD Communications is available at [Best of Homeschool Science Fair Library 21c February 2022](#)



Resources

Joy Fleishhacker, Gayle Meredith, and East Children's staff completed work on providing open access to the Educational Resource Center (ERC) and its materials. Shelving units along with a large variety of educational and entertaining resources were returned to the ERC. This allows families to browse the collection and choose items of high interest. Other changes include an easier process to accommodate walk-in families and enable those without a library card to access the space. Families are excited to access the space and can choose items from the shelf, reigniting the sense of excitement about discovering (and learning) something new and better accommodating families with children of different ages and interests.

Innovation/Creativity

Christa Funke arranged several poetry workshops as part of this year's Jean Ciavonne Poetry Contest. The workshops were taught by Hear Here Poetry. Poetry workshops were provided for the entire 5th grade at Giberson Elementary (53 students and 2 teachers), the entire 5th grade at New Summit Academy (60 students and 3 teachers), the entire 4th and 5th grade at Mountain View Academy (28 and 24 students respectively), and East Library for Homeschool Students (24 children). Two more sessions will be held at Monroe Elementary but had to be rescheduled twice due to snow (pictured).



Service

Betty McDonald presented an hour-long PPLD database training for 15 D2 elementary teachers on February 24. D2 has had the PowerPass for a year and teachers really valued the training.

Internal/Staff

We understand Colorado Springs has a high population of Spanish speakers and we would like to provide resources for them. We are working with Karen Goates (HR) to bring in a bilingual volunteer who would be interested in reading to children.

Accountability

Evan Childress completed an online series from Zero to Three about early brain development. Each session provided in-depth information useful for professionals working with young children and their families. Carol Scheer attended the CLEL Ideal Learning Environments webinar, the Fostering Creativity through Collaborative STEAM webinar, How to Talk to Parent about their Children's Behavior webinar, and two QuickBites webinars about School Readiness. Laura Broderick attended the National Character Leadership conference at the Air Force Academy. Melody Alvarez attended the PowerUp conference for Youth Services leaders.

Regional History & Genealogy

Community

Staff members work with many local schools to provide historic resources to students. Brett Lobello (RH&G, Director) and Jamie Wagner (RH&G, Sr Associate) welcomed 43 D11 Gifted Magnet students to Special Collections for a tour of the library with an educational program examining primary and secondary resources. Erinn Barnes (RH&G, Photo Archivist) presented a program at Challenger Middle School to 25 8th grade students. The presentation introduced archival research concepts and highlighted the history of the Ute Indians in Colorado.

Resources

One segment of Special Collections historic resources includes published material. This consists of published books, maps, pamphlets, even high school yearbooks. Some of the books are published by small historical societies. Much of this material is rare and one of a kind. Takiyah Jemison, (RH&G, Cataloger) must create unique catalog records for these items. Throughout February she added 35 titles to the collection and made 51 corrections to individual records.

Service

One of the team's most popular resources is Pikes Peak Newsfinder. This online database is an index of local history articles from the Colorado Springs Gazette and other local newspapers. It contains records from 1871 to the present. Not all the indexes' articles are digitized. When patrons request undigitized articles, staff members find the article on microfilm, scan it, email it to the patron, and add the article to the database so future researchers have access to the digitized version. Staff also indexes new content produced by the Gazette daily. Dave Wendel (RH&G, Digital Archives Specialist) coordinates this process, with the assistance of RH&G associates. They completed 122 microfilm requests and indexed 374 articles in February.

Internal/Staff

Heather Jordan (RH&G, Archivist) resigned her position. She began working at PPLD in 2011. In addition to archival processing, Heather conducted many of the Waldo Canyon Fire oral histories and took the lead on publishing Regional History Series books after Tim Blevins departure. Heather was a member of the Academy of Certified Archivists since 2013. Her professionalism and knowledge will be missed. The Archivist role is critical for caring for historic collections, acquiring and processing new material, and providing access to the community's history and stories.

Accountability

Brett Lobello and Tim Morris (RH&G, Special Collections Manager) will revise the 2022 Regional History and Genealogy goals. Without Heather and with a forthcoming effort to interview, select, and onboard a new Archivist, projects will need to be reprioritized.

Young Adult Services

Community

Young Adult Services staff discussed strategies for researching and serving the 18 to 24-year-old population in El Paso County. We plan to focus on 18 to 24-year-olds who are connected to the military, children leaving the foster care system, workforce readiness, and new parents.

Resources

Mikaela Fortune compiled a title list for classroom sets to support secondary educators (homeschool families included) throughout El Paso County. Throughout the month, Mikaela solicited suggestions from teachers and librarians in schools to create a list of 25 titles. We are working with Family & Children's Services and Collection Management on this project.

Safety, Social Services and Security along with Young Adult Services are excited to announce a new pilot service. PPLD will offer free hygiene supplies at five Library locations: Cheyenne Mountain, High Prairie, Penrose, Sand Creek, and East libraries.



Innovation/Creativity

The Rockrimmon Anime Club continues to thrive. Amanda Franke (Rockrimmon Library) offered crafts at the last two meetings for teens who like having something to do with their hands while they watch a show. Crafts lead to increase the social aspect of the club.

Service

Mikaela Fortune met with the leads of the Pikes Peak Safe at Schools coalition on February 1, and with the chairs of the Safe at School Coalition on February 4 to discuss the Young Adult subcommittee and what kind of work this subgroup will do in 2022.

Internal/Staff

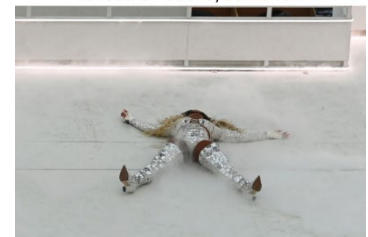
Mikaela Fortune and Joanna Nelson Rendon trained on opening, closing, and desk procedures at the Monument Library and later in the month worked there on Saturday, February 19. Mikaela and Joanna are working as floaters in the North Region.

Accountability

On Facebook, we reached 10,586 people and had 6 new people like our page. On Instagram, we reached 23,094 people and gained 13 new followers. More than 40% of our followers on Facebook and Instagram are local to the Colorado Springs area. This post about too many holds by Mikaela Fortune reached over 10,000 people.

Our [most popular reel](#) was created by Becca Philipsen and garnered over 13,000 views.

When too many holds come in at once
and you have three weeks
to read 87 books, somehow



2021 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	19930	27967	30814	25275	24471	25755	26052	24964	23403	23810	24421	0	276862
Mobile Libraries Total	7799	7874	8576	8284	8378	8448	8847	7916	9305	9116	9731	0	94274
Calhan	1366	1597	1783	1444	1230	1635	1555	1661	1654	1582	1782	0	17289
Cheyenne	18418	24980	29124	23684	22348	23889	25287	24551	23393	22388	21576	0	259638
Fountain	8096	10698	12260	10485	10388	11593	11341	10545	10870	11190	10879	0	118345
High Prairie	13552	17345	20921	19216	17423	21666	22714	21107	21068	21651	20471	0	217134
Holley	11490	13994	15668	14351	14304	16395	16502	15356	14554	15585	14598	0	162797
Manitou	1540	1516	2145	1726	1478	1622	1533	1639	1475	1668	2241	0	18583
Monument	18631	23180	28401	25282	24719	29827	29079	29277	26510	25555	24968	0	285429
Old Colorado City	1736	532	3212	7670	8953	10004	10129	9575	9787	9382	8894	0	79874
Palmer Lake	0	0	0	0	7	0	0	0	0	0	0	0	7
Rockrimmon	18811	22947	26263	23908	23403	26182	26170	24836	24433	23986	24011	0	264950
Sand Creek	9445	12878	14372	12131	11983	14281	14445	13426	13779	13383	13540	0	143663
Ute Pass	1646	1842	1873	2187	1787	2165	2521	2083	2200	2348	1967	0	22619
Senior Van	991	928	1051	939	1129	1196	1763	1325	1172	1266	1502	0	13262
Bookmobiles	6808	6946	7525	7345	7249	7252	7084	6591	8133	7850	8229	0	81012
East	50944	72000	86929	81407	79466	94589	96941	92474	88959	86081	87027	0	916817
Library 21c	36833	49441	57706	50667	52005	66261	66033	66931	60242	58711	60618	0	625448
Parenting	105	90	105	96	95	112	109	99	121	88	92	0	1112
Total Physical Materials	220342	288881	340152	307813	302438	354424	359258	346440	331753	326524	326816	0	3504841

YTD CIRC Comparison	2021	2020	% Change
Penrose	276862	263547	5.1%
Mobile Libraries Total	94274	84903	11.0%
Calhan	17289	12818	34.9%
Cheyenne	259638	218957	18.6%
Fountain	118345	104107	13.7%
High Prairie	217134	170044	27.7%
Holley	162797	167192	-2.6%
Manitou	18583	17594	5.6%
Monument	285429	230788	23.7%
Old Colorado City *	79874	111732	-28.5%
Palmer Lake (bookmobile only) **	7	14062	-100.0%
Rockrimmon	264950	225064	17.7%
Sand Creek	143663	152424	-5.7%
Ute Pass	22619	16925	33.6%
Senior Van	13262	11141	19.0%
Bookmobiles	81012	73762	9.8%
East	916817	797226	15.0%
Library 21c	625448	529581	18.1%
Parenting	1112	765	45.4%
Total Physical Materials	3504841	3117729	12.42%

* Old Colorado City Library closed for maintenance January 7 - March 15, 2021.

