

Penrose Library – Columbine Room

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: 999 9730 6850

Passcode: 399338

**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
    1. Staff Promotions and New Hires
      - A. Young Adult Services Outreach Librarian, Mikaela Fortune (J. Rendon)
      - B. Manitou Springs and Ute Pass Library Manager, Taryn Malila (M. Doherty)
      - C. Communications Administrative Specialist, Jennifer Flatland (M. Ray)
    2. Program Consulting and Advising (J. Rendon, M. Alvarez, J. Goodwin)
- IV. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- V. BUSINESS ITEMS
  - A. Decision 21-10-1: Minutes of the September 22, 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. Discussion: 2022 Budget Proposal (M. Varnet, J. Spears)
    2. Decision 21-10-2: 2022 Employee Benefit Programs (H. Laslie) (p. 8)
    3. Decision 21-10-3: Surveillance Camera System (R. Peters) (p. 16)
- VI. REPORTS
  - A. Friends of the Pikes Peak Library District Report (S. Adams) (p. 17)
  - B. Pikes Peak Library District Foundation Report (L. James) (p. 19)
  - C. Financial Report (M. Varnet) (p. 20)
  - D. Public Services Report (T. Shainidze Krebs) (p. 58)
  - E. Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, and Safety, Social Services & Security Report (p. 82)
  - 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
- VII. ADJOURNMENT

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

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES  
September 22 2021 5 pm

Penrose Library – Columbine Room

[VIRTUAL MEETING \(ZOOM\)](#)

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President Wayne Vanderschuere, Vice President Scott Taylor, Secretary/Treasurer Dora Gonzales, Trustee Debbie English, Trustee Cathy Grossman, Trustee Mina Liebert, Trustee Dr. Ned Stoll

Chief Librarian and CEO John Spears, Friends of the Pikes Peak Library District Board of Directors President Stephen Adams, Chief Safety, Social Services and Security Officer Michael Brantner, Librarian Kristin Brown, Executive Assistant Laura Foster, Family & Children’s Services Senior Librarian Christa Funke, Chief Development Officer and Foundation Executive Officer Lance James, Photographer/Videographer James Krebs, Chief Information Technology Officer Rich Peters, Young Adult Services Senior Librarian Becca Philipsen, Director of Adult Education Tammy Sayles, Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs, Chief Facilities Management Officer Gary Syling, Chief Financial Officer Mike Varnet, Internal Communications Specialist Jeremiah Walter; Applicants for upcoming Board of Trustees vacancy: Steve Abele, Erin Bents, Candi Boyer, Michelle Godown, Shelley Harper, Fadil Lee, Cynthia Lemesany, Chris Meyer, Darlene Odenwald, Kerry Pearson, Aaron Salt, Sandy Shakes, Barbara Simpson, Merit Smith

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## PUBLIC HEARING FOR THE PIKES PEAK LIBRARY DISTRICT 2021 MID-YEAR BUDGET RESOLUTION

### CALL TO ORDER

President Vanderschuere called the Public Hearing for the 2021 Mid-Year Budget Resolution to order at 5:00 p.m.

### PUBLIC COMMENT REGARDING THE 2021 MID-YEAR BUDGET RESOLUTION

There was no public comment regarding the 2021 Mid-Year Budget Resolution.

### ADJOURNMENT

President Vanderschuere adjourned the Public Hearing for the 2019 Mid-Year Budget Resolution at 5:02 p.m.

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## REGULAR MEETING OF THE BOARD OF TRUSTEES

### CALL TO ORDER

President Vanderschuere called the September 22, 2021 regular meeting of the Pikes Peak Library District Board of Trustees to order at 5:03 p.m.

### ITEMS TOO LATE FOR THE AGENDA

President Vanderschuere requested that two items be added to the agenda:

#### **Welcome and Introduction of Board of Trustee vacancy applicants.**

President Vanderschuere welcomed the applicants and thanked them for their interest in the Library District. The fourteen applicants in attendance introduced themselves to the current Board of Trustees and others present.

## **Presentation of Chief Librarian and CEO John Spear's 5-year Service Award**

President Vanderschuere acknowledged Chief Librarian Spears's five years of service and invited members of the Board and Leadership to say a few words.

### **CORRESPONDENCE AND PRESENTATIONS**

#### **Correspondence**

A thank you card from the Pikes Peak United Way & the COSILoveYou Team was included in the Board packet. The card was sent in appreciation of the Pikes Peak Library District's participation in the Backpack Bash, an event that provides Back-to-School supplies and services to El Paso County families.

A thank you card from the Literary Ladies, a book group, was included in the Board packet. The Literary Ladies met at the Cheyenne Mountain Library in early September and appreciated the welcoming and helpful staff who provided a comfortable space for their group discussion.

#### **Presentations**

##### **Summer Adventure**

A summary of Summer Adventure 2021 was included in the Board packet. Family & Children's Services Senior Librarian Christa Funke and Young Adult Services Senior Librarian Becca Philipsen shared that the program offered a mix of virtual and in-person options for 2021 participants. Summer Adventure registration more than doubled from 2020 totals, and the goal moving forward is to increase the percentage of registrants that complete the program. Trustee Scott Taylor shared that his children enjoy Summer Adventure and look forward to participating every year.

#### **PUBLIC COMMENT** (*3 Minute Time Limit per Person*)

There was no public comment.

#### **BUSINESS ITEMS**

##### **Decision 21-9-1:** Minutes of the August 18, 2021 Meeting

The minutes of the August 18, 2021 meeting of the Pikes Peak Library District Board of Trustees were included in the Board packet.

**Motion:** Dr. Stoll made a motion to approve the minutes of the August 18, 2021 regular meeting of the Pikes Peak Library District Board of Trustees as presented.

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

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

##### **Consent Items**

There were no consent items on the agenda.

##### **Unfinished Business**

There was no unfinished business.

##### **New Business**

##### **Public Services Strategic Plan 2022**

Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs shared the plan developed by Public Services Directors. By choosing the thematic goal of Community Engagement, public services strive to ensure that all members of the El Paso County community are reflected in the services the District provides.

**Decision 21-9-2:** Janitorial and Carpet Cleaning Service Contract 2022

Chief Facilities Management Officer Gary Syling explained that 11 vendors were invited to submit a proposal, five vendors attended a tour of the District facilities, and three proposals were received. The recommendation is to award the contract for janitorial and carpet cleaning services to Colorado Building Maintenance (CBM) for the 2022 calendar year with the option to renew for four additional years.

**Motion:** Dr. Stoll made a motion that the Pikes Peak Library District Board of Trustees approve Colorado Building Maintenance (CBM) as the vendor for janitorial and carpet cleaning services as presented.

**Second:** Cathy Grossman seconded the motion.

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

**Decision:21-9-3:** Floating Holiday policy

Chief Librarian and CEO John Spears shared that the District would add a floating holiday for PPLD employees in recognition of the newly proclaimed national holiday of Juneteenth Day of Observance on June 19. Providing an additional floating holiday will allow for the District to continue to provide resources to the public on June 19 while giving staff the option to use the holiday on a day of their choosing.

**Motion:** Scott Taylor made a motion that the Pikes Peak Library District Board of Trustees approve an additional floating holiday for PPLD employees in recognition of Juneteenth Day of Observance.

**Second:** Debbie English seconded the motion.

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

**Decision 21-9-4:** Medical Leave policy

Chief Librarian and CEO John Spears stated that the PPLD Medical Leave policy has been revised to align with recent changes to state employment law.

**Motion:** Dr. Stoll made a motion that the Pikes Peak Library District Board of Trustees approve the Medical Leave policy as presented.

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

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

**Decision 21-9-5:** Mid-year Budget Resolution

A draft of the 2021 Mid-Year Budget Resolution was presented to the Board of Trustees for discussion at the August 18, 2021 meeting. Legal notice was posted in the local newspaper, and a Public Hearing for the 2021 Mid-Year Budget Resolution took place immediately before today's meeting on September 22, 2021. There was no comment or inquiry from the public related to the 2020 Mid-Year Budget Resolution.

Chief Financial Officer Mike Varnet asked that the Board approve the following:

- Increasing the 2021 appropriation of the General Fund from \$36,690,372 to \$36,813,507
- Increasing the 2021 General Fund budget for revenue and sources of Funds from \$36,193,544 to \$36,521,073
- Increasing the 2021 appropriate of the East Library Renovation Project Fund from \$84,200 to \$158,542

- Increasing the 2021 appropriation of the Penrose Library Renovation Project Fund from \$162,500 to \$418,470
- Increasing the 2021 appropriation of the library 21c Capital Project Fund from \$165,000 to \$354,864
- Increasing the appropriation of the Capital Reserve Fund from \$1,837,102 to \$4,459,447
- Increasing the 2021 budget for revenues and other sources of funds from \$1,837,102 to \$2,145,504
- Adjusting the District's Special Revenue Funds for expenditures for fiscal year 2021 by fund as presented

**Motion:** Scott Taylor moved that the Pikes Peak Library District Board of Trustees approve the Mid-Year Budget Resolutions as presented.

**Second:** Dr. Stoll seconded the motion.

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

### **Discussion:** 2022 Preliminary Budget

Chief Financial Officer Mike Varnet shared that the budget will be submitted on October 15, 2021 with a public hearing scheduled for December 8, 2021. Certification of the property tax mill levy needs to be submitted to El Paso County in early December 2021.

Some highlights of the 2022 Preliminary Budget include:

- \$950,000 for the roof replacement at the Penrose Library complex
- \$300,000 to replace the bookmobile
- \$1.7 million for technology capital requests
- An expected increase of the Health Plan cost by 3%.
- Increase the El Paso County retirement plan contribution rate from 8% to 10.2%.

Mr. Varnet thanked everyone across the District who participated in the 2022 budget process.

## **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 Stephen Adams shared that membership is increasing and currently stands at about 800. Efforts are underway to establish a Friend's group at the Calhan and Manitou Springs Libraries. A retreat is planned for the Board on October 22. The Friend's Booksale at East Library is scheduled for October 1 -3 and Latina Voices will be held this Saturday, September 25, 2021, from 10:00 a.m. – noon in the Venue at Library 21c.

### **Pikes Peak Library District Foundation Report**

The Pikes Peak Library District Foundation Report was included in the Board packet.

### **Financial Report**

The Financial Report for the period ending August 31, 2021 was included in the Board packet.

Chief Financial Officer Mike Varnet shared that revenue stands at \$34.3 million compared to \$32 million at the end of August 2020. Expenditures reflect less than a 1% change from August 2020.

### **Public Services Report**

Chief Public Services Officer and Deputy Chief Librarian announced that the PowerPass program has been launched in District 20 schools this fall. PPLD staff are currently working to implement the PowerPass program in Calhan and District 49 schools. Public Services is currently hiring four Library Managers and has several other open positions

across the District. A recent outreach event with local military drew 2,000 attendees, many who were surprised to learn of all that the Library District has to offer.

Dora Gonzales expressed her appreciation for the District's collaborations with school districts.

### **Support Services Reports**

The Communications Report, Facilities Report, Human Resources Report, Information Technology Report, and Safety, Social Services & Security Report were included in the Board packet.

Scott Taylor asked about a timeline for the sensory path installation at High Prairie Library. Chief Facilities Management Officer Gary Syling stated that a bid will be released this week and the goal is to complete the project by the end of 2021.

Scott Taylor commented that the EvacuScape chairs are a great addition to the District's safety processes. Mr. Taylor also asked for clarification of the recent increase in incident reports. Chief Safety, Social Services & Security Officer Michael Brantner explained that most of the incident reports are alarm issues and that the department has worked on consistency with incident documentation.

### **Chief Librarian's Report**

Chief Librarian and CEO John Spears thanked everyone for their kind words in recognition of his five years of service with the Library District.

The PowerPass program is a phenomenal partnership with school districts that provides a library card to every student and includes a feature that tracks usage of the cards. PPLD is also working with military installations to provide library cards to service members who can use their card to access library materials while overseas.

A Carnegie Library Design outreach event took place on September 9, 2021 in Manitou Springs. Chief Librarian Spears commended Director of the West Region Michael Doherty for his explanation to those present of how an expanded library will allow for the same level of excellent service found throughout the District. Final approval for the design is slated for the November 2 City Council meeting.

The majority of PPLD staff are vaccinated and the District is not mandated to require vaccines. If vaccination requirements become a criteria for federal grant eligibility, the Board of Trustees and Library leadership will discuss the requirement.

PPLD currently has 404 staff with 42 open positions. Despite actively hiring, the total number of staff has remained about the same as resignations have increased. As a result of the staffing challenges, Libraries will continue to remain closed on Sundays and Public Service Directors will discuss potential changes to open hours at each Library based on patron usage. Leadership is discussing ways to take care of staff and improve retention. The ILS migration is also on hold due to the impact the migration would have on staff training and library operations.

Debbie English inquired why so many staff are leaving PPLD. Several reasons have been given including relocation, higher pay, or the job not being a good fit.

### **Board Reports**

#### **Governance Committee Report**

Governance Committee Chair Debbie English reported that the committee met on September 7, 2021. The Board retreat will be held on October 15, 2021. The location and agenda for the day are being discussed. The Committee also reviewed the process for filling the upcoming vacant Trustee position.

#### **Internal Affairs Committee Report**

Internal Affairs Chair Scott Taylor reported that the committee met on September 7, 2021. The decision items on today's agenda were discussed and the Public Services Strategic Plan was reviewed.