** Palmer Lake Library closed due to ADA accessibility in August 2020.

Current Month Comparison CIRCULATION	2021	2020	% Change
Penrose	24421	27207	-10.2%
Mobile Libraries Total	9731	8529	14.1%
Calhan	1782	1646	8.3%
Cheyenne	21576	22949	-6.0%
Fountain	10879	11224	-3.1%
High Prairie	20471	17615	16.2%
Holley	14598	15147	-3.6%
Manitou	2241	1342	67.0%
Monument	24968	24321	2.7%
Old Colorado City	8894	11734	-24.2%
Palmer Lake	0	1	-100.0%
Rockrimmon	24011	23342	2.9%
Sand Creek	13540	13298	1.8%
Ute Pass	1967	1797	9.5%
Senior Van	1502	907	65.6%
Bookmobiles	8229	7622	8.0%
East	87027	81225	7.1%
Library 21c	60618	55543	9.1%
Parenting	92	54	70.4%
Total Physical Materials	326816	316974	3.10%

Circulation Report By Facility November 2021

Current Month Comparison VISITORS	2021	2020*	% Change
Penrose	16905	7638	121.3%
Mobile Libraries Total	2740	1989	37.8%
Calhan	480	336	42.9%
Cheyenne	8125	5803	40.0%
Fountain	4195	2375	76.6%
High Prairie	3730	1254	197.4%
Holley	5132	1732	196.3%
Manitou	1760	0	
Monument	7370	8433	-12.6%
Old Colorado City	4670	3141	48.7%
Palmer Lake (book mobile only)	0	0	
Rockrimmon	9747	9368	4.0%
Sand Creek	7964	4380	81.8%
Ute Pass	593	717	-17.3%
Knights of Columbus Hall	0	0	
East	20793	17326	20.0%
Library 21c	24276	7663	216.8%
TOTAL	118480	72155	64.2%
Special Collections	1676	921	82.0%

*Libraries were closed March 16, 2020 through May 12, 2020

Curbside service only from May 13, 2020 - June 30, 2020.

Library doors re-opened on July 1, 2020

2021 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	158899	203580	241895	223285	219854	264377	267168	261256	249274	244646	243311	0	2577545
DVD	45907	65152	74691	62754	61068	65140	67336	62326	60696	60723	62145	0	687938
CD Music	5364	7041	7584	6724	6456	7222	7496	6766	6460	6169	6560	0	73842
CD Book	5979	7191	8540	8114	8252	9189	9024	8358	8156	7855	7858	0	88516
Playaway	2359	3293	4165	3886	3846	4899	4607	4240	4040	3956	3816	0	43107
Kit	584	823	1234	1274	1105	1442	1447	1321	1308	1274	1282	0	13094
Game	1250	1801	2043	1738	1778	2076	2116	2123	1788	1872	1808	0	20393
Discovery Kits	0	0	0	38	79	79	64	50	31	29	36	0	406
TOTAL Physical Items	220342	288881	340152	307813	302438	354424	359258	346440	331753	326524	326816	0	3504841
													0
ILL	793	1036	1191	1084	1025	1023	1063	1040	1216	1076	1014	0	11561
CyberShelf-OverDrive	224978	200339	215715	201889	210906	205150	211173	209903	198264	209572	205395	0	2293284
OverDrive eMags	8495	7996	8343	4633	4434	4293	5109	4943	4858	0	0	0	53104
eReader	1	1	3	1	3	4	1	0	1	0	1	0	16
Hot Spots	21	13	28	19	27	24	24	19	20	70	82	0	347
Cameras & Equipment	1	20	16	38	45	36	38	55	54	46	55	0	404
													0
TOTAL STATE Circ	454631	498286	565448	515477	518878	564954	576666	562400	536166	537288	533363	0	5863557
Freegal Music	6125	5716	6015	5646	5744	5136	5116	5749	5109	4951	5669	0	60976
Freeding	175	148	110	110	117	89	113	102	103	88	86	0	1241
DVD Player	0	0	0	1	3	9	30	29	82	71	72	0	297
Hoopla	2802	3519	3345	3205	3263	2941	3131	3462	2955	2988	3062	0	34673
Comics	506	721	532	524	618	436	410	521	412	470	535	0	5685
Kanopy	2977	2822	3639	2535	2485	2383	2479	2434	2505	2579	2556	0	29394
													0
CLC	5306	6531	6365	5977	5572	6347	6586	6007	6839	6549	6704	0	68783
Laptop Use	2	0	6	7	25	100	114	86	89	97	142	0	668
Active Users	262787	261515	260265	258658	257267	278865	278716	280810	284688	284252	277636	0	2985459

Monthly Circ by Format			
	2021	2020*	Change
Print	243311	217134	12%
DVD	62145	76099	-18%
CD Music	6560	8472	-23%
CD Book	7858	8222	-4%
Playaway	3816	4057	-6%
Kit	1282	997	29%
Game	1808	1993	-9%
Discovery Kits	36	0	
TOTAL Physical Items	326816	316974	3.10%
ILL	1014	779	30%
CyberShelf-OverDrive	205395	196135	5%
OverDrive eMags 2021**		7985	
eReader	1	2	-50%
Hot Spots	82	12	583%
Cameras & Equipment	55	1	5400%
Total e-materials	205478	204134	1%
Freegal Music	5669	6364	-11%
Freeding	86	113	-24%
DVD Player	72	0	
Hoopla	3062	3649	-16%
Comics (included in Hoopla)	535	600	-11%
Kanopy	2556	2653	-4%
CLC	6704	6879	-3%
Laptop Use	142	3	4633%
Active Users	277636	264382	5%

MTD Total	2021	2020	Change
January	454631	703288	-35%
February	498286	653851	-24%
March	565448	440931	28%
April	515477	229841	124%
May	518878	301866	72%
June	564954	334184	69%
July	576666	554885	4%
August	562400	564757	0%
September	536166	556643	-4%
October	537288	570447	-6%
November	533363	521888	2%
December		428559	-100%

YTD Total	2021	2020	Change
January	454631	703288	-35%
February	952917	1357139	-30%
March	1518365	1798070	-16%
April	2033842	2027911	0%
May	2552720	2329777	10%
June	3117674	2663961	17%
July	3694316	3218846	15%
August	4256740	3783603	13%
September	4792906	4340246	10%
October	5330194	4910693	9%
November	5863557	5432581	8%
December		5861140	-100%

*Libraries were closed March 16, 2020 through May 12, 2020

Curbside service only from May 13, 2020 - June 30, 2020.

Library doors re-opened on July 1, 2020

**OverDrive Emags 2021 included in CyberShelf-OverDrive total beginning October 2021.

Circulation Report By Item Type November 2021

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Penrose	12,534	14,592	15,405	13,973	13,180	14,895	15,220	13,710	13,189	13,330	13,830		153,858
Mobile Libraries	4,943	5,289	5,379	5,396	5,365	5,189	5,163	4,708	6,607	5,998	6,384		60,421
Calhan	940	819	1,096	816	689	1,019	934	1,021	1,004	999	1,112		10,449
Cheyenne	12,129	14,974	16,817	14,459	13,433	15,577	15,925	14,918	14,835	13,056	13,440		159,563
Fountain	5,319	6,297	7,322	6,070	6,258	7,433	6,597	6,184	6,652	6,872	6,472		71,476
High Prairie	8,836	10,638	12,492	11,332	9,896	13,121	13,624	11,952	12,504	12,445	11,535		128,375
Ruth Holley	7,169	7,870	8,556	8,587	8,271	9,917	9,631	8,917	8,447	9,123	8,307		94,795
Manitou Springs	948	983	1,400	857	834	974	945	970	983	1,160	1,423		11,477
Monument	11,860	14,473	16,737	15,316	14,762	18,957	17,789	17,270	15,753	14,887	14,776		172,580
Old Colorado City	136	4	2,525	5,041	5,472	6,286	6,347	5,728	6,067	5,681	5,295		48,582
Palmer Lake					5								5
Rockrimmon	12,150	14,143	15,368	14,447	14,098	16,237	16,402	15,075	14,830	14,259	14,612		161,621
Sand Creek	5,926	7,732	7,903	7,081	6,695	8,842	8,465	7,515	7,889	7,602	7,463		83,113
Ute Pass	1,063	1,077	1,214	1,402	1,215	1,518	1,769	1,405	1,427	1,479	1,218		14,787
Senior Van	733	745	743	770	909	991	961	1,008	992	968	1,149		9,969
East	34,248	41,240	47,695	46,567	45,314	57,409	57,316	51,436	51,561	49,190	48,750		530,726
Library 21c	24,676	29,363	33,055	28,902	30,433	40,941	39,838	38,017	34,105	33,981	34,637		367,948
Total	143,610	170,239	193,707	181,016	176,829	219,306	216,926	199,834	196,845	191,030	190,403	0	2,079,745

YTD CIRC Comparison	2021	2020	% Change
Penrose	153,858	140,306	9.7%
Mobile Libraries	60,421	53,557	12.8%
Calhan	10,449	7,951	31.4%
Cheyenne	159,563	129,998	22.7%
Fountain	71,476	61,264	16.7%
High Prairie	128,375	100,304	28.0%
Ruth Holley	94,795	94,170	0.7%
Manitou Springs	11,477	10,394	10.4%
Monument	172,580	140,411	22.9%
Old Colorado City*	48,582	66,564	-27.0%
Palmer Lake**	5	8,276	-99.9%
Rockrimmon	161,621	135,670	19.1%
Sand Creek	83,113	84,308	-1.4%
Ute Pass	14,787	10,395	42.3%
Senior Van	9,969	8,622	15.6%
East	530,726	435,944	21.7%
Library 21c	367,948	296,364	24.2%
Total Physical Materials	2,079,745	1,784,498	16.5%

* Old Colorado City Library closed for maintenance January 7 - March 15, 2021.