### **Public Affairs Committee Report**

Public Affairs Committee Chair Mina Liebert reported that the committee did not meet in September.

### **Board President's Report**

President Wayne Vanderschuere stated that Debbie English will stand in for him and speak at the Food Industry Training (FIT) training graduation ceremony this Friday morning in the venue at Library 21c.

### **ADJOURNMENT**

There being no further business to conduct, President Vanderschuere adjourned the September 22, 2021 meeting of the Board of Trustees at 7:05 p.m.

A reception for Board applicants immediately followed the meeting.

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  
2022 Employee Benefit Programs**

**BENEFIT AND POLICY REVIEW TEAM**

The Benefits and Policy Review Team reviews employee benefit programs and makes recommendations to the Pikes Peak Library District's Chief Librarian & CEO and Leadership Team. Team members are: Heather Laslie, Cristina Jaramillo, Rebecca Philipson, Daniel Collins, Juanita Lanaux, Larissa Powers, and Mike Varnet.

Moody Insurance, the Employee Benefits Consultant for the District, has handled the 2022 benefits renewal process.

This memo outlines the District's health plan, life and long term disability, dental and vision benefit programs and presents recommendations to the Board of Trustees for the District's 2022 benefit programs.

**HEALTH PLAN**

The Health Plan is offered to District employees with a regularly scheduled workweek of 30 – 40 hours and in accordance with the provisions of the Patient Protection and Affordable Care Act.

**2021 Health Plan Financial Data**

The following chart depicts certain financial data for the period of January 1, 2021 through June 30, 2021:

Worst case expected (amount funded @120% of expected))	\$891,108
Expected claims	\$742,590
Cumulative Benefit Payments	\$785,514
Ratio of claims paid to expected claims	106%

For this six-month period, the financial position of the Plan remains negative; meaning total claims paid by the Plan are more than the expected claims for the Plan. The Plan is funded at a level that approximates the worst-case scenario, and the Plan has the resources to cover substantially ALL potential liabilities including incurred-but-not-reported claims. The Plan is liable for up to 120% of expected claims. The Plan has an insurance policy in place to cover claims paid in excess of the 120% maximum liability both on a monthly basis and on an annual basis. In addition, the Plan is covered for specific claims that exceed \$45,000 during 2021. This is congruent to catastrophic insurance coverage for specific claims. A total of \$24,337 in claims has exceeded the \$45k Individual Stop Loss level (SSL) through 6/30/2021.

**District/Plan Participant Contribution Data – 2022 Plan Year**

For 2022, the total cost of the Plan funded at the maximum liability is estimated at \$2,857,707 (assuming the current enrollment by plan option and by category remains the same in 2022 as it is in 2021).

The cost of the Plan is shared by District and eligible District employees who have elected to participate in the Plan. During 2022, the District will contribute about \$2,382,606 to the Plan, or about 83.37% of the total cost, and the employees will contribute about \$475,102, or about 16.63% of the total cost. In 2021, the District will have contributed 83% to the Plan, and the employees contributed about 17% of the total cost for an estimated total of \$2,774,466.



## 2022 Plan Options

For the 2022 renewal, Moody did not solicit proposals from other medical plan carriers. Moody solicited proposals from other carriers back in 2018.

Instead, our current carrier, Cigna, submitted the following renewal proposals for 2022:

**Option 1** no changes to benefits, including continuation of the \$5,000 wellness benefit, no change in the Individual Specific Stop Loss amount and continuing to bundle the dental, life insurance and long-term disability plans with 12% increase. Initially, Medical came in with a 12.81% increase, Group Life AD&D and LTD came in with an 8.76% increase.

**Option 2** proposed no change to the plan design, including no change in the Individual Specific Stop Loss amount and continuing to bundle the dental, life insurance and long-term disability plans. The original renewal proposal of an 12% increase was subsequently lowered to a 4.68% increase if we agreed not to go out to market for bids. Moody Negotiated Medical down to 5% increase, Group Life AD&D and LTD down to 4.38% increase.

**Option 3** proposed minor plan design changes with increased copay costs to the employee on prescriptions and increased copay costs to the employee on Emergency Room visits, included no change in the Individual Specific Stop Loss amount and continuing to bundle the dental, life insurance and long-term disability plans. The Option 2 renewal proposal of an 4.68% increase was subsequently lowered to a 2.94% increase. Moody Negotiated Medical down to 4.65% increase with plan design changes, Group Life AD&D and LTD holds at 4.38% increase.

**Option 4** Because of the partnership Cigna has had with PPLD and their relationship with Moody Insurance, they proposed no changes to the plan design (no increases to employee copays), including no change in the Individual Specific Stop Loss amount and continuing to bundle the dental, life insurance and long-term disability plans. The Option 3 renewal proposal of an 2.94% increase was subsequently leveled to a 4.65% increase. This is significantly lower than the national trend for renewals of 9-15%. Moody Negotiated Medical down to 3% increase with no plan design changes, Group Life AD&D and LTD holds at 4.38% increase.

## Network Only Plan Key Provisions

We have been offering a Network Only Plan since 2016. This plan provides access to the large, nationwide, Open Access Plus network of Cigna providers. While members do not have coverage for non-emergency services from Out-of-Network providers, Emergency Care is always treated as In-Network regardless of the facility's Network status.

The **Cigna Network Only Open Access Plus High Plan (OAP)** is a PPO Plan with a \$750/\$1,500 Calendar Year Deductible for single/family respectively, \$30.00 office co-pay, \$40.00 specialist co-pay and a \$10/\$25/\$50 prescription drug co-pay. Coinsurance for network services is paid at 80% once the deductible has been met.

The **Cigna Network Only High Deductible Health Plan (HDHP)** with a Health Savings Account funding mechanism is a qualified high deductible health plan offered as an alternative to the High Plan. The HSA is like a flexible spending account without the "use it or lose it" aspect. This Network Only plan offers a calendar year deductible of \$2,000 for individual and \$4,000 for family. Network Only coinsurance for services is paid at 80% once the deductible has been met. Participants in this plan access the same network as the Choice Plan participants. Network Only Preventive care is unlimited and is paid at 100%. The maximum contribution for 2022 is \$3,650 for individuals and \$7,300 for families, with participants over the age of 55 eligible to contribute an additional \$1,000 per year (catch-up contributions).

Participation in the High Deductible Health Plan with HSA funding mechanism has been steady and is attractive to staff because the savings are portable, permit a carry-over of unused balances, the savings account is funded by the employee, and the savings are tax deductible. 2012 was the first year PPLD offered this benefit plan option.

Some of the HSA provisions presenting some disadvantages include: employees who participate cannot be eligible for Medicare or be covered by a spouse's medical or pharmacy plan, and cannot be a dependent on another's tax return. The maximum out of pocket is considerably higher than the High Plan. No prescription co-pay is allowed so participants must pay all prescription costs up to the calendar year deductible before 80% coinsurance kicks in. The relatively small difference between the employee only premium for the HDHP and OAP PPO but a significant difference in the deductible coupled with no employer contribution to Health Savings Accounts may help to explain the relatively low HDHP participation rate.

The monthly premium rates for the High Deductible Health Plan with an HSA funding mechanism are less than the OAP Plan but do not include the fees that would be charged the banking partner responsible for managing the savings accounts. Fees in 2022 will be \$2.45 per account per month with no change from 2021.

### **Network Only Open Access Plus High Plan Option**

#### **2022 Plan Summary**

The significant provisions of the Plan are summarized below. This is a Network Only Plan and there is no benefit coverage/schedule for non-emergency services from Out-Of-Network providers.

- a. Network Only Physician Office Co-Pay – Office co-pays remain at \$30 office visits for 2022. Total charges for an office visit to a non-network provider are the responsibility of the member. Specialist Office Co-Pay will remain at \$40 for office visits in 2022. The member will be responsible for paying out-of-pocket, the total charges for non-network services.
- b. Coinsurance Percentages and Deductibles – The coinsurance percentage for network services is 80% (the percentage of cost to be borne by the insurance company). The member will be responsible for paying out-of-pocket the total charges for non-network services. The annual deductible remains at \$750 for single coverage and \$1,500 for family coverage. The member will be responsible for paying out-of-pocket, the total charges for non-network services.
- c. Network Prescription Co-Pays – Currently, Choice Plan participants pay \$10 for generic drugs, \$25 for preferred drugs and \$50 for non-preferred drugs. HDHP participants pay retail for the generic, preferred, non-preferred and mail order drugs, respectively, until they meet their annual deductible. This will remain the same for 2022. The member will be responsible for paying out-of-pocket, the total charges for non-network services.
- d. Emergency Room Co-Pays – Currently, plan participants pay \$200 per visit. This will remain the same for 2022. Emergency Care is always treated as Network regardless of the facility's Network status.
- e. Preventive Care – Paid at 100% when services rendered by a Network provider. The member will be responsible for paying out-of-pocket, the total charges for non-network services.
- f. Network Prescription Co-Pays accumulate towards the calendar year out-of-pocket maximum as required by PPACA.

### **Cigna Local Plus Network Only High Plan Option**

The Plan Summary for this option is the same as listed above with the size of the network being the difference. Participants in this option can only utilize members of the Local Plus Network which consists primarily of Memorial Hospital and UC Health Partners. PPLD began offering the Local Plus (smaller) Network option in 2019 as a way to reduce costs to both the employee and the employer.

### **Network Only Open Access Plus High Deductible Health Plan with a Health Savings Account Option**

The High Deductible Health Plan with an HSA option does not offer the co-pay feature of the OAP Plan. This is a Network Only Plan and there is no benefit coverage/schedule for non-emergency services from Out-Of-Network providers.

- a) Network Only Calendar Year Deductible - \$2,000 individual and \$4,000 family. The entire family deductible must be met before coinsurance benefits apply to any individual within the family. Calendar Year Deductible accumulates toward the Out-of- Pocket Maximum and is not applied after the Out- of- Pocket maximum has been met. The member will be responsible for paying out- of-pocket, the total charges for non-network services.
- b) The Network only coinsurance percentage for network services is 80% (the percentage of cost to be borne by the insurance company). The member will be responsible for paying out-of-pocket, the total charges for non-network services.
- c) Out of Pocket Maximum – Network Only: \$3,000 individual and \$6,000 family. The member will be responsible for paying out-of-pocket, the total charges for non-network services.
- d) Network Only Preventive Care - Paid at 100% when services rendered by a Network Provider. The member will be responsible for paying out-of-pocket, the total charges for non-network services.
- e) Emergency Room Care – Paid by participant and goes towards Calendar Year Deductible. Emergency Care is always treated as Network regardless of the facility's Network status.
- f) Network Only Prescription Drugs - Paid by participant and goes towards Calendar Year Deductible, once met paid at 80%. The member will be responsible for paying out-of-pocket, the total charges for non-network services.
- g) Network Only Lab and X-Rays – Paid by participant and goes towards Calendar Year Deductible, once met paid at 80%. The member will be responsible for paying out-of-pocket, the total charges for non-network services.

### **Cigna Local Plus High Deductible Health Plan with a Health Savings Account Option**

The Plan Summary for this option is the same as listed above with the size of the network being the difference. Participants in this option can only utilize members of the Local Plus Network which consists primarily of Memorial Hospital and UC Health Partners. PPLD began offering the Local Plus (smaller) Network option in 2019 as a way to reduce costs to both the employee and the employer.

#### **Individual Specific Stop Loss (SSL)**

The current Plan (for 2021) includes Individual Specific Stop Loss (SSL) insurance for individual claims in excess of \$45,000. This means the insurance company pays all costs for claims that exceed \$45,000. Prescription drug costs are included under this individual (specific) stop loss. For 2022, we recommend the Specific Stop Loss insurance remain the same.

#### **Premium Rates**

Due to the proposed increase in Plan costs, the monthly premium rates for 2022 should be adjusted. Employee rates for all categories in the OAP and High Deductible OAP Plans will increase by 3.00% across the board. PPLD's rates will increase approximately 3.00% for each category with slight differences resulting from minor differences in underwriting rates from year to year.

The Employee rates for all categories in the Local Plus Network plans will increase by 3% from the 2021 rates.

## **Premium Relief**

We will provide one month of premium relief in 2021. We believe it makes fiscal sense to evaluate the plan status as a part of the mid-year budget resolution in 2022 and decide if it is appropriate to offer a premium holiday in 2022.

## **PPACA Fees**

PPLD pays the following mandatory fees to comply with PPACA:

Patient-Centered Outcomes Research Institute (PCORI). The fee was \$2 per member per year in 2014 and is indexed annually to national health expenditures. The fee was \$2.08 in 2017, \$2.39 in 2018, \$2.45 in 2019, and \$2.66 in 2020 based upon the rate of medical inflation. PCORI fees are set by the federal government and are a mandate per the Affordable Care Act. The fee has not yet been determined for 2021 (it is due July 31 of 2022).

## **Employee Meetings**

The Human Resources Department will conduct Open Enrollment Meetings for employees during November to discuss the OAP and HDHP with a HSA funding mechanism and the two network options. It will provide plan design comparisons; describe both Networks, the employee premium rate changes for 2022, and instruction for completing the benefits enrollment process. The goal of these meetings is always to explain to eligible employees the benefit plans available through PPLD so they can make informed enrollment decisions that best meet their healthcare insurance needs.

## **Recommendation**

Management recommends that the Board of Trustees:

1. Authorize management to renew PPLD's contract with CIGNA for calendar year 2022 to provide health care insurance to PPLD employees based on the plan provisions discussed above.
2. Approve a premium rate plan that is discussed above as "Option 4" and presented within the included schedule.

## **BASIC LIFE, VOLUNTARY LIFE & LONG-TERM DISABILITY INSURANCE PLANS**

### **Basic Life & Voluntary Life**

PPLD purchases term life insurance benefits for employees working 20 – 40 hours per week. The face value is equal to twice an employee's annual salary up to a maximum of \$250,000.

Basic Life & Long-Term Disability premiums are 100% employer paid and voluntary life premiums are 100% employee paid.

### **Long-Term Disability Insurance**

LTD insurance provides income protection when an employee working 20 – 40 hours per week is unable to work due to a long-term illness or injury. Our current plan offers a benefit equal to 50% of monthly earnings which is available after 120 days and until Social Security Normal Retirement Age (SSNRA).

For 2021, Moody solicited proposals for Basic Life, Voluntary Life and LTD insurance benefits. Cigna, Lincoln National Life Insurance and The Standard provided proposals. All three proposals were very similar in benefit plan design and premiums. We are in a rate guarantee with Cigna for our current plans. Cigna's monthly premium rates for 2022 are presented below:

Basic Life – \$0.115 per month for each \$1,000 of insurance net premium  
LTD - \$0.135 per \$100.00 of salary net premium

Voluntary Life – Age Based Rate Table with no changes to the age banding tiers.

**Recommendation**

Management recommends that the Board of Trustees authorize PPLD to continue to offer Life/LTD and Voluntary Life Insurance with Cigna, our current carrier and approve the 4.38% premium increase.

**DENTAL PLAN**

**Background/Plan Summary**

In 2021, the District offered two dental plans provided by Cigna. This is a 100% employee paid dental benefit that offers a choice between a Dental PPO and Dental Care Access plan. These plans are fully insured plans and the renewals for Dental PPO and Dental Care Access plans for 2022 include a premium increase of 0% for each plan.

**Premium Rates Comparisons**

***Cigna D-PPO OPTION***

	<u>2021 Employee Cost</u>	<u>2022 Employee Cost</u>
Employee Only	\$36.52	\$36.52
Employee + 1	\$71.86	\$71.86
Employee +2 or more	\$124.14	\$124.14

***Cigna Dental Care Access OPTION***

	<u>2021 Employee Cost</u>	<u>2022 Employee Cost</u>
Employee Only	\$9.12	\$9.12
Employee + 1	\$15.14	\$15.14
Employee + 2 or more	\$23.32	\$23.32

The Cigna Dental Care Access plan does not have deductibles and discounts apply to preventive, basic, endodontics and major services. Participants must go to network providers.

The plan design for the Cigna D-PPO is a true insurance product with deductibles, calendar year limits, and employees having the option of using in and out-of-network providers

**Recommendation**

Employee participants in 2022 will see a 0% increase in premiums (versus the national trend of 5-8% for dental plan increases for fully insured plans). Management recommends the Board of Trustees approve the premium rates and plans discussed above.

## VISION PLAN

The District has been using Vision Service Plan (VSP) for several years for employee vision benefits. The District covers all employees (employee only coverage) with a regularly scheduled workweek of 20 to 40 hours. Over the years, PPLD employees have expressed high satisfaction with the vision plan and its network of providers.

Considering this is a benefit that impacts approximately 389 of our 402 staff members and that the premiums changed for 2022, we did not seek out any changes to the VSP benefit plan.

### Premium Rates Comparisons for 2022

	Total Cost	Employee Cost	District Cost
<b>Employee Only</b>	\$12.07/month	\$0.00/month	\$12.07/month
<b>Employee + 1</b>	\$17.52/month	\$5.45/month	\$12.07/month
<b>Employee + 2 or more</b>	\$31.40/month	\$19.33/month	\$12.07/month

### Recommendation

Management recommends that the Board of Trustees authorize the contract renewal with Vision Plan Services (VSP) for calendar year 2022 to continue the current vision coverage plan as discussed above with zero plan changes and a 0% premium change.

## VOLUNTARY BENEFIT OFFERINGS

The Employee Benefits Team routinely assesses PPLD's voluntary benefit plan offerings to help ensure meaningful voluntary benefit plans are offered. Our desire is to offer voluntary programs that reflect current interests and needs of PPLD staff. In 2019 we began offering voluntary Pet Insurance. The Benefits Team continues to seek other opportunities for voluntary benefits.

### PET INSURANCE

This is an increasingly popular employer offered/employee paid benefit according to Moody and the State of Colorado is very pet friendly. Moody has presented 2 options through Nationwide Insurance - Basic Protection and Protection with a Wellness Component. There are rates for Dogs, Cats and Avian & Exotic Pets. The annual maximum benefit paid is \$7,500. Rates are a monthly premium for dogs and cats or exotic pets. Premiums range from \$20-35 per month for 50% reimbursement or \$27-47 per month for 70% reimbursement for dogs and cats depending on plan chosen.

### Recommendation

**Pet Insurance:** We recommend continuing to offer voluntary Pet Insurance for 2022 with the provisions noted above (no cost to PPLD).

CIGNA OAP												
Category	PPLD				PREMIUM COMPARISON				Total			
	Employee				Employee				Employee			
	2022	2021	Difference	% Difference	2022	2021	Difference	% Difference	2022	2021	Difference	% Difference
Employee	\$777.23	\$754.59	\$22.64	3.00%	\$81.73	\$79.35	\$2.38	3.00%	\$858.96	\$833.94	\$25.02	3.00%
Spouse	\$1,377.65	\$1,337.53	\$40.12	3.00%	\$444.84	\$431.88	\$12.96	3.00%	\$1,822.49	\$1,769.41	\$53.08	3.00%
Children	\$939.98	\$912.60	\$27.38	3.00%	\$342.61	\$332.63	\$9.98	3.00%	\$1,282.59	\$1,245.23	\$37.36	3.00%
Family	\$1,524.52	\$1,480.12	\$44.40	3.00%	\$700.97	\$680.55	\$20.42	3.00%	\$2,225.49	\$2,160.67	\$64.82	3.00%

CIGNA H.S.A. OAP												
Category	PPLD				PREMIUM COMPARISON				Total			
	Employee				Employee				Employee			
	2022	2021	Difference	% Difference	2022	2021	Difference	% Difference	2022	2021	Difference	% Difference
Employee	\$687.97	\$667.94	\$20.04	3.00%	\$36.20	\$35.14	\$1.05	3.00%	\$724.17	\$703.08	\$21.09	3.00%
Spouse	\$1,271.41	\$1,234.38	\$37.03	3.00%	\$277.06	\$268.99	\$8.07	3.00%	\$1,548.47	\$1,503.37	\$45.10	3.00%
Children	\$863.50	\$838.35	\$25.15	3.00%	\$232.67	\$225.89	\$6.78	3.00%	\$1,096.17	\$1,064.24	\$31.93	3.00%
Family	\$1,396.04	\$1,355.38	\$40.66	3.00%	\$489.66	\$475.40	\$14.26	3.00%	\$1,885.70	\$1,830.78	\$54.92	3.00%

CIGNA Local Plus												
Category	PPLD				PREMIUM COMPARISON				Total			
	Employee				Employee				Employee			
	2022	2021	Difference	% Difference	2022	2021	Difference	% Difference	2022	2021	Difference	% Difference
Employee	\$732.10	\$710.78	\$21.32	3.00%	\$70.05	\$68.01	\$2.04	3.00%	\$802.15	\$778.79	\$23.36	3.00%
Spouse	\$1,320.84	\$1,282.36	\$38.47	3.00%	\$381.29	\$370.19	\$11.11	3.00%	\$1,702.13	\$1,652.55	\$49.58	3.00%
Children	\$904.18	\$877.84	\$26.34	3.00%	\$293.66	\$285.11	\$8.55	3.00%	\$1,197.84	\$1,162.95	\$34.89	3.00%
Family	\$1,477.80	\$1,434.66	\$43.14	3.01%	\$600.83	\$583.33	\$17.50	3.00%	\$2,078.63	\$2,017.99	\$60.64	3.00%

CIGNA Local Plus H.S.A.												
Category	PPLD				PREMIUM COMPARISON				Total			
	Employee				Employee				Employee			
	2022	2021	Difference	% Difference	2022	2021	Difference	% Difference	2022	2021	Difference	% Difference
Employee	\$645.29	\$626.49	\$18.80	3.00%	\$31.02	\$30.12	\$0.90	3.00%	\$676.31	\$656.61	\$19.70	3.00%
Spouse	\$1,208.82	\$1,173.60	\$35.21	3.00%	\$237.48	\$230.57	\$6.92	3.00%	\$1,446.30	\$1,404.17	\$42.13	3.00%
Children	\$824.13	\$800.13	\$24.00	3.00%	\$199.43	\$193.62	\$5.81	3.00%	\$1,023.56	\$993.75	\$29.81	3.00%
Family	\$1,341.41	\$1,302.35	\$39.07	3.00%	\$419.71	\$407.48	\$12.22	3.00%	\$1,761.12	\$1,709.83	\$51.29	3.00%

Estimated Plan Contributions - FY 2022	\$ 2,382,606.03	\$ 475,101.69	\$ 2,857,707.72
	83.37%	16.63%	
2021 Estimated Cost			\$ 2,774,466.12
Percentage Increase in rates			<u>3.00%</u>

**Pikes Peak Library District  
October 20, 2021  
Board of Trustee Meeting**

**Surveillance Camera System Interim Replacement**

**Background**

At their March meeting, the Board of Trustee approved interim solution deployment of Surveillance Camera System and approved Springs Hosting as the winning vendor for Request for Proposal (RFP) #520-20-09 Cameras and Cabling with a \$289,648,81. Since March, camera system component changes provide an opportunity for the District to obtain components that will provide additional capabilities. For example, the newer Network Video Recorder (NVR) devices can hold more data than the original planned capability, newer cameras and monitors will reduce the overall number of end devices simplifying surveillance camera system management. In addition, additional cameras requirements were identified during execution. The cost increase for the technology changes and additions total \$12,296 as depicted in the following table:

Item	Planned	Revision	Change	
Cameras plus cables	681	687	+6	\$795
Cloud Key Plus	36	3	-33	(\$6,335)
Cloud Key	0	11	+11	\$1,969
NVR + 8 TB Hard Drive	0	17	+17	\$9,010
Switches 24 ports	36	38	+2	\$768
Mounting kits	0	18	+18	\$1,782
Monitors plus misc. items	4	8	+4	\$4,307
Resulting Cost Increase Associated with Changes				\$12,296

**Fiscal Impact**

The following table reflects changes to increase the project budget identified plus \$3,000 for project management reserve. Funds will come from Capital Reserve Fund contingency budget account. This does not change the Capital Reserve Fund budget in total.

Original Budget	\$302,000.00
Winning Vendor RFP Bid	\$289,648.81
Requested Revision for Hardware	\$12,296.00
Revised Budget	\$301,944.81
Remaining Management Reserve	\$55.19
Management Reserve Request	\$3,000.00
Revised Budget+ Management Reserve	\$304,944.81

**Recommendation:** For the October 20, 2022 Board meeting, management recommends approval to increase the contract amount from \$289,648.81 to \$301,944.81 and the Board of Trustees approve a management reserve allowance of \$3,000 to be used at the discretion of the Chief Information Technology Officer as it relates to this project.



## Friends of the PPLD September 2021 Report

Latina Voices and the big Fall Book Sale were great successes. (See Operations bullet below.) It was a 10<sup>th</sup> anniversary celebration for Latina Voices with past presenters and dignitaries attending. Plans are being finalized for the Friends retreat on Oct. 23. Efforts are under way to launch a Friends group in Calhan and to reconstitute a group in Manitou Springs. Three branches contributed a total of \$1,000 to help the Calhan start-up. Laura Ettinger is spearheading the Manitou efforts, where several other persons, including the former mayor, have stepped up to assist. The long-awaited Friends monthly e-newsletter is on the verge of launching. The transfer of membership data and files from Diane Pfalzgraf to Wendy Stotts has been completed as Wendy takes over those duties.

### Status of Operations as of September 30, 2021

Sales for September		
	Amazon	2194
	eBay	658
	Facebook	0
	Web storefront	19
	East Bookstore*	1720
	Library 21C*	996
	Penrose*	296
	Latina Voices	32
<b>TOTAL SALES</b>	*Due to the impending book sale, the last week's cash deposits were not made until the first week of October	<b>\$5,915</b>

- Current regular volunteer count is 32 for District Friends; volunteer hours for September were 448. Ads have been placed at several sites for open bookstore positions at East and Library 21c. Getting good response from Volunteer Match especially. Now that the book sale is over, filling open book stores positions is high priority.
- New book markers for promoting memberships were printed in time for the Latina Voices and Fall Book Sale. They were well received. More copies will be printed this month and distributed to all library branches.
- Membership recruiting and book sales tables were set up at the Latina Voices event. We took in one membership renewal and sold Spanish and English language titles as well as books by Latino authors.

- The Fall Book Sale was held the first weekend of October. A total of 55 individuals volunteered during the sale: nine Board members, nineteen regular volunteers, and 27 temporary volunteers. Hours worked totaled 430. Plus the gracious assistance of John Spears and Abby Simpson during after-sale clean-up! Preliminary numbers are: Sales \$8340, donations \$242, memberships \$995 – total \$9,577. We sold 7,514 individual items over the first two days, and 316 grocery sacks filled at \$5 each on Sunday.
- Another eBay-palooza listing event is scheduled for October, to try to capitalize on holiday sales of Like New and Collectible lots.