** Palmer Lake Library closed due to ADA accessibility in August 2020.

Current Month CIRCULATION Comparison by Facility	2021	2020	% Change
Penrose	13830	11758	17.6%
Mobile Libraries	6384	5307	20.3%
Calhan	1112	912	21.9%
Cheyenne	13440	11488	17.0%
Fountain	6472	5740	12.8%
High Prairie	11535	9124	26.4%
Ruth Holley	8307	7535	10.2%
Manitou Springs	1423	740	92.3%
Monument	14776	13137	12.5%
Old Colorado City	5295	5929	-10.7%
Palmer Lake	0		
Rockrimmon	14612	12808	14.1%
Sand Creek	7463	6568	13.6%
Ute Pass	1218	993	22.7%
Senior Van	1149	645	78.1%
East	48750	35529	37.2%
Library 21c	34637	25638	35.1%
Total Physical Materials	190403	153851	23.8%

Current Month e-materials & Summary	2021	2020	% Change
OverDrive	205395	196135	4.7%
OverDrive eMags		7985	
eReaders	1	2	-50.0%
Hot Spots	82	12	583.3%
Total e-materials	205478	204134	0.7%
ILL	1014	779	30.2%
Cameras/Equip	55	1	5400.0%
Physical Materials	190403	153851	23.8%
Total Monthly Circ	396950	358765	10.6%

**OverDrive Emags included in CyberShelf-OverDrive total beginning October 2021.

Circulation without Renewals November 2021

Current Month Comparison VISITORS	2021	2020**	% Change
Penrose	16905	7638	121.3%
Mobile Libraries	2740	1989	37.8%
Calhan	480	336	42.9%
Cheyenne	8125	5803	40.0%
Fountain	4195	2375	76.6%
High Prairie	3730	1254	197.4%
Ruth Holley	5132	1732	196.3%
Manitou	1760	0	
Monument	7370	8433	-12.6%
Old Colorado City	4670	3141	48.7%
Palmer Lake			
Rockrimmon	9747	9368	4.0%
Sand Creek	7964	4380	81.8%
Ute Pass	593	717	-17.3%
East	20793	17326	20.0%
21c	24276	7663	216.8%
KCH		0	
TOTAL Visitors	118480	72155	64.2%
Special Collections	1676	921	82.0%

*Libraries were closed March 16, 2020 through May 12, 2020

Curbside service only from May 13, 2020 - June 30, 2020.

Library doors re-opened on July 1, 2020

2021 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	19930	27967	30814	25275	24471	25755	26052	24964	23403	23810	24421	24562	301424
Mobile Libraries Total	7799	7874	8576	8284	8378	8448	8847	7916	9305	9116	9731	7727	102001
Calhan	1366	1597	1783	1444	1230	1635	1555	1661	1654	1582	1782	1622	18911
Cheyenne	18418	24980	29124	23684	22348	23889	25287	24551	23393	22388	21576	20343	279981
Fountain	8096	10698	12260	10485	10388	11593	11341	10545	10870	11190	10879	10084	128429
High Prairie	13552	17345	20921	19216	17423	21666	22714	21107	21068	21651	20471	19726	236860
Holley	11490	13994	15668	14351	14304	16395	16502	15356	14554	15585	14598	14732	177529
Manitou	1540	1516	2145	1726	1478	1622	1533	1639	1475	1668	2241	2300	20883
Monument	18631	23180	28401	25282	24719	29827	29079	29277	26510	25555	24968	21495	306924
Old Colorado City	1736	532	3212	7670	8953	10004	10129	9575	9787	9382	8894	9427	89301
Palmer Lake	0	0	0	0	7	0	0	0	0	0	0	0	7
Rockrimmon	18811	22947	26263	23908	23403	26182	26170	24836	24433	23986	24011	23141	288091
Sand Creek	9445	12878	14372	12131	11983	14281	14445	13426	13779	13383	13540	11906	155569
Ute Pass	1646	1842	1873	2187	1787	2165	2521	2083	2200	2348	1967	1891	24510
Senior Van	991	928	1051	939	1129	1196	1763	1325	1172	1266	1502	1108	14370
Bookmobiles	6808	6946	7525	7345	7249	7252	7084	6591	8133	7850	8229	6619	87631
East	50944	72000	86929	81407	79466	94589	96941	92474	88959	86081	87027	79506	996323
Library 21c	36833	49441	57706	50667	52005	66261	66033	66931	60242	58711	60618	56070	681518
Parenting	105	90	105	96	95	112	109	99	121	88	92	87	1199
Total Physical Materials	220342	288881	340152	307813	302438	354424	359258	346440	331753	326524	326816	304619	3809460

YTD CIRC Comparison	2021	2020	% Change
Penrose	301424	280922	7.3%
Mobile Libraries Total	102001	92155	10.7%
Calhan	18911	13993	35.1%
Cheyenne	279981	234309	19.5%
Fountain	128429	111849	14.8%
High Prairie	236860	182899	29.5%
Holley	177529	177597	0.0%
Manitou	20883	19148	9.1%
Monument	306924	248858	23.3%
Old Colorado City *	89301	120102	-25.6%
Palmer Lake (bookmobile only) **	7	14068	-100.0%
Rockrimmon	288091	243994	18.1%
Sand Creek	155569	161651	-3.8%
Ute Pass	24510	18434	33.0%
Senior Van	14370	12166	18.1%
Bookmobiles	87631	79989	9.6%
East	996323	842299	18.3%
Library 21c	681518	565421	20.5%
Parenting	1199	822	45.9%
Total Physical Materials	3809460	3328521	14.45%

* Old Colorado City Library closed for maintenance January 7 - March 15, 2021.

** Palmer Lake Library closed due to ADA accessibility in August 2020.

Current Month Comparison CIRCULATION	2021	2020	% Change
Penrose	24562	17375	41.4%
Mobile Libraries Total	7727	7252	6.5%
Calhan	1622	1175	38.0%
Cheyenne	20343	15352	32.5%
Fountain	10084	7742	30.3%
High Prairie	19726	12855	53.5%
Holley	14732	10405	41.6%
Manitou	2300	1554	48.0%
Monument	21495	18070	19.0%
Old Colorado City	9427	8370	12.6%
Palmer Lake	0	6	-100.0%
Rockrimmon	23141	18930	22.2%
Sand Creek	11906	9227	29.0%
Ute Pass	1891	1509	25.3%
Senior Van	1108	1025	8.1%
Bookmobiles	6619	6227	6.3%
East	79506	45073	76.4%
Library 21c	56070	35840	56.4%
Parenting	87	57	52.6%
Total Physical Materials	304619	210792	44.51%

Circulation Report By Facility December 2021

Current Month Comparison VISITORS	2021	2020*	% Change
Penrose	18405	2209	733.2%
Mobile Libraries Total	2006	1531	31.0%
Calhan	363	163	122.7%
Cheyenne	6380	627	917.5%
Fountain	4602	346	1230.1%
High Prairie	3136	101	3005.0%
Holley	5492	675	713.6%
Manitou	1843	266	
Monument	6291	132	4665.9%
Old Colorado City	4448	479	828.6%
Palmer Lake (book mobile only)		0	
Rockrimmon	9489	245	3773.1%
Sand Creek	7990	1465	445.4%
Ute Pass	785	49	1502.0%
Knights of Columbus Hall	303	0	
East	19699	992	1885.8%
Library 21c	22554	2626	758.9%
TOTAL	113786	11906	855.7%
Special Collections	774	246	214.6%

*Libraries were closed March 16, 2020 through May 12, 2020

Curbside service only from May 13, 2020 - June 30, 2020.

Library doors re-opened on July 1, 2020

Visitors were able to enter libraries for computer use, scanning, faxing, and copying by reservation only beginning November 18, 2020 due to the pandemic.

2021 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	158899	203580	241895	223285	219854	264377	267168	261256	249274	244646	243311	222146	2799691
DVD	45907	65152	74691	62754	61068	65140	67336	62326	60696	60723	62145	61766	749704
CD Music	5364	7041	7584	6724	6456	7222	7496	6766	6460	6169	6560	6498	80340
CD Book	5979	7191	8540	8114	8252	9189	9024	8358	8156	7855	7858	7549	96065
Playaway	2359	3293	4165	3886	3846	4899	4607	4240	4040	3956	3816	3491	46598
Kit	584	823	1234	1274	1105	1442	1447	1321	1308	1274	1282	1067	14161
Game	1250	1801	2043	1738	1778	2076	2116	2123	1788	1872	1808	2062	22455
Discovery Kits	0	0	0	38	79	79	64	50	31	29	36	40	446
TOTAL Physical Items	220342	288881	340152	307813	302438	354424	359258	346440	331753	326524	326816	304619	3809460
													0
ILL	793	1036	1191	1084	1025	1023	1063	1040	1216	1076	1014	1133	12694
CyberShelf-OverDrive	224978	200339	215715	201889	210906	205150	211173	209903	198264	209572	205395	211219	2504503
OverDrive eMags	8495	7996	8343	4633	4434	4293	5109	4943	4858	0	0	0	53104
eReader	1	1	3	1	3	4	1	0	1	0	1	2	18
Hot Spots	21	13	28	19	27	24	24	19	20	70	82	92	439
Cameras & Equipment	1	20	16	38	45	36	38	55	54	46	55	113	517
													0
TOTAL STATE Circ	454631	498286	565448	515477	518878	564954	576666	562400	536166	537288	533363	517178	6380735
Freegal Music	6125	5716	6015	5646	5744	5136	5116	5749	5109	4951	5669	5476	66452
Freeding	175	148	110	110	117	89	113	102	103	88	86	94	1335
DVD Player	0	0	0	1	3	9	30	29	82	71	72	135	432
Hoopla	2802	3519	3345	3205	3263	2941	3131	3462	2955	2988	3062	2847	37520
Comics	506	721	532	524	618	436	410	521	412	470	535	423	6108
Kanopy	2977	2822	3639	2535	2485	2383	2479	2434	2505	2579	2556	2831	32225
													0
CLC	5306	6531	6365	5977	5572	6347	6586	6007	6839	6549	6704	6521	75304
Laptop Use	2	0	6	7	25	100	114	86	89	97	142	100	768
Active Users	262787	261515	260265	258658	257267	278865	278716	280810	284688	284252	277636	276679	3262138

YTD Circ by Format			
	2021	2020*	Change
Print	2799691	2225130	26%
DVD	749704	845332	-11%
CD Music	80340	87137	-8%
CD Book	96065	94981	1%
Playaway	46598	42304	10%
Kit	14161	10817	31%
Game	22455	22820	-2%
Discovery Kits	446	0	
TOTAL Physical Items	3809460	3328521	14.45%
ILL	12694	12653	0%
CyberShelf-OverDrive	2504503	2430181	3%
OverDrive eMags 2021**	53104	85416	-38%
eReader	18	58	-69%
Hot Spots	439	201	118%
Cameras & Equipment	517	208	149%
Total e-materials	2558064	2515856	2%
Freegal Music	66452	76007	-13%
Freeding	1335	1943	-31%
DVD Player	432	272	
Hoopla	37520	39987	-6%
Comics (included in Hoopla)	6108	6511	-6%
Kanopy	32225	28639	13%
CLC	75304	73618	2%
Laptop Use	768	2418	-68%
Active Users	3262138	3255868	0%

MTD Total	2021	2020	Change
January	454631	703288	-35%
February	498286	653851	-24%
March	565448	440931	28%
April	515477	229841	124%
May	518878	301866	72%
June	564954	334184	69%
July	576666	554885	4%
August	562400	564757	0%
September	536166	556643	-4%
October	537288	570447	-6%
November	533363	521888	2%
December	517178	428559	21%

YTD Total	2021	2020	Change
January	454631	703288	-35%
February	952917	1357139	-30%
March	1518365	1798070	-16%
April	2033842	2027911	0%
May	2552720	2329777	10%
June	3117674	2663961	17%
July	3694316	3218846	15%
August	4256740	3783603	13%
September	4792906	4340246	10%
October	5330194	4910693	9%
November	5863557	5432581	8%
December	6380735	5861140	9%

*Libraries were closed March 16, 2020 through May 12, 2020

Curbside service only from May 13, 2020 - June 30, 2020.

Library doors re-opened on July 1, 2020

**OverDrive Emags 2021 included in CyberShelf-OverDrive total beginning October 2021.

Circulation Report By Item Type December 2021

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Penrose	12,534	14,592	15,405	13,973	13,180	14,895	15,220	13,710	13,189	13,330	13,830	13,615	167,473
Mobile Libraries	4,943	5,289	5,379	5,396	5,365	5,189	5,163	4,708	6,607	5,998	6,384	4,702	65,123
Calhan	940	819	1,096	816	689	1,019	934	1,021	1,004	999	1,112	1,016	11,465
Cheyenne	12,129	14,974	16,817	14,459	13,433	15,577	15,925	14,918	14,835	13,056	13,440	12,208	171,771
Fountain	5,319	6,297	7,322	6,070	6,258	7,433	6,597	6,184	6,652	6,872	6,472	6,122	77,598
High Prairie	8,836	10,638	12,492	11,332	9,896	13,121	13,624	11,952	12,504	12,445	11,535	11,685	140,060
Ruth Holley	7,169	7,870	8,556	8,587	8,271	9,917	9,631	8,917	8,447	9,123	8,307	8,647	103,442
Manitou Springs	948	983	1,400	857	834	974	945	970	983	1,160	1,423	1,441	12,918
Monument	11,860	14,473	16,737	15,316	14,762	18,957	17,789	17,270	15,753	14,887	14,776	12,687	185,267
Old Colorado City	136	4	2,525	5,041	5,472	6,286	6,347	5,728	6,067	5,681	5,295	5,873	54,455
Palmer Lake					5								5
Rockrimmon	12,150	14,143	15,368	14,447	14,098	16,237	16,402	15,075	14,830	14,259	14,612	13,573	175,194
Sand Creek	5,926	7,732	7,903	7,081	6,695	8,842	8,465	7,515	7,889	7,602	7,463	6,981	90,094
Ute Pass	1,063	1,077	1,214	1,402	1,215	1,518	1,769	1,405	1,427	1,479	1,218	1,232	16,019
Senior Van	733	745	743	770	909	991	961	1,008	992	968	1,149	830	10,799
East	34,248	41,240	47,695	46,567	45,314	57,409	57,316	51,436	51,561	49,190	48,750	44,444	575,170
Library 21c	24,676	29,363	33,055	28,902	30,433	40,941	39,838	38,017	34,105	33,981	34,637	31,699	399,647
Total	143,610	170,239	193,707	181,016	176,829	219,306	216,926	199,834	196,845	191,030	190,403	176,755	2,256,500

YTD CIRC Comparison	2021	2020	% Change
Penrose	167,473	148,805	12.5%
Mobile Libraries	65,123	57,757	12.8%
Calhan	11,465	8,641	32.7%
Cheyenne	171,771	138,230	24.3%
Fountain	77,598	65,555	18.4%
High Prairie	140,060	107,390	30.4%
Ruth Holley	103,442	100,114	3.3%
Manitou Springs	12,918	11,197	15.4%
Monument	185,267	149,967	23.5%
Old Colorado City*	54,455	70,996	-23.3%
Palmer Lake**	5	8,276	-99.9%
Rockrimmon	175,194	146,038	20.0%
Sand Creek	90,094	89,127	1.1%
Ute Pass	16,019	11,295	41.8%
Senior Van	10,799	9,393	15.0%
East	575,170	456,254	26.1%
Library 21c	399,647	313,873	27.3%
Total Physical Materials	2,256,500	1,892,908	19.2%

* Old Colorado City Library closed for maintenance January 7 - March 15, 2021.

** Palmer Lake Library closed due to ADA accessibility in August 2020.

Current Month CIRCULATION Comparison by Facility	2021	2020	% Change
Penrose	13615	8499	60.2%
Mobile Libraries	4702	4200	12.0%
Calhan	1016	690	47.2%
Cheyenne	12208	8232	48.3%
Fountain	6122	4291	42.7%
High Prairie	11685	7086	64.9%
Ruth Holley	8647	5944	45.5%
Manitou Springs	1441	803	79.5%
Monument	12687	9556	32.8%
Old Colorado City	5873	4432	32.5%
Palmer Lake	0	0	#DIV/0!
Rockrimmon	13573	10368	30.9%
Sand Creek	6981	4819	44.9%
Ute Pass	1232	900	36.9%
Senior Van	830	771	7.7%
East	44444	20310	118.8%
Library 21c	31699	17509	81.0%
Total Physical Materials	176755	108410	63.0%

Current Month e-materials & Summary	2021	2020	% Change
OverDrive	211219	209444	0.8%
OverDrive eMags		7358	
eReaders	2	3	-33.3%
Hot Spots	92	22	318.2%
Total e-materials	211313	216827	-2.5%
ILL	1133	940	20.5%
Cameras/Equip	113	0	
Physical Materials	176755	108410	63.0%
Total Monthly Circ	389314	326177	19.4%

**OverDrive Emags included in CyberShelf-OverDrive total beginning October 2021.

Circulation without Renewals December 2021

Current Month Comparison VISITORS	2021	2020**	% Change
Penrose	18405	2209	733.2%
Mobile Libraries	2006	1531	31.0%
Calhan	363	163	122.7%
Cheyenne	6380	627	917.5%
Fountain	4602	346	1230.1%
High Prairie	3136	101	3005.0%
Ruth Holley	5492	675	713.6%
Manitou	1843	266	592.9%
Monument	6291	132	4665.9%
Old Colorado City	4448	479	828.6%
Palmer Lake			
Rockrimmon	9489	245	3773.1%
Sand Creek	7990	1465	445.4%
Ute Pass	785	49	1502.0%
East	19699	992	1885.8%
21c	22554	2626	758.9%
KCH	303	0	
TOTAL Visitors	113786	11906	855.7%
Special Collections	774	246	214.6%

*Libraries were closed March 16, 2020 through May 12, 2020

Curbside service only from May 13, 2020 - June 30, 2020.

Library doors re-opened on July 1, 2020

** Visitors were able to enter libraries for computer use, scanning, faxing, and copying by reservation only beginning November 18, 2020; Library doors re-opened on January 19, 2021.

2022 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	24199	0	0	0	0	0	0	0	0	0	0	0	24199
Mobile Libraries Total	9359	0	0	0	0	0	0	0	0	0	0	0	9359
Calhan	2065	0	0	0	0	0	0	0	0	0	0	0	2065
Cheyenne	22044	0	0	0	0	0	0	0	0	0	0	0	22044
Fountain	9674	0	0	0	0	0	0	0	0	0	0	0	9674
High Prairie	20106	0	0	0	0	0	0	0	0	0	0	0	20106
Holley	14320	0	0	0	0	0	0	0	0	0	0	0	14320
Manitou	1987	0	0	0	0	0	0	0	0	0	0	0	1987
Monument	23535	0	0	0	0	0	0	0	0	0	0	0	23535
Old Colorado City	9480	0	0	0	0	0	0	0	0	0	0	0	9480
Palmer Lake	0	0	0	0	0	0	0	0	0	0	0	0	0
Rockrimmon	24678	0	0	0	0	0	0	0	0	0	0	0	24678
Sand Creek	12529	0	0	0	0	0	0	0	0	0	0	0	12529
Ute Pass	2065	0	0	0	0	0	0	0	0	0	0	0	2065
Senior Van	1359	0	0	0	0	0	0	0	0	0	0	0	1359
Bookmobiles	8000	0	0	0	0	0	0	0	0	0	0	0	8000
East	85502	0	0	0	0	0	0	0	0	0	0	0	85502
Library 21c	58684	0	0	0	0	0	0	0	0	0	0	0	58684
Parenting	132	0	0	0	0	0	0	0	0	0	0	0	132
Total Physical Materials	320359	0	0	0	0	0	0	0	0	0	0	0	320359

YTD CIRC Comparison	2022	2021	% Change
Penrose	24199	19930	21.4%
Mobile Libraries Total	9359	7799	20.0%
Calhan	2065	1366	51.2%
Cheyenne	22044	18418	19.7%
Fountain	9674	8096	19.5%
High Prairie	20106	13552	48.4%
Holley	14320	11490	24.6%
Manitou ***	1987	1540	29.0%
Monument	23535	18631	26.3%
Old Colorado City *	9480	1736	446.1%
Palmer Lake (bookmobile only) **	0	0	
Rockrimmon	24678	18811	31.2%
Sand Creek	12529	9445	32.7%
Ute Pass	2065	1646	25.5%
Senior Van	1359	991	37.1%
Bookmobiles	8000	6808	17.5%
East	85502	50944	67.8%
Library 21c	58684	36833	59.3%
Parenting	132	105	25.7%
Total Physical Materials	320359	220342	45.39%