## REPORT

Received \$11,277.06 through the WalMart Lives Empowered grant program to support Library 21c kitchen and the Food industry Training Program

Received \$30,000 Buell Foundation grant in support of LENA Start children's program (2021-22)

Submitted Social Determinants of Health grant application to Colorado Springs Health Foundation

Submitted Colorado Humanities ARPA Grant application

Submitted final report to Buell Foundation grant support of LENA Start program (2020-21)

Submitted mailing lists to Carl Bloom and Associates for year-end direct mail campaign

Met with Institute of Museum & Library Services program officer to explore eligibility for Museums for America and Museums Empowered grant programs

Met with Can'dAid program officer to explore Crush It Crusade grant application

Met with representatives from Bizologie who were conducting a library fundraising benchmark study for Jefferson County Public Library

Interviewed Individual Giving Coordinator candidate finalists

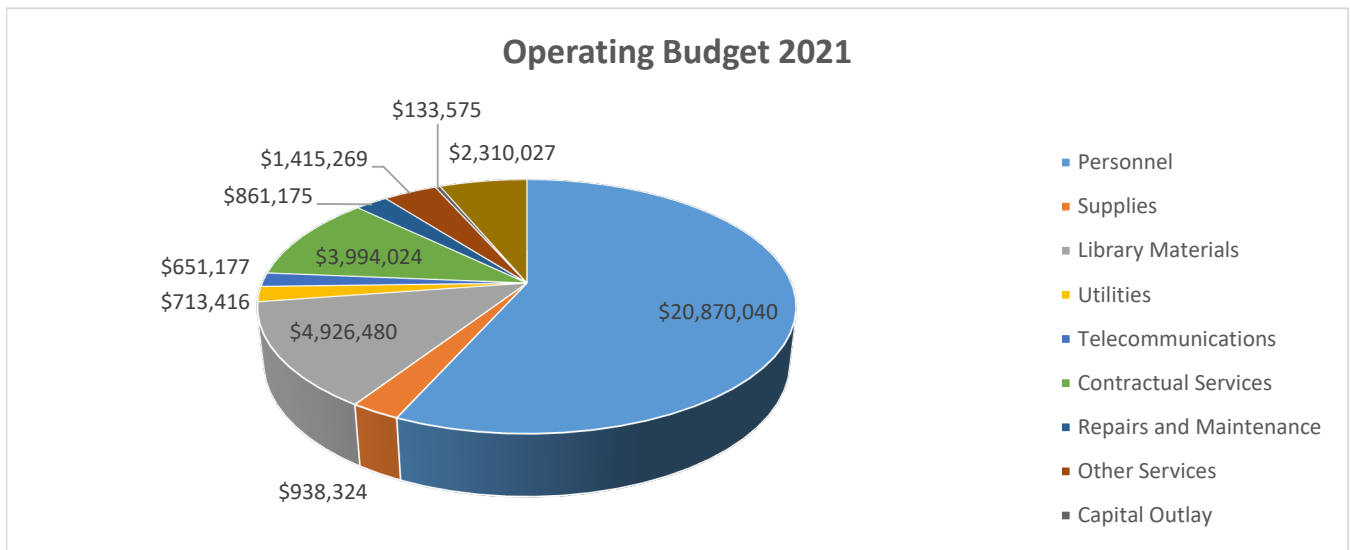
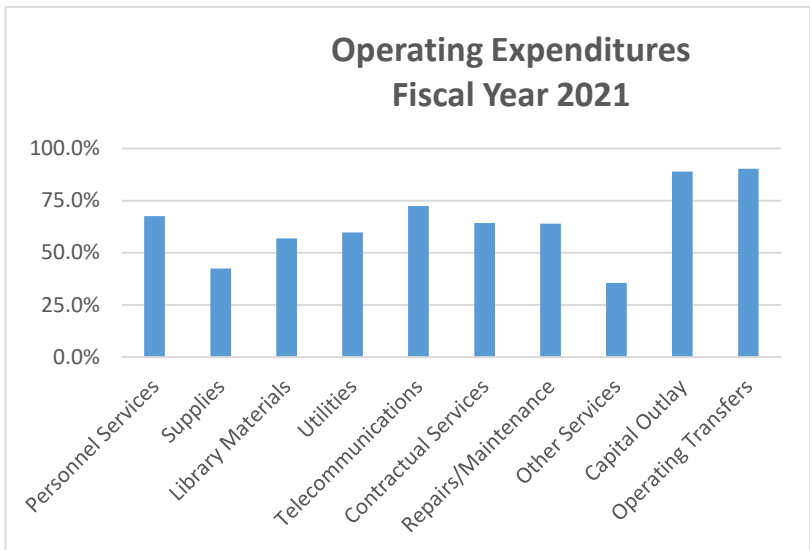
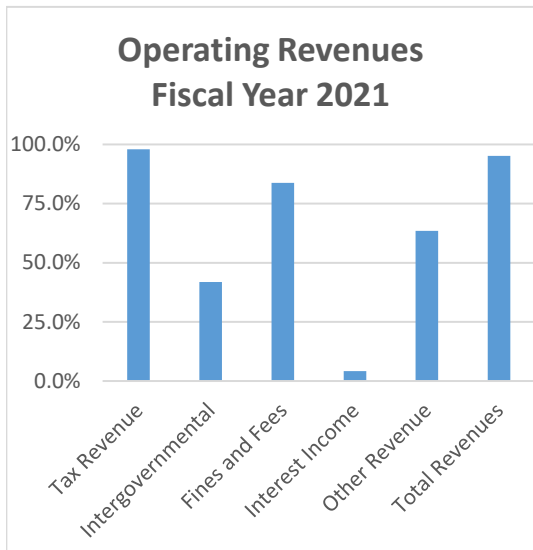
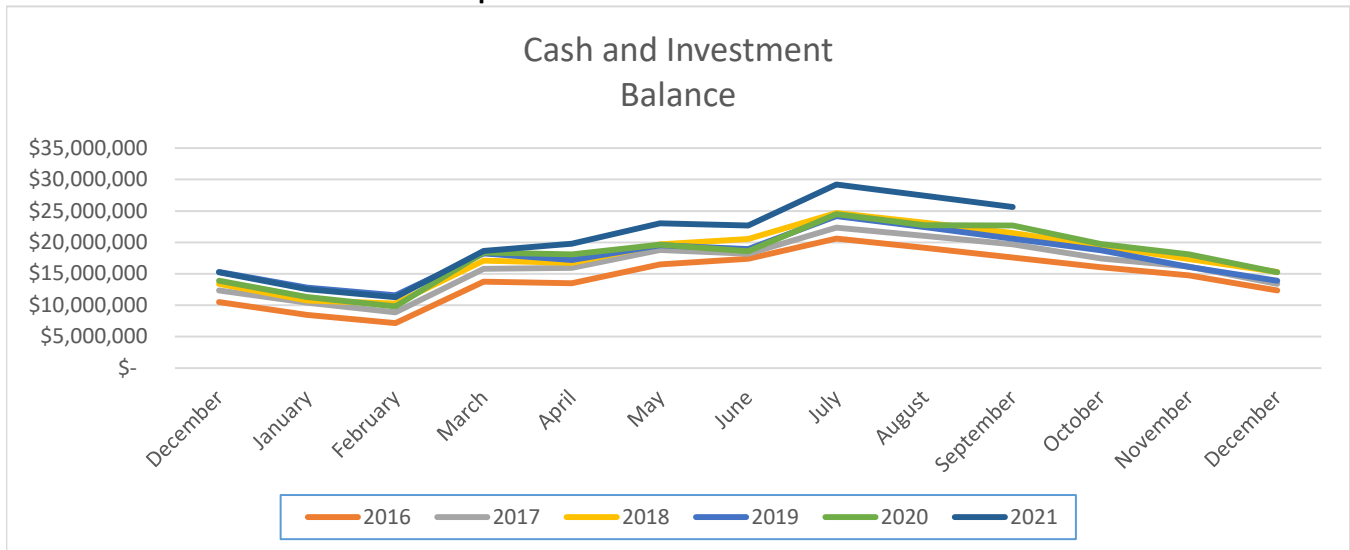
Attended Association of Fundraising Professionals Southern Colorado's annual Summit on Philanthropy

Held donor appreciation event at Knights of Columbus Hall/Special Collections

Held PPLD Foundation Investment Committee and ad hoc Events Committee

# Pikes Peak Library District Financial Dashboard

September 2021



# **Pikes Peak Library District**

## **September 2021 Financial Report**

Presented to Board of Trustees on October 20, 2021

**Pikes Peak Library District  
General Fund Summary  
For the Nine-Month Period Ended September 30, 2021**

General Fund	Year-To-Date				Notes
	2021	2020	Change	% Chg.	
<b>Revenues</b>					
Property taxes	\$ 31,136,770	\$ 29,855,621	\$ 1,281,149	4.3%	
Specific ownership taxes	2,791,368	2,468,328	323,040	13.1%	
Fines/fees	66,369	51,545	14,824	28.8%	
Investment earnings	7,595	109,712	(102,117)	-93.1%	
Other	767,187	444,267	322,920	72.7%	1
<b>Total Revenues</b>	<b>\$ 34,769,289</b>	<b>\$ 32,929,473</b>	<b>\$ 1,839,816</b>	<b>5.6%</b>	

**Note** - The Coronavirus pandemic began locally in March 2020. At that time, PPLD operations changed significantly, including periods of operational shutdown and reduced hours open to the public. The limited/different services model continues during 2021.

Tax revenue was impacted in 2020 as deadlines to pay property taxes were extended. Interest rates bottomed out after March 2020. The economic recovery has begun during 2021.

1. PPLD recognized CVRF revenue of \$353,735 during 2021.

**Pikes Peak Library District  
Statement of Revenues  
General Fund  
For the Nine-Month Period Ended September 30, 2021**

**Percent of Year 75.0%**

<b>Account Description</b>	<b>2021 Budget</b>	<b>YTD Actual</b>	<b>Variance</b>	<b>% Used</b>
<b>Tax Revenue</b>				
Property taxes				
Current	\$ 31,312,948	\$ 31,157,936	\$ (155,012)	99.5%
Abatements/refunds	(122,400)	(76,186)	46,214	62.2%
Omitted properties	7,140	1,561	(5,579)	21.9%
Delinquent	18,360	15,185	(3,175)	82.7%
Penalties/interest	36,720	28,167	(8,553)	76.7%
Specific ownership taxes	3,382,500	2,791,368	(591,132)	82.5%
Local government in lieu of prop. taxes	10,200	10,107	(93)	99.1%
<b>Total Tax Revenue</b>	<b>34,645,468</b>	<b>33,928,138</b>	<b>(717,330)</b>	<b>97.9%</b>
<b>Intergovernmental</b>				
Federal funds - other categories	605,713	353,735	(251,978)	58.4%
Federal - eRate Funding	229,800	-	(229,800)	0.0%
State Grant - library materials	351,820	143,445	(208,375)	40.8%
<b>Total Intergovernmental</b>	<b>1,187,333</b>	<b>497,180</b>	<b>(690,153)</b>	<b>41.9%</b>
<b>Fines and Fees</b>	<b>79,200</b>	<b>66,369</b>	<b>(12,831)</b>	<b>83.8%</b>
<b>Interest Income</b>	<b>183,750</b>	<b>7,595</b>	<b>(176,155)</b>	<b>4.1%</b>
<b>Other Revenue</b>				
Donations/grants/gifts				
PPLD Foundation	323,315	204,923	(118,392)	63.4%
Other	-	18,921	18,921	100.0%
Copier charges/PMS charges	80,400	30,416	(49,984)	37.8%
Parking lot collections	12,060	4,943	(7,117)	41.0%
Merchandise sales	-	630	630	100.0%
Miscellaneous	4,523	6,149	1,626	135.9%
Asset sales proceeds	5,025	4,025	(1,000)	80.1%
<b>Total Other Revenue</b>	<b>425,323</b>	<b>270,007</b>	<b>(155,316)</b>	<b>63.5%</b>
<b>Total General Fund Revenues</b>	<b>\$ 36,521,074</b>	<b>\$ 34,769,289</b>	<b>\$ (1,751,785)</b>	<b>95.2%</b>

**Pikes Peak Library District  
General Fund Summary  
For the Nine-Month Period Ended September 30, 2021**

General Fund	Year-To-Date				Notes
	2021	2020	Change	% Chg.	
<b>Expenditures</b>					
Personnel	\$ 14,162,148	\$ 14,375,468	\$ (213,320)	-1.5%	
Supplies	415,223	583,597	(168,375)	-28.9%	
Library materials	2,925,348	2,952,294	(26,945)	-0.9%	
Utilities	427,257	400,955	26,302	6.6%	
Telecommunication costs	471,396	439,593	31,803	7.2%	
Contractual services	2,561,615	2,713,181	(151,566)	-5.6%	
Repairs and maintenance	555,381	421,012	134,369	31.9%	
Other services	389,683	335,296	54,387	16.2%	
Capital outlay	121,193	12,347	108,846	881.5%	1
Operating transfers - other funds	2,086,826	1,547,368	539,458	34.9%	2
<b>Total Expenditures</b>	<b>\$ 24,116,072</b>	<b>\$ 23,781,113</b>	<b>\$ 334,959</b>	<b>1.4%</b>	

1 PPLD spent \$101,025 on laptop purchases during January, the majority of which was funded through the CVRF grant.

2 Fund transfers to the Capital Project Funds were made in accordance with the approved 2021 Budget, but prior to the amended budget. That transfer will occur during October, which will bring the total transfer up to \$ 2,310,026.