Current Month Comparison CIRCULATION	2022	2021	% Change
Penrose	24199	19930	21.4%
Mobile Libraries Total	9359	7799	20.0%
Calhan	2065	1366	51.2%
Cheyenne	22044	18418	19.7%
Fountain	9674	8096	19.5%
High Prarie	20106	13552	48.4%
Holley	14320	11490	24.6%
Manitou	1987	1540	29.0%
Monument	23535	18631	26.3%
Old Colorado City	9480	1736	446.1%
Palmer Lake			
Rockrimmon	24678	18811	31.2%
Sand Creek	12529	9445	32.7%
Ute Pass	2065	1646	25.5%
Senior Van	1359	991	37.1%
Bookmobiles	8000	6808	17.5%
East	85502	50944	67.8%
Library 21c	58684	36833	59.3%
Parenting	132	105	25.7%
Total Physical Materials	320359	220342	45.39%

Circulation Report By Facility January 2022

Current Month Comparison VISITORS	2022	2021	% Change
Penrose	18543	6652	178.8%
Mobile Libraries Total	2599	1856	40.0%
Calhan	430	194	121.6%
Cheyenne	6985	3341	109.1%
Fountain	4440	1351	228.6%
High Prairie	4694	864	443.3%
Holley	6029	1240	386.2%
Manitou ***	3078		
Monument	6684	130	5041.5%
Old Colorado City *	5156	88	5759.1%
Palmer Lake (book mobile only) **			
Rockrimmon	10515	3657	187.5%
Sand Creek	7193	1786	302.7%
Ute Pass	938		
Knights of Columbus Hall	280	0	
East	22210	9907	124.2%
Library 21c	24184	3539	583.4%
TOTAL	123958	34605	258.2%
Special Collections	738	585	26.2%

*Old Colorado City Library closed for maintenance January 7 - March 15, 2021

** Palmer Lake Library closed due to ADA accessibility in August 2020.

*** Manitou Springs Library opened to the public at the MAC on March 1, 2021.

Visitors could enter libraries for computer use, scanning, faxing, and copying by reservation only from November 18, 2020 - January 17, 2021 due to the pandemic.

2022 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	237439	0	0	0	0	0	0	0	0	0	0	0	237439
DVD	62079	0	0	0	0	0	0	0	0	0	0	0	62079
CD Music	6472	0	0	0	0	0	0	0	0	0	0	0	6472
CD Book	7620	0	0	0	0	0	0	0	0	0	0	0	7620
Playaway	3444	0	0	0	0	0	0	0	0	0	0	0	3444
Kit	1220	0	0	0	0	0	0	0	0	0	0	0	1220
Game	2048	0	0	0	0	0	0	0	0	0	0	0	2048
Discovery Kits	37	0	0	0	0	0	0	0	0	0	0	0	37
TOTAL Physical Items	320359	0	0	0	0	0	0	0	0	0	0	0	320359
													0
ILL	1038	0	0	0	0	0	0	0	0	0	0	0	1038
CyberShelf-OverDrive	224880	0	0	0	0	0	0	0	0	0	0	0	224880
OverDrive eMags	0	0	0	0	0	0	0	0	0	0	0	0	0
eReader	0	0	0	0	0	0	0	0	0	0	0	0	0
Hot Spots	102	0	0	0	0	0	0	0	0	0	0	0	102
Cameras & Equipment	41	0	0	0	0	0	0	0	0	0	0	0	41
													0
TOTAL STATE Circ	546420	0	0	0	0	0	0	0	0	0	0	0	546420
Freegal Music	5729	0	0	0	0	0	0	0	0	0	0	0	5729
Freeding	106	0	0	0	0	0	0	0	0	0	0	0	106
DVD Player	94	0	0	0	0	0	0	0	0	0	0	0	94
Hoopla	3112	0	0	0	0	0	0	0	0	0	0	0	3112
Comics	479	0	0	0	0	0	0	0	0	0	0	0	479
Kanopy	3197	0	0	0	0	0	0	0	0	0	0	0	3197
													0
CLC	6406	0	0	0	0	0	0	0	0	0	0	0	6406
Laptop Use	180	0	0	0	0	0	0	0	0	0	0	0	180
Active Users	210566	0	0	0	0	0	0	0	0	0	0	0	210566

Monthly Circ by Format			
	2022	2021	Change
Print	237439	158899	49%
DVD	62079	45907	35%
CD Music	6472	5364	21%
CD Book	7620	5979	27%
Playaway	3444	2359	46%
Kit	1220	584	109%
Game	2048	1250	64%
Discovery Kits	37		
TOTAL Physical Items	320359	220342	45.39%
ILL	1038	793	31%
CyberShelf-OverDrive	224880	224978	0%
OverDrive eMags 2021*		8495	
eReader	0	1	-100%
Hot Spots	102	21	386%
Cameras & Equipment	41	1	4000%
Total e-materials	224982	233495	-4%
Freegal Music	5729	6125	-6%
Freeding	106	175	-39%
DVD Player	94	0	
Hoopla	3112	2802	11%
Comics (included in Hoopla)	479	506	-5%
Kanopy	3197	2977	7%
CLC	6406	5306	21%
Laptop Use	180	2	8900%
Active Users	210566	262787	-20%

MTD Total	2022	2021	Change
January	546420	454631	20%
February		498286	-100%
March		565448	-100%
April		515477	-100%
May		518878	-100%
June		564954	-100%
July		576666	-100%
August		562400	-100%
September		536166	-100%
October		537288	-100%
November		533363	-100%
December		517178	-100%

YTD Total	2022	2021	Change
January	546420	454631	20%
February		952917	-100%
March		1518365	-100%
April		2033842	-100%
May		2552720	-100%
June		3117674	-100%
July		3694316	-100%
August		4256740	-100%
September		4792906	-100%
October		5330194	-100%
November		5863557	-100%
December		6380735	-100%

*OverDrive Emags included in CyberShelf-OverDrive total as of October 2021.
 Old Colorado City Library closed for maintenance January 7 - March 15, 2021
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Circulation Report By Item Type January 2022

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Penrose	14,167												14,167
Mobile Libraries	6,212												6,212
Calhan	1,294												1,294
Cheyenne	14,024												14,024
Fountain	6,057												6,057
High Prairie	12,010												12,010
Ruth Holley	8,509												8,509
Manitou Springs	1,186												1,186
Monument	15,011												15,011
Old Colorado City	6,025												6,025
Palmer Lake													0
Rockrimmon	15,529												15,529
Sand Creek	7,289												7,289
Ute Pass	1,439												1,439
Senior Van	975												975
East	51,190												51,190
Library 21c	34,870												34,870
Total	195,787	0	0	0	0	0	0	0	0	0	0	0	195,787

YTD CIRC Comparison	2022	2021	% Change
Penrose	14,167	12,534	13.0%
Mobile Libraries	6,212	4,943	25.7%
Calhan	1,294	940	37.7%
Cheyenne	14,024	12,129	15.6%
Fountain	6,057	5,319	13.9%
High Prairie	12,010	8,836	35.9%
Ruth Holley	8,509	7,169	18.7%
Manitou Springs	1,186	948	25.1%
Monument	15,011	11,860	26.6%
Old Colorado City	6,025	136	4330.1%
Palmer Lake	0	0	
Rockrimmon	15,529	12,150	27.8%
Sand Creek	7,289	5,926	23.0%
Ute Pass	1,439	1,063	35.4%
Senior Van	975	733	33.0%
East	51,190	34,248	49.5%
Library 21c	34,870	24,676	41.3%
Total Physical Materials	195,787	143,610	36.3%

Current Month CIRCULATION Comparison by Facility	2022	2021	% Change
Penrose	301429	12534	2304.9%
Mobile Libraries	87833	4943	1676.9%
Calhan	18955	940	1916.5%
Cheyenne	280444	12129	2212.2%
Fountain	128613	5319	2318.0%
High Prairie	237094	8836	2583.3%
Ruth Holley	177815	7169	2380.3%
Manitou Springs	20892	948	2103.8%
Monument	307026	11860	2488.8%
Old Colorado City	89471	136	65687.5%
Palmer Lake	12		
Rockrimmon	288377	12150	2273.5%
Sand Creek	156217	5926	2536.1%
Ute Pass	24509	1063	2205.6%
Senior Van	13714	733	1770.9%
East	997117	34248	2811.5%
Library 21c	684170	24676	2672.6%
Total Physical Materials	3813688	143610	2555.6%

Current Month e-materials & Summary	2022	2021	% Change
Overdrive	224880	224978	0.0%
RB Digital Mags		8495	-100.0%
eReaders	0	1	-100.0%
Hot Spots	102	21	385.7%
Total e-materials	224982	233495	-3.6%
ILL	1038	793	30.9%
Cameras/Equip	41	1	4000.0%
Physical Materials	195787	143610	36.3%
Total Monthly Circ	421848	377899	11.6%

Current Month Comparison VISITORS	2022	2021	% Change
Penrose	18543	6652	178.8%
Mobile Libraries	2599	1856	40.0%
Calhan	430	194	
Cheyenne	6985	3341	109.1%
Fountain	4440	1351	228.6%
High Prairie	4694	864	443.3%
Ruth Holley	6029	1240	386.2%
Manitou	3878		
Monument	6684	130	5041.5%
Old Colorado City	5156	88	5759.1%
Palmer Lake			
Rockrimmon	10515	3657	187.5%
Sand Creek	7193	1786	302.7%
Ute Pass	938		
East	22210	9907	124.2%
21c	24184	3539	583.4%
KCH	280	0	#DIV/0!
TOTAL Visitors	124758	34605	260.5%
Special Collections	738	585	26.2%