**Pikes Peak Library District  
Statement of Expenditures  
General Fund  
For the Nine-Month Period Ended September 30, 2021**

**Percent of Year 75.0%**

<b>Account Description</b>	<b>2021 Budget</b>	<b>YTD Actual</b>	<b>Available Budget</b>	<b>% Used</b>
<b>Personnel Services</b>				
Regular employees	\$ 16,063,219	\$ 10,789,183	\$ 5,274,036	67.2%
Temporary employees	3,800	-	3,800	0.0%
Substitute employees	33,500	25	33,475	0.1%
Work-Study And internship	13,644	911	12,733	6.7%
Social security contributions	1,324,562	781,020	543,542	59.0%
Retirement contributions	1,124,906	717,215	407,691	63.8%
Health Plan contributions	2,110,000	1,691,151	418,849	80.1%
Unemployment insurance	40,000	23,276	16,724	58.2%
Workers compensation	55,000	40,588	14,412	73.8%
Vision Plan insurance	65,000	41,604	23,397	64.0%
Life A&D insurance	65,000	48,137	16,863	74.1%
Tuition assistance	40,000	28,548	11,452	71.4%
<b>Total Personnel Services</b>	<b>20,941,487</b>	<b>14,162,148</b>	<b>6,779,339</b>	<b>67.6%</b>
<b>Supplies</b>				
General	337,053	74,982	262,071	22.2%
Microform	2,450	103	2,347	4.2%
Software purchases/licenses	315,450	246,261	69,189	78.1%
Computer supplies	46,880	12,920	33,960	27.6%
Processing	85,000	2,395	82,605	2.8%
Office	63,750	14,755	48,995	23.1%
Other	126,580	63,807	62,773	50.4%
<b>Total Supplies</b>	<b>977,163</b>	<b>415,223</b>	<b>561,941</b>	<b>42.5%</b>
<b>Library Materials</b>				
Audio-visual materials	809,544	202,621	606,923	25.0%
Books	1,598,191	624,187	974,005	39.1%
e-materials	1,773,767	1,317,048	456,719	74.3%
Library materials - other	205,428	145,221	60,207	70.7%
Microforms	5,000	-	5,000	0.0%
Periodicals	110,505	97,458	13,047	88.2%
Serials	25,000	8,600	16,400	34.4%
Databases - online services	607,309	528,904	78,405	87.1%
Memorials	111	1,310	(1,199)	0.0%
<b>Total Library Materials</b>	<b>5,134,856</b>	<b>2,925,348</b>	<b>2,209,507</b>	<b>57.0%</b>

**Pikes Peak Library District  
Statement of Expenditures  
General Fund  
For the Nine-Month Period Ended September 30, 2021**

**Percent of Year 75.0%**

<b>Account Description</b>	<b>2021 Budget</b>	<b>YTD Actual</b>	<b>Available Budget</b>	<b>% Used</b>
<b>Utilities</b>				
Gas	88,643	65,556	23,087	74.0%
Electric	490,236	307,366	182,870	62.7%
Water/sewer	128,086	50,689	77,397	39.6%
Storm water fees	7,844	3,646	4,198	46.5%
<b>Total Utilities</b>	<b>714,809</b>	<b>427,257</b>	<b>287,552</b>	<b>59.8%</b>
<b>Telecommunications</b>				
Data	469,964	363,331	106,633	77.3%
Voice	77,000	55,359	21,641	71.9%
Cellular	104,213	52,707	51,507	50.6%
<b>Total Telecommunications</b>	<b>651,177</b>	<b>471,396</b>	<b>179,781</b>	<b>72.4%</b>
<b>Contractual Services</b>				
Janitorial services	341,000	245,097	95,903	71.9%
Carpet cleaning services	136,000	99,522	36,478	73.2%
Laundry services	5,500	-	5,500	0.0%
Library facility rental	680,558	467,772	212,786	68.7%
Common area maintenance	175,761	102,834	72,927	58.5%
Storage rental	3,000	-	3,000	0.0%
Audit	42,500	43,275	(775)	101.8%
Legal	50,000	27,865	22,135	55.7%
Consultant	303,770	95,878	207,892	31.6%
Cataloging	40,000	24,111	15,889	60.3%
Trash removal	23,345	12,255	11,090	52.5%
Copier services	61,000	8,121	52,879	13.3%
Courier services	224,476	136,996	87,480	61.0%
Liability/property insurance	160,693	153,023	7,670	95.2%
Printing	80,325	45,673	34,652	56.9%
Programming	409,746	137,089	272,656	33.5%
Strategic plan	40,000	-	40,000	0.0%
Treasurer fees	462,000	464,143	(2,143)	100.5%
Warrantire	37,000	-	37,000	0.0%
Microfilming services	22,600	7,370	15,230	32.6%
Computer support agreements	112,534	90,097	22,437	80.1%
Computer equipment maintenance	397,000	304,786	92,214	76.8%
Software licenses	66,885	24,477	42,408	36.6%
Software subscriptions	29,307	24,307	5,000	82.9%
Employee Assistance Program	21,218	7,545	13,673	35.6%
Parking	58,000	39,379	18,622	67.9%
<b>Total Contractual Services</b>	<b>3,984,218</b>	<b>2,561,615</b>	<b>1,422,603</b>	<b>64.3%</b>

**Pikes Peak Library District  
Statement of Expenditures  
General Fund  
For the Nine-Month Period Ended September 30, 2021**

**Percent of Year 75.0%**

<b>Account Description</b>	<b>2021 Budget</b>	<b>YTD Actual</b>	<b>Available Budget</b>	<b>% Used</b>
<b>Repairs and Maintenance</b>				
Grounds maintenance	88,000	65,295	22,705	74.2%
Vehicle operating costs	74,500	73,317	1,183	98.4%
Equipment maintenance	453,300	343,903	109,397	75.9%
Equipment repairs	61,350	7,140	54,210	11.6%
Furniture repairs	36,955	5,095	31,860	13.8%
Building repairs	153,070	60,632	92,438	39.6%
<b>Total Repairs and Maintenance</b>	<b>867,175</b>	<b>555,381</b>	<b>311,793</b>	<b>64.0%</b>
<b>Other Services</b>				
Translation services	300	-	300	0.0%
Advertising	1,000	89	911	8.9%
Bank And trustee Fees	8,000	6,513	1,487	81.4%
School engagement	3,000	2,074	926	69.1%
Mileage/Travel reimbursement	75,750	26,109	49,641	34.5%
Employee recruitment	37,500	9,179	28,321	24.5%
Dues and memberships	61,852	33,091	28,761	53.5%
Merchandising	8,000	6,594	1,406	82.4%
Employee recognition	27,644	17,029	10,615	61.6%
Board of Trustees	7,000	957	6,043	13.7%
Community outreach	161,958	91,918	70,040	56.8%
Training	286,512	77,527	208,985	27.1%
Signage	30,239	1,898	28,341	6.3%
Bindery	8,526	1,825	6,701	21.4%
Book mending	1,500	114	1,386	7.6%
Safety	14,250	2,248	12,002	15.8%
Summer Adventure Club	36,935	28,841	8,094	78.1%
Patron reimbursement	500	-	500	0.0%
Postage	60,500	26,269	34,232	43.4%
Volunteer program	9,500	673	8,827	7.1%
Safety and wellness	7,000	3,090	3,910	44.1%
Other grant/donation expenditures	142,548	4,886	137,663	3.4%
Other	106,400	48,759	57,641	45.8%
<b>Total Other Services</b>	<b>1,096,414</b>	<b>389,683</b>	<b>706,731</b>	<b>35.5%</b>
<b>Capital Outlay</b>				
Other	136,181	121,193	14,988	89.0%
<b>Total Capital Outlay</b>	<b>136,181</b>	<b>121,193</b>	<b>14,988</b>	<b>89.0%</b>
<b>Operating Transfers to Other Funds</b>				
Fund transfers out	2,310,026	2,086,826	223,200	90.3%
<b>Total Expenditures</b>	<b>\$ 36,813,507</b>	<b>\$ 24,116,072</b>	<b>\$ 12,697,435</b>	<b>65.5%</b>

**Pikes Peak Library District  
Special Revenue Funds  
For the Nine-Month Period Ended September 30, 2021**

<b>Fund Balance - January 1, 2021</b>	\$ 105,721
<b>Expenditures</b>	-
<b>Fund Balance - September 30, 2021</b>	<u>\$ 105,721</u>

**Fund Balance - By Fund - September 30, 2021**

Cheyenne Mountain Library Fund	\$ 812
High Prairie Library Fund	92,626
Sand Creek Library Fund	<u>12,283</u>
	<u>\$ 105,721</u>

**Pikes Peak Library District  
East Library Capital Projects Fund  
For the Nine-Month Period Ended September 30, 2021**

Account Description	Multi-Year Budget	Activity		Encumbrances	Available Budget
		Prior Years	2021		
<b>Revenues and Other Sources of Funds</b>					
Fundraising	\$ 5,000	\$ -	\$ -	\$ -	\$ (5,000)
Fund transfers in	232,372	148,172	84,200	-	-
<b>Total Revenues and Other Sources of Funds</b>	<b>237,372</b>	<b>148,172</b>	<b>84,200</b>	<b>-</b>	<b>(5,000)</b>
<b>Expenditures</b>					
<b>2021 Projects</b>					
Add a closet with cooling for IT	25,000	-	20,344	-	4,656
Contingency	25,000	-	-	-	25,000
Computer lab tables	20,000	-	-	-	20,000
COVID upgrades	14,200	-	-	-	14,200
<b>Pre-2021 projects</b>					
Chiller roof structure over pit	12,380	12,380	-	-	-
Roofing evaluation & design	13,241	2,078	-	-	11,163
External filtration system	1,907	1,907	-	-	-
Renovate security office	5,978	5,978	-	-	-
Replace aging fire panel	17,140	10,282	6,150	708	-
Convert sound booth room to storage	3,000	-	-	-	3,000
Replace emergency lighting generator	97,224	97,224	-	-	-
Furniture	30,000	-	5,038	-	24,962
Reading room furniture	20,000	15,640	-	1,225	3,135
Shared workstation - 4-person	2,765	2,765	-	-	-
Additional study room chairs	3,547	3,547	-	-	-
Contingency	17,143	-	9,093	-	8,050
IT equipment	2,071	253	-	-	1,818
<b>Total Expenditures</b>	<b>\$ 310,596</b>	<b>\$ 152,054</b>	<b>40,625</b>	<b>\$ 1,933</b>	<b>\$ 115,984</b>
<b>Excess Revenues over Expenditures</b>			43,575		
<b>Fund Balance - January 1, 2021</b>			74,342		
<b>Fund Balance - September 30, 2021</b>			<u>\$ 117,917</u>		

**Pikes Peak Library District  
Penrose Library Capital Projects Fund  
For the Nine-Month Period Ended September 30, 2021**

Account Description	Multi-Year Budget	Activity		Encumbrances	Available Budget
		Prior Years	2021		
<b>Revenues and Other Sources of Funds</b>					
Fund transfers in	\$ 97,224	\$ 96,700	\$ 524	\$ -	\$ -
<b>Expenditures</b>					
<b>2021 Projects</b>					
Open chairs for Adult Education Services	2,500	-	-	2,400	100
Roofing consultant to evaluate existing roof	35,000	-	11,520	8,100	15,380
Install glass wall structure - Executive Assistant area	15,000	-	3,400	5,931	5,669
Building maintenance/minor renovation projects					-
Add office for Manager	20,000	-	309	-	19,691
Add IT closet	25,000	-	-	23,725	1,275
Add messinine door structure	15,000	-	7,842	-	7,158
Painting allowance	25,000	-	-	-	25,000
Contingency	25,000	-	-	-	25,000
<b>Pre-2021 Projects</b>					
Asphalt crack fill	15,764	15,764	-	-	-
Roofing evaluation	30,000	2,078	-	-	27,922
KCH-movable walls/partitions	3,000	-	-	-	3,000
KCH-interior paint	22,390	22,390	-	-	-
KCH-replace awning - front entrance	1,500	-	-	-	1,500
Install carpet In vault for meeting room	1,064	1,064	-	-	-
Purchase mural on garage wall	5,250	5,250	-	-	-
Add storefront wall to create office for Adult Education	11,757	11,757	-	-	-
Replace existing parking meters	50,000	-	-	-	50,000
Penrose campus renovation project	560,381	560,381	-	-	-
Replace lobby rooftop unit	20,544	20,544	-	-	-
Replace existing fire panel	16,921	16,921	-	-	-
Chiller replacement	55,000	-	-	-	55,000
Adjustable height desks	852	852	-	-	-
KCH - chairs For mezzanine	2,550	-	-	-	2,550

**Pikes Peak Library District  
 Penrose Library Capital Projects Fund  
 For the Nine-Month Period Ended September 30, 2021**