Circulation without Renewals

January 2022

*OverDrive Emags included in CyberShelf-OverDrive total as of October 2021.
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2022 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	24199	21367	0	0	0	0	0	0	0	0	0	0	45566
Mobile Libraries Total	9359	8110	0	0	0	0	0	0	0	0	0	0	17469
Calhan	2065	1580	0	0	0	0	0	0	0	0	0	0	3645
Cheyenne	22044	20291	0	0	0	0	0	0	0	0	0	0	42335
Fountain	9674	9598	0	0	0	0	0	0	0	0	0	0	19272
High Prairie	20106	20670	0	0	0	0	0	0	0	0	0	0	40776
Holley	14320	13608	0	0	0	0	0	0	0	0	0	0	27928
Manitou	1987	2050	0	0	0	0	0	0	0	0	0	0	4037
Monument	23535	22738	0	0	0	0	0	0	0	0	0	0	46273
Old Colorado City	9480	8882	0	0	0	0	0	0	0	0	0	0	18362
Palmer Lake	0	10	0	0	0	0	0	0	0	0	0	0	10
Rockrimmon	24678	22344	0	0	0	0	0	0	0	0	0	0	47022
Sand Creek	12529	11638	0	0	0	0	0	0	0	0	0	0	24167
Ute Pass	2065	1795	0	0	0	0	0	0	0	0	0	0	3860
Senior Van	1359	1398	0	0	0	0	0	0	0	0	0	0	2757
Bookmobiles	8000	6712	0	0	0	0	0	0	0	0	0	0	14712
East	85502	80095	0	0	0	0	0	0	0	0	0	0	165597
Library 21c	58684	54450	0	0	0	0	0	0	0	0	0	0	113134
Parenting	132	106	0	0	0	0	0	0	0	0	0	0	238
Total Physical Materials	320359	299332	0	0	0	0	0	0	0	0	0	0	619691

YTD CIRC Comparison	2022	2021	% Change
Penrose	45566	47897	-4.9%
Mobile Libraries Total	17469	15673	11.5%
Calhan	3645	2963	23.0%
Cheyenne	42335	43398	-2.4%
Fountain	19272	18794	2.5%
High Prairie	40776	30897	32.0%
Holley	27928	25484	9.6%
Manitou ***	4037	3056	32.1%
Monument	46273	41811	10.7%
Old Colorado City *	18362	2268	709.6%
Palmer Lake (bookmobile only) **	10	0	
Rockrimmon	47022	41758	12.6%
Sand Creek	24167	22323	8.3%
Ute Pass	3860	3488	10.7%
Senior Van	2757	1919	43.7%
Bookmobiles	14712	13754	7.0%
East	165597	122944	34.7%
Library 21c	113134	86274	31.1%
Parenting	238	195	22.1%
Total Physical Materials	619691	509223	21.69%

Current Month Comparison CIRCULATION	2022	2021	% Change
Penrose	21367	27967	-23.6%
Mobile Libraries Total	8110	7874	3.0%
Calhan	1580	1597	-1.1%
Cheyenne	20291	24980	-18.8%
Fountain	9598	10698	-10.3%
High Prairie	20670	17345	19.2%
Holley	13608	13994	-2.8%
Manitou	2050	1516	35.2%
Monument	22738	23180	-1.9%
Old Colorado City	8882	532	1569.5%
Palmer Lake	10		
Rockrimmon	22344	22947	-2.6%
Sand Creek	11638	12878	-9.6%
Ute Pass	1795	1842	-2.6%
Senior Van	1398	928	50.6%
Bookmobiles	6712	6946	-3.4%
East	80095	72000	11.2%
Library 21c	54450	49441	10.1%
Parenting	106	90	17.8%
Total Physical Materials	299332	288881	3.62%

Circulation Report By Facility February 2022

Current Month Comparison VISITORS	2022	2021	% Change
Penrose	14872	11212	32.6%
Mobile Libraries Total		1425	-100.0%
Calhan	412	339	21.5%
Cheyenne	6664	7064	-5.7%
Fountain	4263	2963	43.9%
High Prairie	4542	1634	178.0%
Holley	6280	2160	190.7%
Manitou ***	830		
Monument	6703	6594	1.7%
Old Colorado City *	4608		
Palmer Lake (book mobile only) **			
Rockrimmon	10529	7902	33.2%
Sand Creek	6967	2605	167.4%
Ute Pass	949	223	325.6%
Knights of Columbus Hall		0	
East	20435	17385	17.5%
Library 21c	23023	7706	198.8%
TOTAL	111077	69212	60.5%
Special Collections	620	540	14.8%

*Old Colorado City Library closed for maintenance January 7 - March 15, 2021

** Palmer Lake Library closed due to ADA accessibility in August 2020.

*** Manitou Springs Library opened to the public at the MAC on March 1, 2021.

Visitors could enter libraries for computer use, scanning, faxing, and copying by reservation only from November 18, 2020 - January 17, 2021 due to the pandemic.

2022 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	237439	222889	0	0	0	0	0	0	0	0	0	0	460328
DVD	62079	57211	0	0	0	0	0	0	0	0	0	0	119290
CD Music	6472	5961	0	0	0	0	0	0	0	0	0	0	12433
CD Book	7620	6722	0	0	0	0	0	0	0	0	0	0	14342
Playaway	3444	3460	0	0	0	0	0	0	0	0	0	0	6904
Kit	1220	1127	0	0	0	0	0	0	0	0	0	0	2347
Game	2048	1938	0	0	0	0	0	0	0	0	0	0	3986
Discovery Kits	37	24	0	0	0	0	0	0	0	0	0	0	61
TOTAL Physical Items	320359	299332	0	0	0	0	0	0	0	0	0	0	619691
													0
ILL	1038	1060	0	0	0	0	0	0	0	0	0	0	2098
CyberShelf-OverDrive	224880	224880	0	0	0	0	0	0	0	0	0	0	449760
OverDrive eMags	0	0	0	0	0	0	0	0	0	0	0	0	0
eReader	0	1	0	0	0	0	0	0	0	0	0	0	1
Hot Spots	102	85	0	0	0	0	0	0	0	0	0	0	187
Cameras & Equipment	41	75	0	0	0	0	0	0	0	0	0	0	116
													0
TOTAL STATE Circ	546420	525433	0	0	0	0	0	0	0	0	0	0	1071853
Freegal Music	5729	4742	0	0	0	0	0	0	0	0	0	0	10471
Freeding	106	110	0	0	0	0	0	0	0	0	0	0	216
DVD Player	94	91	0	0	0	0	0	0	0	0	0	0	185
Hoopla	3112	3248	0	0	0	0	0	0	0	0	0	0	6360
Comics	479	555	0	0	0	0	0	0	0	0	0	0	1034
Kanopy	3197	2838	0	0	0	0	0	0	0	0	0	0	6035
													0
CLC	6406	5960	0	0	0	0	0	0	0	0	0	0	12366
Laptop Use	180	88	0	0	0	0	0	0	0	0	0	0	268
Active Users	210566	208186	0	0	0	0	0	0	0	0	0	0	418752

Monthly Circ by Format			
	2022	2021	Change
Print	222889	203580	9%
DVD	57211	65152	-12%
CD Music	5961	7041	-15%
CD Book	6722	7191	-7%
Playaway	3460	3293	5%
Kit	1127	823	37%
Game	1938	1801	8%
Discovery Kits	24		
TOTAL Physical Items	299332	288881	3.62%
ILL	1060	1036	2%
CyberShelf-OverDrive	224880	200339	12%
OverDrive eMags 2021*		7996	
eReader	1	1	0%
Hot Spots	85	13	554%
Cameras & Equipment	75	20	275%
Total e-materials	224966	208349	8%
Freegal Music	4742	5716	-17%
Freeding	110	148	-26%
DVD Player	91	0	
Hoopla	3248	3519	-8%
Comics (included in Hoopla)	555	721	-23%
Kanopy	2838	2822	1%
CLC	5960	6531	-9%
Laptop Use	88	0	
Active Users	208186	261515	-20%

MTD Total	2022	2021	Change
January	546420	454631	20%
February	525433	498286	5%
March		565448	-100%
April		515477	-100%
May		518878	-100%
June		564954	-100%
July		576666	-100%
August		562400	-100%
September		536166	-100%
October		537288	-100%
November		533363	-100%
December		517178	-100%

YTD Total	2022	2021	Change
January	546420	454631	20%
February	1071863	952917	12%
March		1518365	-100%
April		2033842	-100%
May		2552720	-100%
June		3117674	-100%
July		3694316	-100%
August		4256740	-100%
September		4792906	-100%
October		5330194	-100%
November		5863557	-100%
December		6380735	-100%

*OverDrive Emags included in CyberShelf-OverDrive total as of October 2021.
 Old Colorado City Library closed for maintenance January 7 - March 15, 2021
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Circulation Report By Item Type February 2022

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Penrose	14,167	11,853											26,020
Mobile Libraries	6,212	5,304											11,516
Calhan	1,294	956											2,250
Cheyenne	14,024	12,541											26,565
Fountain	6,057	5,914											11,971
High Prairie	12,010	12,310											24,320
Ruth Holley	8,509	8,087											16,596
Manitou Springs	1,186	1,266											2,452
Monument	15,011	14,027											29,038
Old Colorado City	6,025	5,322											11,347
Palmer Lake		10											10
Rockrimmon	15,529	13,503											29,032
Sand Creek	7,289	6,903											14,192
Ute Pass	1,439	1,083											2,522
Senior Van	975	1,199											2,174
East	51,190	46,447											97,637
Library 21c	34,870	32,273											67,143
Total	195,787	178,998	0	0	0	0	0	0	0	0	0	0	374,785