<b>Account Description</b>	<b>Multi-Year Budget</b>	<b>Activity</b>			<b>Available Budget</b>
		<b>Prior Years</b>	<b>2021</b>	<b>Encumbrances</b>	
KCH - work tables (4), mezzanine	6,200	-	-	-	6,200
Replace all wooden chairs in public area	12,458	12,458	-	-	-
Contingency	122,461	12,665	9,250	11,259	89,287
<b>Total Expenditures</b>	<b>\$ 1,100,592</b>	<b>\$ 682,124</b>	<b>32,321</b>	<b>\$ 51,415</b>	<b>\$ 334,732</b>
<b>Excess Revenues over Expenditures</b>			(31,797)		
<b>Fund Balance - January 1, 2021</b>			417,945		
<b>Fund Balance - September 30, 2021</b>			<u>\$ 386,148</u>		

**Pikes Peak Library District  
Library 21c Capital Projects Fund  
For the Nine-Month Period Ended September 30, 2021**

Account Description	Multi-Year Budget	Activity		Encumbrances	Available Budget
		Prior Years	2021		
<b>Revenues and Other Sources of Funds</b>					
Fund Transfers In	\$ 1,384,467	\$ 1,219,467	\$ 165,000	\$ -	\$ -
<b>Expenditures</b>					
<b>2021 Projects</b>					
Awning for curbside service	25,000	-	-	-	25,000
Back up generator	105,000	-	-	88,571	16,429
Contingency	25,000	-	2,455	2,852	19,693
Closet UPS	10,000	-	-	-	10,000
<b>Pre 2021 Projects</b>					
Courtyard improvements	19,916	19,916	-	-	-
Roof replacement	712,758	712,758	-	-	-
Replace skylight/repairs	104,560	104,560	-	-	-
Signage	4,850	4,850	-	-	-
Add gas supply to kitchen	25,000	22,491	2,259	250	-
Install new service point first floor	20,000	-	-	-	20,000
Install one way window	6,727	6,727	-	-	-
Revamp Creative Service area	3,000	-	-	-	3,000
Culinary Lab equipment	86,020	825	35,882	6,252	43,061
Office chairs-meeting room	7,200	7,200	-	-	-
Adjustable height tables - Collection Management	1,200	-	-	-	1,200
Replace chairs - business center	17,000	17,000	-	-	-
Replace desk-Children's Services	6,000	-	-	-	6,000
Three sit/stand converters	874	874	-	-	-
Replace tables and chairs - training room	9,500	-	9,500	-	-
Boiler replacement	291,744	291,744	-	-	-



**Pikes Peak Library District  
Library 21c Capital Projects Fund  
For the Nine-Month Period Ended September 30, 2021**

Account Description	Multi-Year Budget	Activity		Encumbrances	Available Budget
		Prior Years	2021		
Contingency	85,293	82,646	385	-	2,262
Audio/visual equipment	4,686	3,974	-	-	713
Studio noise mitigation	21,979	1,417	-	-	20,562
Increase stage size	4,908	1,788	-	-	3,120
Venue LED lighting	3,572	3,095	-	-	477
<b>Total Expenditures</b>	<b>\$ 1,601,787</b>	<b>\$ 1,281,864</b>	<b>50,481</b>	<b>\$ 97,925</b>	<b>\$ 171,517</b>
<b>Excess Revenues over Expenditures</b>			114,519		
<b>Fund Balance - January 1, 2021</b>			189,865		
<b>Fund Balance - September 30, 2021</b>			<u><u>\$ 304,384</u></u>		

**Pikes Peak Library District  
Capital Reserve Fund  
For the Nine-Month Period Ended September 30, 2021**

Account Description	Multi-Year Budget	Activity			Available Budget
		Prior Years	2021	Encumbrances	
<b>Revenues and Other Sources of Funds</b>					
Fund transfers in	\$ 4,586,742	\$ 2,526,440	\$ 1,837,102	\$ -	\$ (223,200)
Tenant improvement reimbursement	72,076	61,695	10,202.00	-	(179)
Fundraising	123,000	-	75,000.00	-	(48,000)
Sale of assets	12,500	12,500	-	-	-
<b>Total Revenues and Other Sources of Funds</b>	<b>4,794,318</b>	<b>2,600,635</b>	<b>1,922,304</b>	<b>-</b>	<b>(271,379)</b>
<b>Expenditures</b>					
<b>Facilities Capital</b>					
<b>2021 Projects</b>					
City bookmobile headlight upgrade	2,500	-	-	-	2,500
City bookmobile leaf spring upgrade	5,000	-	-	-	5,000
County bookmobile - back-up camera upgrade	1,500	-	-	-	1,500
Lobby stop van - replace lift gate	4,000	-	2,895	-	1,105
Cheyenne Mountain - Meeting room tables	5,000	-	-	-	5,000
Ruth Holley - Curbside drive-up window	10,000	-	-	-	10,000
Ruth Holley - Learning lab - tables	5,000	-	-	5,000	-
Monument - Four (4) Rtu's replacement allowance	12,500	-	-	-	12,500
Old Colorado City - HVAC replacement/upgrades	5,000	-	-	-	5,000
Sand Creek - Replace rooftop unit	50,000	-	-	-	50,000
Sand Creek - Replace crash bar and lock on front door	5,568	-	5,704	-	(136)
Sand Creek - Adjustable height tables	2,052	-	1,953	-	99
Sand Creek - Locking drive-up book returns	6,000	-	-	5,300	700
Concrete replacement - districtwide allowance	10,000	-	-	-	10,000
Upgrade fire system dialers to cellular	12,000	-	3,570	1,885	6,545
Asphalt repairs and maintenance - districtwide allowance	15,000	-	14,712	-	288
Capital contingency	50,000	-	-	-	50,000
Furniture replacement contingency	25,000	-	4,097	403	20,500
Roof inspections, preventative maintenance repairs	15,000	-	4,250	-	10,750
Story walks at East, Penrose 21c and Fountain Libraries	16,000	-	10,292	5,228	480
Elevator electronic access at East and Penrose	3,966	-	-	-	3,966

**Pikes Peak Library District**  
**Capital Reserve Fund**  
**For the Nine-Month Period Ended September 30, 2021**

Account Description	Multi-Year Budget	Activity			Available Budget
		Prior Years	2021	Encumbrances	
Purchase uniform recycling retainers at all facilities	10,000	-	-	-	10,000
<b>Pre-2021 Projects</b>					
District-wide - asphalt maintenance	7,628	7,628	-	-	-
Landscape allowance	39,859	37,354	-	2,505	-
Ruth Holley - replace meeting room carpet	13,000	13,000	-	-	-
Ruth Holley - repaint interior	10,000	10,000	-	-	-
Update service points	4,421	4,421	-	-	-
Ruth Holley - add electricity In storage	2,078	2,078	-	-	-
Monument - replace bulbs	864	864	-	-	-
Old Colorado City - replace floor main level	75,000	-	70,390	-	4,610
Roof inspection	25,000	8,992	-	15,500	508
Cheyenne Mountain - replace entry tile with carpet	1,980	1,980	-	-	-
Old Colorado City - canopy over book drop	5,000	-	-	-	5,000
Old Colorado City - replace carpet	3,500	-	-	-	3,500
Rockrimmon - replace carpet in meeting room	5,000	5,000	-	-	-
Calhan project	284,202	268,443	4,258	3,538	7,963
Ruth Holley leasehold improvements	61,874	-	-	-	61,874
Manitou Arts Council (MAC) project	203,971	24,480	145,553	9,349	24,589
MAC - intrusion alarms	12,559	6,279	6,280	-	-
MAC - furniture	33,669	18,543	14,376	-	750
Improvements other than buildings	15,111	14,263	-	848	-
District-wide - concrete replacement	23,560	5,630	-	12,200	5,730
District-wide - asphalt repairs	47,072	20,823	331	-	25,918
Staff lounge improvements - Penrose	9,972	234	-	-	9,738
Staff lounge improvements - East Library	9,972	1,018	-	-	8,954
Staff lounge improvements - L21c	9,972	2,195	-	-	7,777
Water management system	685	685	-	-	-
District-wide - tree trimming	6,880	6,880	-	-	-
Intrusion alarm system	2,850	2,850	-	-	(0)
Bookmobile - awning replacement	4,000	-	-	4,000	-
Bookmobile - (2) half wraps	15,000	2,787	-	-	12,213
Furniture	25,000	8,502	12,888	-	3,610
Furniture - prior year	37,389	37,389	-	-	-
Cheyenne Mountain - workroom cabinets storage	2,000	-	-	-	2,000

**Pikes Peak Library District  
Capital Reserve Fund  
For the Nine-Month Period Ended September 30, 2021**

Account Description	Multi-Year Budget	Activity			Available Budget
		Prior Years	2021	Encumbrances	
Ruth Holley meeting room furniture	15,198	15,198	-	-	-
Ruth Holley study room furniture	2,962	2,962	-	-	-
Rockrimmon - redesign Children's area	2,500	-	1,883	-	617
Cheyenne Mountain circulation desk replacement	15,035	-	15,035	-	-
Fountain - furniture teen gaming area	5,000	-	-	-	5,000
Fountain - chair replacement meeting room	6,500	-	-	-	6,500
Ruth Holley - furniture meeting room	7,032	7,032	-	-	-
Monument - replace chairs adult area	2,400	-	-	-	2,400
Monument - blind replacement community room	4,700	-	-	-	4,700
Monument - tables and chairs replacement	8,000	-	-	-	8,000
Monument - PC tables and chair replacement	2,000	-	-	-	2,000
Old Colorado City - table and chairs replacement	5,650	-	4,080	-	1,570
Old Colorado City - charging tables and computer tables	12,000	-	-	-	12,000
Rockrimmon - meeting room tables	3,000	-	2,881	-	119
Shelving	14,428	14,428	-	-	-
Replace tractor	9,975	9,975	-	-	-
Replace generator bookmobile	12,500	-	-	-	12,500
Contingency	365,163	146,576	42,035	56,070	120,482
Signage allowance	7,618	7,618	-	-	-
<b>Total Facilities Capital</b>	<b>1,771,815</b>	<b>716,107</b>	<b>367,463</b>	<b>121,826</b>	<b>566,419</b>
<b>Communications Capital</b>					
<b>2021 Projects</b>					
Signage projects	7,550	-	-	-	7,550
<b>Pre 2021 Projects</b>					
MAC projects	25,450	168	11,679	150	13,453
Monument - signage	3,000	-	-	-	3,000
Palmer Lake - signage	2,000	-	-	-	2,000
Rockrimmon - signage	2,500	-	-	-	2,500
Ute Pass- signage	2,000	-	-	-	2,000
<b>Total Communications Capital</b>	<b>42,500</b>	<b>168</b>	<b>11,679</b>	<b>150</b>	<b>30,503</b>

**Pikes Peak Library District  
Capital Reserve Fund  
For the Nine-Month Period Ended September 30, 2021**

Account Description	Multi-Year Budget	Activity			Available Budget
		Prior Years	2021	Encumbrances	
<b>Information Technology Capital</b>					
<b>2021 Projects</b>					
Telecommunications switches and UPS	115,200	-	-	-	115,200
Cabling infrastructure repair	25,000	-	-	25,000	-
East Admin and staff cabling	85,000	-	22,134	62,866	-
Penrose Admin and staff cabling	35,000	-	-	35,000	-
Contingency cabling (non eRate)	10,000	-	-	-	10,000
Technology refresh (staff)	110,000	-	7,633	-	102,367
Technology refresh (patrons)	230,000	-	745	-	229,255
AWE literacy stations	55,000	-	35,700	-	19,300
Adult Education Chromebook and hotspots	5,000	-	-	-	5,000
Creative Service specialized sap top (3D Capable)	3,200	-	1,414	-	1,786
Young Adult Services programming Chromebook	5,300	-	-	-	5,300
Security system elevator access control	3,966	-	-	-	3,966
Staff and public printers	5,000	-	-	1,200	3,800
Contingency	15,000	-	6,744	3,220	5,036
Access control	850,000	-	-	-	850,000
Surveillance cameras	100,000	-	-	100,000	-
District-wide audio-visual equipment standardization	56,000	-	3,512	5,350	47,138
Receipt printers	12,500	-	-	-	12,500
Barcode scanners	12,500	-	97	-	12,403
Upgrade to Drupal	40,000	-	4,500	3,000	32,500
<b>Pre 2021 Projects</b>					
Servers-East Library data updates	2,000	2,000	-	-	-
Data center redesign	90,000	90,000	-	-	-
PC purchases	382,639	20,067	40,344	107,097	215,131
Technology refresh (staff)	44,000	19,516	13,284	361	10,839
Technology refresh (patrons)	131,000	131,000	-	-	-
Replace computers	38,454	38,209	245	-	-
Technology refresh (patrons)	43,795	21,224	22,571	-	-