YTD CIRC Comparison	2022	2021	% Change
Penrose	26,020	27,126	-4.1%
Mobile Libraries	11,516	10,232	12.5%
Calhan	2,250	1,759	27.9%
Cheyenne	26,565	27,103	-2.0%
Fountain	11,971	11,616	3.1%
High Prairie	24,320	19,474	24.9%
Ruth Holley	16,596	15,039	10.4%
Manitou Springs	2,452	1,931	27.0%
Monument	29,038	26,333	10.3%
Old Colorado City	11,347	140	8005.0%
Palmer Lake	10	0	
Rockrimmon	29,032	26,293	10.4%
Sand Creek	14,192	13,658	3.9%
Ute Pass	2,522	2,140	17.9%
Senior Van	2,174	1,478	47.1%
East	97,637	75,488	29.3%
Library 21c	67,143	54,039	24.2%
Total Physical Materials	374,785	313,849	19.4%

Current Month CIRCULATION Comparison by Facility	2022	2140	% Change
Penrose	11853	14592	-18.8%
Mobile Libraries	5304	5289	0.3%
Calhan	956	819	16.7%
Cheyenne	12541	14974	-16.2%
Fountain	5914	6297	-6.1%
High Prairie	12310	10638	15.7%
Ruth Holley	8087	7870	2.8%
Manitou Springs	1266	983	28.8%
Monument	14027	14473	-3.1%
Old Colorado City	5322	4	132950.0%
Palmer Lake	10		
Rockrimmon	13503	14143	-4.5%
Sand Creek	6903	7732	-10.7%
Ute Pass	1083	1077	0.6%
Senior Van	1199	745	60.9%
East	46447	41240	12.6%
Library 21c	32273	29363	9.9%
Total Physical Materials	178998	170239	5.1%

Current Month e-materials & Summary	2022	2021	% Change
Overdrive	224880	200339	12.2%
RB Digital Mags		7996	-100.0%
eReaders	1	1	0.0%
Hot Spots	85	13	553.8%
Total e-materials	224966	208349	8.0%
ILL	1060	1036	2.3%
Cameras/Equip	75	20	275.0%
Physical Materials	178998	170239	5.1%
Total Monthly Circ	405099	379644	6.7%

Circulation without Renewals

February 2022

*OverDrive Emags included in CyberShelf-OverDrive total as of October 2021.

Old Colorado City Library closed for maintenance January 7 - March 15, 2021

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Current Month Comparison VISITORS	2022	2021	% Change
Penrose	14872	11212	32.6%
Mobile Libraries	0	1425	-100.0%
Calhan	412	339	
Cheyenne	6664	7064	-5.7%
Fountain	4263	2963	43.9%
High Prairie	4542	1634	178.0%
Ruth Holley	6280	2160	190.7%
Manitou	830		
Monument	6703	6594	1.7%
Old Colorado City	4608		
Palmer Lake			
Rockrimmon	10529	7902	33.2%
Sand Creek	6967	2605	167.4%
Ute Pass	949	223	
East	20435	17385	17.5%
21c	23023	7706	198.8%
KCH		0	
TOTAL Visitors	111077	69212	60.5%
Special Collections	620	540	14.8%

Currently unavailable

Communications Department: Report for March 2022

NEWS COVERAGE

- Total features and mentions:
 - **February:** 162
 - **Year-to-date:** 311
 - **Average per month:** 155.5

- Highlighted coverage:
 - PPLD locations continued to participate **in the State of Colorado's free mask distribution program**, receiving additional orders of N95 and surgical-grade masks February. This was covered by local news outlets like [KKTV](#), [KRDO](#), [FOX21](#), [The Gazette](#), [Colorado Springs Independent](#), and other community newspapers.
 - Chief Librarian & CEO **John Spears announced his upcoming departure** after six years of service at PPLD. It was covered by [The Gazette](#), [Colorado Springs Independent](#), [Colorado Springs Business Journal](#), [KRDO](#), [FOX21](#), and [Library Journal](#).
 - **Black History Month programs** hosted by PPLD received media attention during the month of February. For example, the African Storytelling, Drumming, & Percussion program, held at Library 21c and featured in the above photo, was spotlighted by KOAA.
 - Last month's [Library Limelight column in The Tribune](#) focused on the **Winter Adult Reading Program**.

- Anticipated coverage for March:
 - **Public distribution of rapid COVID tests**, in addition to more masks, at libraries beginning Wed., March 2 (multiple news outlets)
 - **Soft (re)opening of Palmer Lake Library** on Wed., March 2 (Tri-Lakes publications)



**NOTE: The total figure above includes all tracked and/or known TV, print, online, and/or radio coverage by news outlet, including on-air mentions, print event listings, and stories that ran on multiple newscasts. It excludes online event listings not tracked by our monitoring service, in addition to unknown radio features due to tracking limitations.*

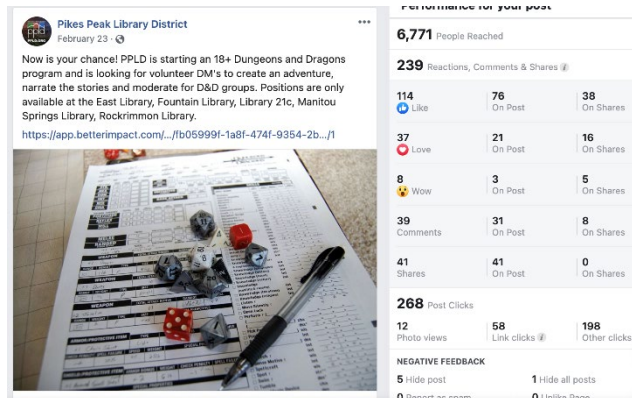
DIGITAL MARKETING

- PPLD.org website statistics:
 - **Most popular web page**, besides the home page: ppld.org/kids
 - **Monthly totals:** 402,732 pageviews; 128,679 visitors, with 113,587 being new; and 226,823 sessions
 - **Year-to-date totals:** 841,596 pageviews; 269,416 visitors, with 240,372 being new; and 471,447 sessions

- District-wide social media statistics:
 - **Facebook:** 14,060 total followers; 20,821 daily engagement last month
 - **YouTube:** Approx. 6,230 subscribers; 5,111,520 lifetime views
 - **Twitter:** 5,240 total followers; 476 engagement
 - **Instagram:** 2,900 total followers; 1,247 engagement
 - **LinkedIn:** 1,310 total followers; 422 engagement

- Highlights (from last month):

- PPLD's **call for adult Dungeon & Dragons' Masters** was so popular, thanks to social media promotion (like to the left), that it had to close early after many inquiries about the volunteer opportunity.
- [People of the Pikes Peak Region](#) continues to spotlight stories about the Library's impact on people's lives in the area.
- **Other notable social media posts:** Winter Adult Reading Program, top title of 2021, Palmer Lake Library's upcoming reopening, job opportunities, testimonial, memes, quotes, and more
- **Notable landing pages** (not highlighted elsewhere in this report): [Food Industry Training](#)'s new program dates, [Homeschool Science Fair](#), and the [Friends of PPLD's Spring Book Sale](#)



OTHER UPDATES & HAPPENINGS

Staffing news:

- **Retirement:** Longtime employee, Nana Lee, retired on Feb. 28. She served as PPLD's Meeting Room Specialist for more than 11 years. A big thanks to Nana for her many years of service, and congratulations on her retirement!
- **Departure:** Digital Marketing Specialist Brenna Hemphill departed PPLD on March 14. We thank her for almost three years of service and wish her all the best with future endeavors!
- **Hiring:** Our department is seeking to fill two full-time positions – Marketing Project Coordinator and one of two graphic designer roles.

Current & upcoming promotions:

- **[COVID tests & mask distribution](#):** PPLD locations distributes free rapid tests, along with more N95 and surgical-grade masks, as part of the State of Colorado's program. The public distribution of test kits began Wed., March 2.
- **[Winter Adult Reading Program continues](#):** The annual program runs through March 31, and this year's theme is "Ocean of Possibilities." Click the link above to learn more about the program, along with planned programs, prizes, and more.



- [PPLD Celebrates Women’s History Month!](#) Check out the programs planned for March, along with curated book lists and resources celebrating contemporary women and women in history.
- [Artists of the Knight](#): This virtual program, hosted by Knights of Columbus Hall, highlights creatives who work in a variety of media in the Pikes Peak region. Each episode focuses on an individual creative and displays examples of their work, as well as a conversational interview with the intent to explore the artist’s creative process. The third season will release a weekly episode through March 30. Use the link above to watch the most recent episodes, along with those from past seasons.



Partnerships:

- [Pikes Peak Culture Pass](#): **Pikes Peak Children's Museum** and the **Denver Museum of Nature & Science** are now official partners of the program! Library cardholders can checkout digital passes to visit participating museums and cultural institutions.
- [PowerPass](#): PPLD and **School District 49** are expected to publicly launch their partnership during the week of April 11. With D49’s addition to the program, more than 70,000 students across El Paso County will have digital access to the Library with their student IDs!
- [Library of Things](#) expansion: PPLD locations soon will have **Junior Ranger Nature Packs** available for patron checkout. This new addition to the collection was done in partnership with the City of Colorado Springs, Parks, Recreation & Cultural Services’ Trails, Open Space, and Parks Program. Each pack is loaded with supplies for fun and educational outdoor activities.
- [Care & Share Mobile Market](#): Care & Share Food Bank will visit Ruth Holley Library on Tue., March 22 from 3:30 – 4:30 p.m. with their mobile market, providing a free walk-up grocery shopping experience for patrons in need. More dates are schedule at that Library location and others through this summer; use the link above to find out more.
- **Community Outreach**: PPLD staff attend six events last month, with more than 250 impressions tracked.

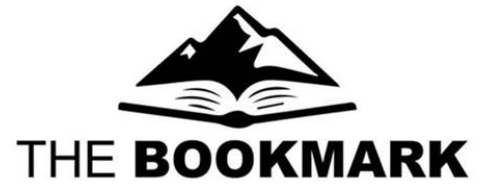


Meeting & study rooms:

- **Patron reservations (including community-hosted events, meetings, and other room use)**: 1,431 for last month and 2,946 for year-to-date
- **Library-hosted programs & room use (including Virtual Library)**: 475 for last month and 887 YTD
- **Online patron requests**: 1,356 during last month and 2,470 YTD
- **Phone & email inquiries**: 112 for last month and 248 YTD

Internal communications:

- ***The Bookmark***, PPLD's weekly email newsletter for all staff
- **Talking points** for staff
- **Intranet** updates and spotlights
- **Staff input and feedback** via online surveys



Facilities Department Report March 16, 2022

Projects

There is little change in the status of the Penrose/Carnegie roof replacement. Material acquisition/delivery and commencement of this project is tentatively set for April 17, 2022. Staging and erection of scaffolding is planned to begin the week prior. Facilities will be working with the contractor, based on current information, to develop a schedule for the project once shipment has been confirmed and as we get closer to mid-April.