**Pikes Peak Library District  
Capital Reserve Fund  
For the Nine-Month Period Ended September 30, 2021**

Account Description	Multi-Year Budget	Activity			Available Budget
		Prior Years	2021	Encumbrances	
Laptops- Young Adult Services	6,000	6,000	-	-	-
Laptops-Children's iPad	6,000	6,000	-	-	-
Self check - Penrose additional data ports	2,500	2,500	-	-	-
Scanners-Collect Management	2,080	2,080	-	-	-
Barcode scanners	15,102	15,102	-	-	-
RFID wands	15,000	13,416	-	1,584	-
Copier replacement	291,245	287,235	4,010	-	-
Network switches/UPS	346,000	85,071	93,846	163,340	3,743
MAC - networking	80,125	80,030	222	-	(127)
MAC - phone system	7,672	4,498	617	-	2,557
MAC - other	800	-	-	-	800
MAC - endpoints	31,944	13,106	17,502	-	1,336
MAC - security	97,456	35,439	59,454	-	2,563
Surveillance System redesign	18,473	18,473	-	-	-
Telephone switches	94,834	61,503	-	-	33,331
Firewall replacement	60,537	38,990	21,547	-	-
Switches/UPS replacement	40,000	23,165	16,835	-	-
ILS peripherals	265,000	27,434	4,688	54,136	178,742
IT equipment	49,145	49,145	-	-	-
Archival management system	13,400	-	-	-	13,400
AMH bins (2)	20,000	-	-	-	20,000
Genealogy equipment	29,000	15,380	4,220	-	9,400
East Library teen computers	4,000	4,000	-	-	-
Datacenter project	111,399	54,563	9,582	-	47,254
Security system	203,077	-	-	190,449	12,628
AV Equipment - districtwide	126,676	1,676	-	-	125,000
IT management reserve	24,277	-	-	-	24,277
Contingency	2,320	2,320	-	-	-
<b>Total Information Technology Capital</b>	<b>4,469,616</b>	<b>1,169,142</b>	<b>391,446</b>	<b>752,603</b>	<b>2,156,425</b>

**Pikes Peak Library District  
Capital Reserve Fund  
For the Nine-Month Period Ended September 30, 2021**

Account Description	Multi-Year Budget	Activity		Encumbrances	Available Budget
		Prior Years	2021		
<b>Video Studio Capital</b>					
<b>2021 Projects</b>					
Video projector replacements and additions	5,000	-	-	-	5,000
<b>Pre 2021 Projects</b>					
Wireless mic kit	1,327	1,327	-	-	-
Audio recorder	272	272	-	-	-
Audio recorder kit	1,064	1,064	-	-	-
Microphones	8,192	-	8,193	-	(1)
Video equipment and accessories	1,620	-	-	-	1,620
Video projectors replacement and additions	5,000	-	-	-	5,000
Cameras - Studio21c	33,960	33,960	-	-	-
DSLR cameras - checkout	5,700	-	-	-	5,700
Teleprompter	868	868	-	-	-
Video cam kit - checkout	2,235	2,235	-	-	-
GoPro kits	1,541	1,540	-	-	1
Tripod system	-	-	-	-	-
Photo roller system	1,274	1,274	-	-	-
Checkout equipment - L21c	3,242	3,242	-	-	-
Contingency	8,215	-	-	-	8,215
Isolation booth 21C studio	20,000	20,000	-	-	-
<b>Total Video Studio Capital</b>	<b>99,510</b>	<b>65,782</b>	<b>8,193</b>	<b>-</b>	<b>25,535</b>

Pikes Peak Library District  
 Capital Reserve Fund  
 For the Nine-Month Period Ended September 30, 2021

Account Description	Multi-Year Budget	Activity		Encumbrances	Available Budget
		Prior Years	2021		
<b>Creative Services Capital</b>					
<b>2021 Projects</b>					
3D scanner	3,000	-	2,920	-	80
<b>Pre 2021 Projects</b>					
Equipment initiatives	27,900	19,987	3,285	-	4,628
Cricut machines	412	412	-	-	-
Sand Creek-larger kiln	2,994	-	2,994	-	-
East-larger laser cutter	17,440	17,440	-	-	-
New maker kits	1,000	-	-	-	1,000
Equipment replacement	3,500	792	-	-	2,708
Contingency	52,740	5,175	158	-	47,407
<b>Total Creative Services Capital</b>	<b>108,986</b>	<b>43,806</b>	<b>9,357</b>	<b>-</b>	<b>55,823</b>
<b>Total Expenditures</b>	<b>\$ 6,492,427</b>	<b>1,995,005</b>	<b>788,138</b>	<b>\$ 874,579</b>	<b>\$ 2,834,705</b>
<b>Excess Revenues over Expenditures</b>			1,134,166		
<b>Fund Balance - January 1, 2021</b>			2,313,943		
<b>Fund Balance - September 30, 2021</b>			<u>\$ 3,448,109</u>		



**Pikes Peak Library District  
Receipts and Disbursements by Cash Account  
For the Month of September 2021**

	<b>COLOTRUST Investments</b>	<b>US Bank Checking</b>	<b>Total Cash</b>
<b>Cash and Investments Balance September 1, 2021</b>	\$ 27,340,464	\$ 71,236	\$ 27,411,700
<b>Receipts</b>			
Property Taxes	543,165	-	543,165
Cash Receipts	-	7,100	7,100
Credit card and other activity	-	6,392	6,392
Interest	395	-	395
<b>Disbursements</b>			
Payment of Bills week of 9/3/2021	-	(14,313)	(14,313)
Payment of Bills week of 9/10/2021	-	(16,033)	(16,033)
Payment of Bills week of 9/24/2021	-	(394,248)	(394,248)
Payment of Bills week of 9/30/2021	-	(345,268)	(345,268)
Transfer to FSA Fund	-	(31,129)	(31,129)
Payroll 9/3/2021	-	(661,813)	(661,813)
Payroll and end of month 9/17/2021	-	(881,613)	(881,613)
<b>Transfer between funds</b>	(3,150,000)	3,150,000	-
<b>Cash and Investments September 30, 2021</b>	<b>\$ 24,734,024</b>	<b>\$ 890,311</b>	<b>\$ 25,624,335</b>

# El Paso County, Colorado



## Popular Annual Financial Report For Fiscal Year Ended December 31, 2020

**Pikes Peak Library District**  
Seek. Engage. Transform.



### Inside:

- Message to Readers/2
- Pikes Peak Library District Profile/3
- Demographics/4
- Local Economy/5
- 2020 Highlights/6
- Government-wide – Statement of Net Position/8
- Government-wide – Statement of Activities & Changes in Net Position/9
- Awards/14
- District Locations/15
- External Information Sources & Acknowledgements/16

# Message to Readers

The Pikes Peak Library District (the District or PPLD) is pleased to present the Popular Annual Financial Report (PAFR), for fiscal year January 1, 2020 through December 31, 2020 (FY 2020). This is the first report that PPLD has prepared in this manner, and it will be submitted to the Government Finance Officers Association for award consideration.

The goal of this report is to provide financial information in an easy to understand manner that is transparent to our residents, taxpayers, policy leaders, and PPLD management and employees.

In FY 2020, the District's government-wide revenues increased by \$1.3 million, or 4%, from \$32.3 million to \$33.5 million, while net expenses (total expenses less program revenues) increased by \$1.7 million, or 4%, from \$38.4 million to \$40.5 million. Additionally, for FY 2020, PPLD's assets increased \$1.7 million, or 2%, to \$81.9 million, while liabilities increased \$15.2 million, or 51%, to \$45.2 million. PPLD's liability for its share of the unfunded liability for the El Paso County Retirement Plan (EPCRP) increased by \$14.6 million, or 55%, to \$41.3 million. The EPCRP Board is taking measures to reduce this unfunded liability for years to come.

Investments in capital projects and on-going operating expenses will continue to require appropriate budget planning, scrutiny, and transparency to protect the District's long-term financial health and its ability to provide public library services to its residents.

As a result of the spread of SARS-CoV-2 virus and the incidence of COVID-19, economic uncertainties have arisen which may negatively affect the financial position, results of operations and cash flows of the District. The duration of these uncertainties and ultimate financial effects cannot be reasonably estimated at this time.

Please visit our website at [ppld.org](http://ppld.org) to view or download copies of its Annual Comprehensive Financial Report (ACFR and CAFR for pre-2020 reports) and its annual budgets.

We welcome your comments and questions. Please feel free to contact us at (719) 531-6333, 6504 or [mvarnet@ppld.org](mailto:mvarnet@ppld.org).

Sincerely,

Michael E. Varnet, CPA, CPFO  
Chief Financial Officer  
Pikes Peak Library District

## Popular Annual Financial Report

The report is derived from the PPLD's Annual Comprehensive Financial Report (ACFR) for 2020. ACFR is prepared in conformity with accounting principles generally accepted in the United States of America and meets the guidelines outlined by Governmental Accounting Standards Board.

# Pikes Peak Library District – 2020 Board of Trustees

PPLD's Board of Trustees consists of seven members from the community. The citizen volunteers are appointed jointly by the Colorado Springs City Council and El Paso County Commissioners for a maximum of two five-year terms. The Trustees convene at regular meetings, as well as at special meetings, when necessary, to conduct the business of PPLD. Trustees are prohibited by law from receiving compensation, and their duties and responsibilities are defined in law (C.R.S. 24-90-109).



Debbie English  
President

Mina Liebert  
Vice President

Wayne Vanderschuere  
Secretary/Treasurer

Dora Gonzales  
Trustee

Cathy Grossman  
Trustee

Dr. Ned C. Stoll  
Trustee

Scott Taylor  
Trustee

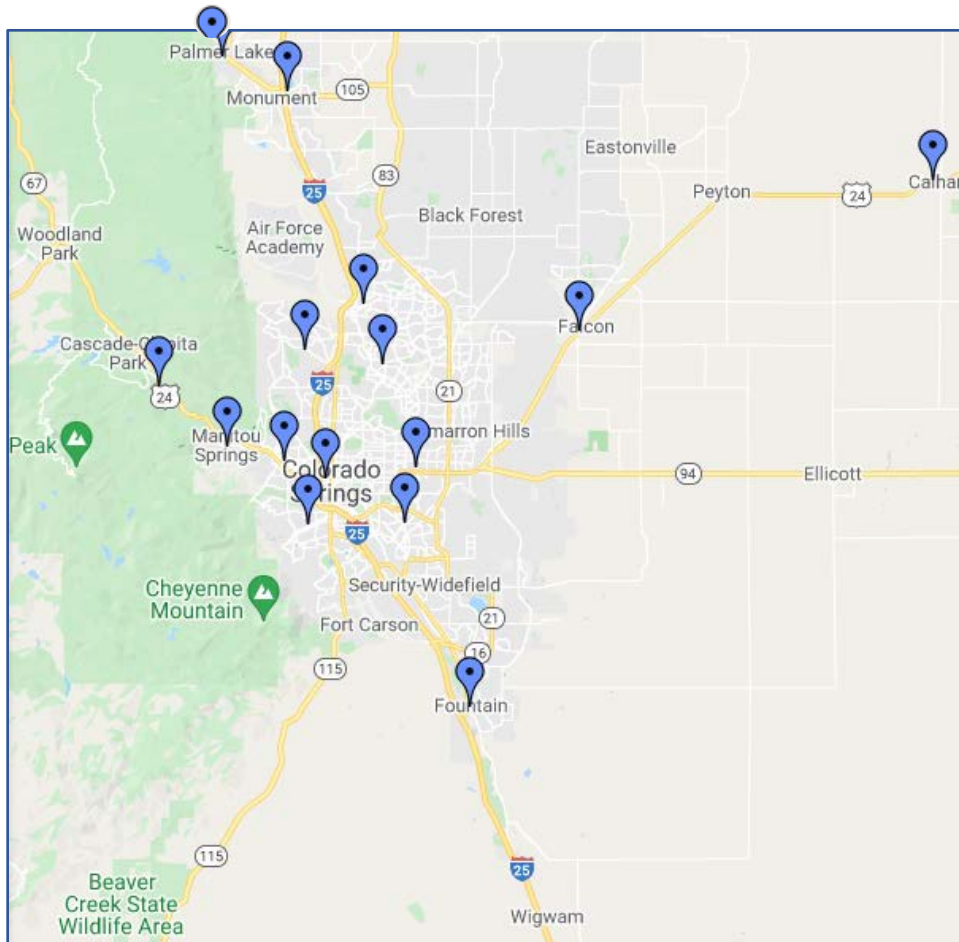
## Article 4 (6) of the Bylaws of the Pikes Peak Library District Board of Trustees is authorizing Public Comment.

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



Fountain Library

## Pikes Peak Library District Profile



PPLD is a nationally recognized system of public libraries and the second largest library system in Colorado serving a population of 669,874 in El Paso County. With fifteen facilities, online resources, and mobile library service, PPLD responds to the unique needs of individual neighborhoods and the community at large.

Thanks to an employee base nearly 460 full-time and part-time staff and about 1,400 volunteers, PPLD continue to be recognized for its commitment to diversity and community collaboration, its innovation and community-focused programs, and excellent customer service.

The history of public libraries in the region began in October 1885 when the Colorado Springs Social Union established a library on the corner of Tejon and Cucharas Streets in downtown Colorado Springs. In 1905, a new library opened at 21 West Kiowa Street with funds donated by Andrew Carnegie and land granted by General William Jackson Palmer.

In 1962, a majority of the citizens of El Paso County voted to establish a special taxing district and PPLD was formed. The District serves all of El Paso County except Security/Widefield School District #3, including all unincorporated areas and municipalities of Calhan, Colorado Springs, Ellicott, Falcon, Fountain, Manitou Springs, Monument, and Palmer Lake.

The full history of PPLD is available at:

[History of PPLD | PPLD.org](https://www.ppld.org/history)

## About Pikes Peak Library District

The District is considered a “Library District,” which is a separate legal entity, and was created through Colorado State Statute (C.R.S. 24-90-110). The District is not considered a component unit of any other government entity, and is financially, managerially, and operationally independent, and meets the guidelines outlined by the Governmental Accounting Standards Board. Pikes Peak Library District has one component unit affiliation: Pikes Peak Library District Foundation, Inc., which organized in 2003 to raise funds for the sole benefit of PPLD.