The East Library roof replacement is underway. Materials were delivered and loaded on the roof the week of February 28th. Demo has started on the first section of the roof. No more sections of roof will be exposed each day that cannot be “dried-In” by the close of business. At this time there are a total a ten (10) sections/phases of roofing. Anticipated duration of the project currently is 10-12 weeks depending on weather and/or any supply issues that may arise causing delays.



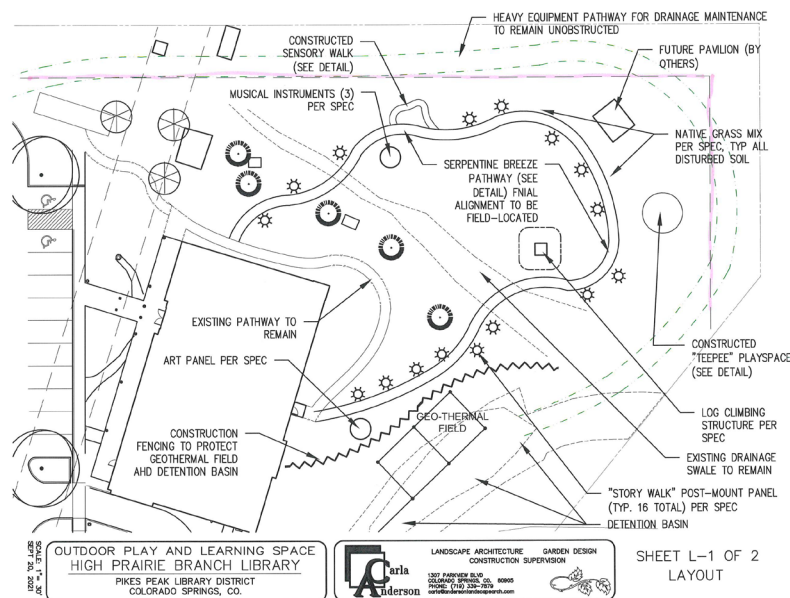
Facilities is staging up for the replacement of the building back-up generator for Library 21c. The unit has been in production since last September and wasn't anticipated to be delivered until April. However, delivery was received on February 25th. Installation is planned to begin the week of March 28th and lasting about 1-week. This project will require the building electrical system to be disconnected from city supply for a period of time on Tuesday, March 29th. Facilities is working with management as well as the IT department to close the facility that day. This “switch-over” is necessary to connect to a temporary power generator and installation of the new transfer switch. Should any additional power shutdowns be necessary, they will be short in duration and completed during off hours.

Facilities has been making progress in the planned replacement of the parking meter system at Penrose Library. The existing, antiquated meters will be replaced by a kiosk style metering system currently utilized by the city of Colorado Springs. The system is a Cale / Compact S5 from FlowBird Urban Intelligence. We have been working the Scott Lee of the Parking Enterprise to finalize the intergovernmental agreement between the city and the library for enforcement and management of the system. The agreement, as with the original from 1998, will outline that the system will be under ownership of PPLD and will have responsibility for all maintenance and care. PPLD will collect all parking fees paid for the use of the lot. The Parking Enterprise will be responsible for enforcement of all violations and will collect any fines associated with such. The agreement is currently with the city's attorney and it is expected to require city council approval as well as PPLD board approval.

Facilities is working with the IT department as well as the FlowBird representative and once all agreements are finalized between the city and PPLD, we will proceed with the replacement plan accordingly.

The High Prairie Outdoor Play and Learning space project has finally been awarded to Anderson Landscaping of Peyton, CO. At this time, schedule has the project beginning on May 23rd. No detailed schedule has been submitted at this time.

The image below provides a glimpse of the design intention. We have deferred the noted "pavilion" on the design and will be looking closer at its construction in the future.



Staffing

The Facilities department continues to struggle with vacancies. Currently, there are a total of Five (5) openings for a staff of fourteen (14) at full strength. Facilities is actively interviewing qualified applicants and working with Human Resources to access all recruiting opportunities.

Monthly Statistics

In the month of February, 2022, the Facilities department completed a total of (111) routine visits to district library facilities. Routine visits are done weekly and allow Facilities Specialists and Supervisors to complete any pending work orders, inspect location for safety issues, address minor projects, restock building supplies, and meet with managers regarding any concerns or requests.

Also, in the month of February, 2022, Facilities staff completed a total of (113) demand work orders (work orders submitted by PPLD staff) accounting for (196.25 hours) of staff time and (170) preventive maintenance work orders (work orders scheduled for equipment, etc.) to account for (181.7 hours) of staff time. A total of (283) work orders. Along with work orders, Facilities on-call personnel responded to (2) emergency after-hours calls in February, 2022. Emergency calls address issues that cannot wait until the next business day.

**Human Resources Report
March 2022
Heather Laslie, Chief HR & OD Officer**

Human Resources:

Major projects included the following:

- Organizational Development (Cody Logsdon)
 - The Organizational Excellence Team met for the first time in 2022 and welcomed three new staff members to group.
 - I have been reviewing the tool IDEA Analytics created to see if it will work for determining new hire salaries moving forward.
 - Market Study was completed and results presented the management team and then all staff for implementation.
 - Screened CFO applications for the Chief Librarian.
 - Reviewed job description changes for the Communications department.
 - The Leadership Program Community kicked off with a community engagement training that was led by Abby Simpson titled “Say Yes – Get \$30,000”.
 - In-service Day took place on February 21st – assisted with visioning activity at 21c.
 - Addressed Employee Relations issues.
- HRIS/Benefits/Compliance (Cristina Jaramillo)
 - Assisted in completing the market study changes for salaries/positions/job classes in MUNIS database for the district in time for the February 18 pay date.
 - Worked on fixing MUNIS database issues that resulted from market study updates.
 - Completed and mailed the 1095Cs (legally required annual statement sent to all employees eligible for medical insurance).
 - Presented at two Quickstarts for new employees/transfers/promotions.
 - Began process for an employee’s Long Term Disability claim.
 - Participated in In Service Day.
- Administrative Support Specialist (Laurie Jackson)
 - Brought all employee files up to date with salary changes and feedback sessions.
- Volunteer program (Karen Goates)

February 2022	Total # of Volunteers	Total # of Hours
Adult Volunteers	119	523
Teens: Review Crew and Workforce Readiness	12	22
Friends of the Library	50	514

- Getting teen volunteer applications ready to go online for Summer Adventure program.
- Met with staff to discuss ways to celebrate volunteer recognition in April 2022.
- Recruitment (Soumya Gollapalli)

Recruitment / Selection Activity	February 2022
Jobs Posted	10
Newly Hired Employees	4
Promoted Employees	3
Transferred Employees	2
Separated Employees	13

- Conducted 2 Quickstarts (New hire orientation for employees).
- Prepared job postings and sent closing documents to hiring managers (details related to the job postings).

- Inservice day: attended training on Organization Development / design and attended visioning activity.
- Training (Sarah Marshall)
 - Attended virtual Association of Talent Development TechKnowledge conference.
 - Kicked off Spring 2022 Leadership Certificate Program with 10 staff members.
 - Released mentee application for pilot Mentor Program.
 - Participated in Colorado State Library continuing education focus group.
 - Attended In-Service day trainings.
- Other Projects (Heather Laslie)
 - Conducted Board Orientation for new Board members.
 - Implemented the Market Study adjustments for All staff including imports into the pay system, presentations to management team and All staff, and explanation of individual inquiries.
 - Continued with ongoing employee relations and disciplinary issues.
 - Continued supporting the amazing team that I'm honored to guide!

HR Stats	February 2022
Total Permanent Employees	400
Total Active Positions	441

Information Technology (IT) Department Report

March 2022

End User Services (EUS) Team

Windows 10 Upgrade. Work continues to replace Windows 7 at service point computers.

Staff Transition to Mobile Workforce Project. EUS continues laptop deployment to meet staff mobility requirements for office and work from home on an as-needed basis.

Self-Check and Security Gate Replacement Project. Project underway for the replacing self-checks and security gates. Project executed in two phases with phase 1 Security Gate replacement then Phase 2 self-checks. We have received a self-check for configuration, testing, and training prior to equipment installation.

Statistics.

- Worked on 306 tickets and closed 239.
- Computer Usage was 15,075 sessions.
- Hotspot Circulation to Library Patrons was 88.
- Printed Pages 80,572.
- Fax Pages 3,087.
- Laptop circulation was 88.
- AWE Early Literacy Station usage was 1,153.

Web Team

American with Disabilities Act Testing. Conducted accessibility tests on PPLD.org website to identify areas requiring improvement. Test in preparation for working with Equity, Diversity, and Inclusion department development of accessibility plan. The District must have plan submitted to State agency July 1, 2022 to comply with Colorado Laws for Persons with Disabilities. Test results were overwhelmingly positive.

Online Computer Library Center (OCLC) Transition. Preparing for library web proxy server (EZproxy) transition to OCLC cloud host to improve patron database access.

Colorado Grants Guide Update. Working with vendor and OCLC to update Colorado Grants Guide database to ensure patrons have latest information.

Infrastructure Team

Surveillance System Replacement Project. The Infrastructure Team is working with vendor to complete installing cameras and cabling for the Penrose Campus Carnegie Hall and Knights of Columbus buildings before end of March. The Infrastructure Team started planning for the remainder of the Penrose Campus camera and cabling.

Access Control Project. The Infrastructure Team completed project initiation and planning and met to discuss project execution.