PPLD provides library services to all of El Paso County, excluding Security/Widefield School District #3. The town of Manitou Springs did not join the Library District when it was formed in 1962. The town of Manitou Springs subsequently voted to join PPLD effective January 1, 2013.

There are 15 library facilities and three mobile libraries covering a service area of approximately 2,070 square miles. PPLD owns eight facilities: East Library, Calhan Library, Fountain Library, High Prairie Library, Library 21c, Old Colorado City Library, Penrose Library Campus, and Sand Creek Library. The District leases the other seven facilities: Cheyenne Mountain Library, Manitou Springs Library, Monument Library, Palmer Lake Library, Rockrimmon Library, Ruth Holley Library, and Ute Pass Library. Additionally, a mobile fleet delivers library services to remote sites and to special non-mobile populations.

PPLD's 15 library facilities and mobile fleet are structured by region—north, southeast, and west—and their daily operations include circulation, shelving, and other patron services. Library Services encompasses Adult Education; Adult Services; Family & Children's Services; Collection Management; Creative Services;

Regional History and Genealogy (including Special Collections); Diversity, Equity and Inclusion; and Young Adult Services. The administrative offices and departments comprise of the following: Chief Librarian and CEO; Communications (branding, marketing, video production, and community relations); Development; Facilities; Finance; Human Resources; Safety, Security, and Social Services; and Information Technology.

The Board of Trustees is required to adopt a final budget no later than December 15 of each fiscal year. The annual budget serves as a foundation of PPLD's financial planning and control. The budget is prepared by fund and by department.

PPLD seeks to engage and transform people's lives via its 15 library facilities, online resources, and mobile library services. With a mission to provide resources and opportunities that impact individual lives and build community, PPLD welcomes all community members to enrich their minds, make connections, and reach their full potential.



1905 Carnegie Library

## El Paso County Demographics

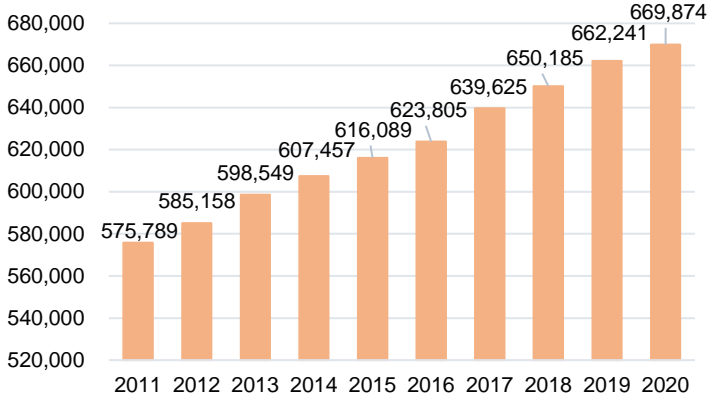
As of December 31, 2020, the population of El Paso County is 741,889 (the District's legal service is 669,874 and is included in this total). Colorado Springs, the largest municipality within El Paso County (the County), is the 39th largest city in the nation. The County's population has increased by approximately 220,000 since 2000, with approximately half of the increase due to migration from other states and the balance due to natural growth.

The projected median age for El Paso County is 33.7 at the end of 2020. Retail sales for 2020 were about 4% higher than 2019. Population and per capita income drive consumer spending. Both are expected to increase in the future.

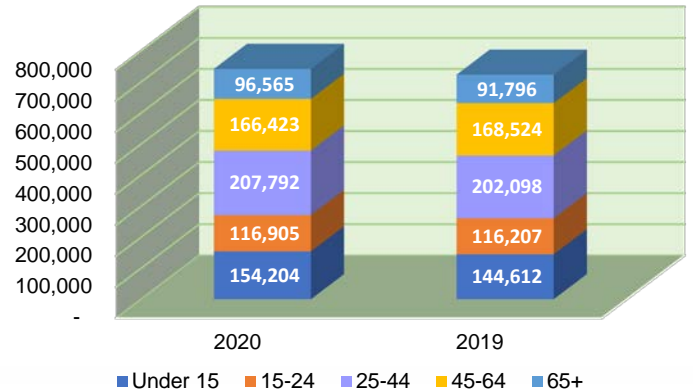
Colorado Springs currently has a supply of reasonably affordable housing, which is important because much of the country is having a difficult time providing this necessity.

El Paso County has 18 school districts, as well as private elementary/high schools, charter schools, and the state-sponsored Colorado School for the Deaf and the Blind. The 84% high school graduation rates in El Paso County are higher than those for Colorado but are still below the Colorado Department of Education's target of 90%.

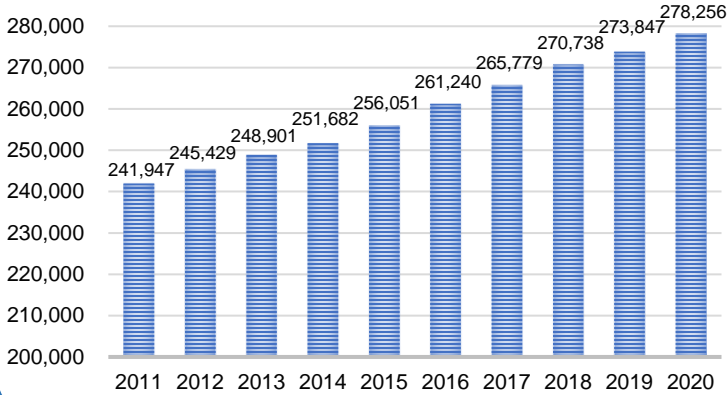
### Library Service Area Population



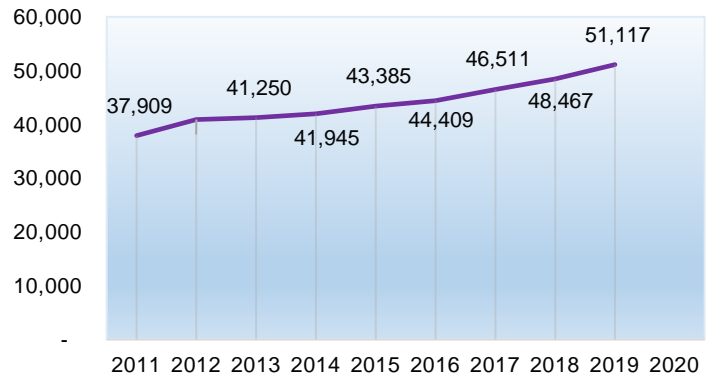
### Population By Age



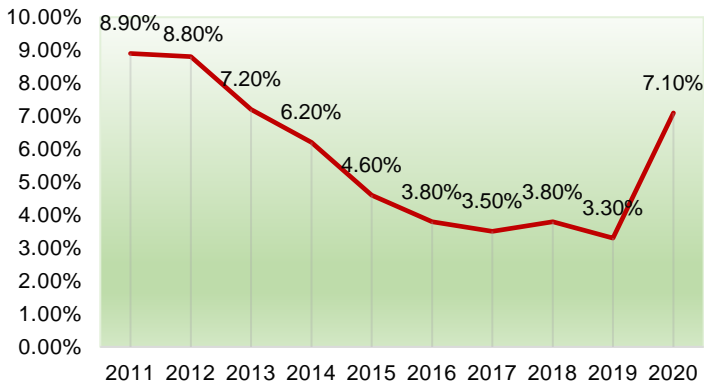
### Total Households



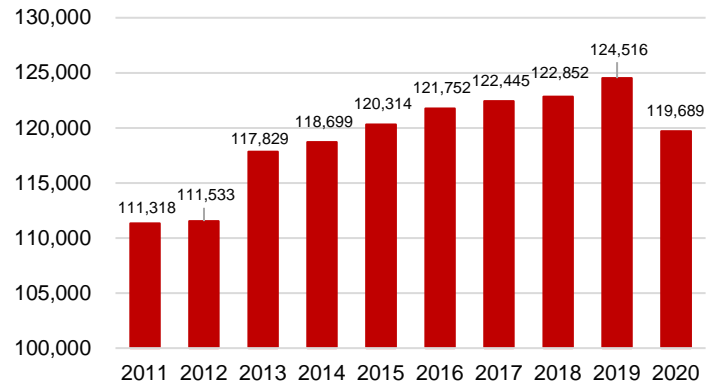
### Per Capita Personal Income



### Unemployment Rate



### School Enrollment



Data Sources: Colorado Department of Labor, U.S. Bureau of Economic Analysis, Colorado Department of Education, Colorado Department of Local Affairs, Colorado Workforce Center, quickfacts.census.gov.

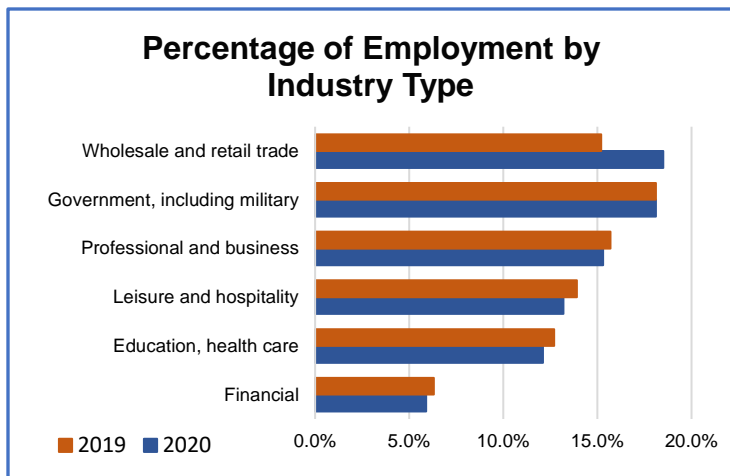
## Local Economy

The information included in the following paragraphs under this caption has been extracted and summarized from the Colorado Springs Chamber of Commerce, Colorado Department of Revenue, Colorado Springs Economic Development Corporation, Colorado Department of Education, the Bureau of Labor Statistics, U.S. Census Bureau, and the Colorado Springs Convention and Visitors Bureau.

### Legislation

The State of Colorado operates under the Taxpayer Bill of Rights (TABOR), which imposes various stipulations and restrictions including, but not limited to, property tax revenue and fiscal year spending. Both amounts cannot exceed the prior year's amount (adjusted for inflation and a growth factor) without voter approval. TABOR also imposes stipulations on elections, including bond issuances and mill levy increases.

### Industries

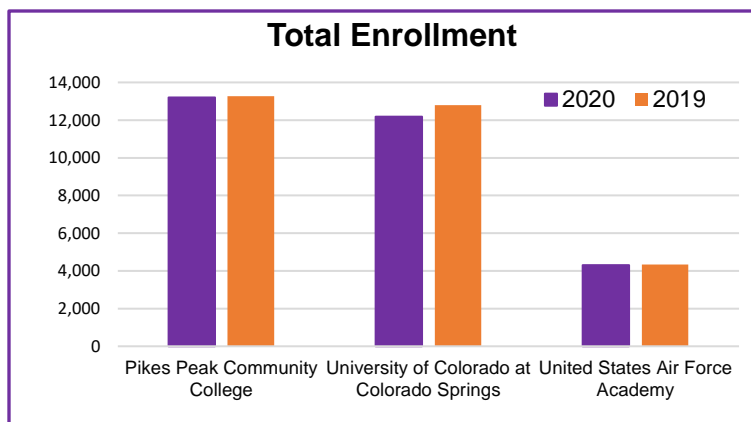
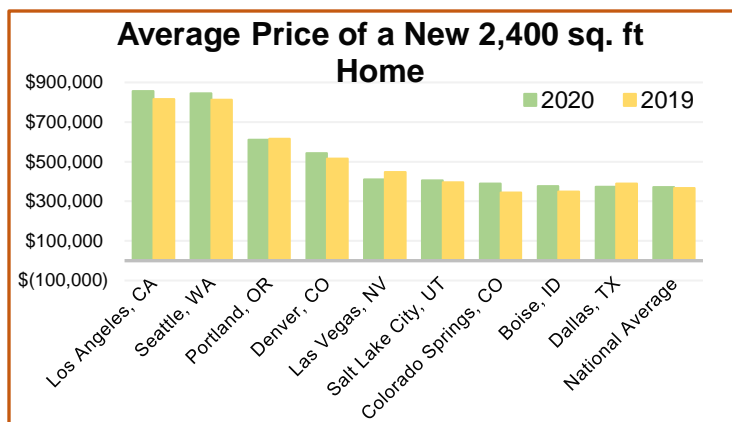


### Housing

Colorado Springs currently has a limited supply of reasonably affordable housing, which is important because much of the country is having a difficult time providing this necessity. Colorado Springs' median household income is currently above the levels needed to meet the average cost of housing.

### Education

El Paso County has 18 school districts, as well as private elementary/high schools, charter schools, and the state-sponsored Colorado School for the Deaf and the Blind. The 84% high school graduation rates in El Paso County are higher than those for Colorado. The three largest institutions of higher education are:



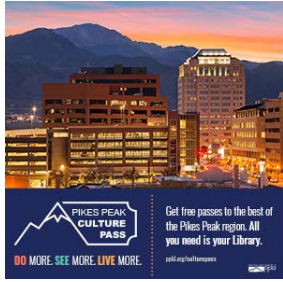
### National Rankings

- Colorado Springs ranked #4 in U.S. News and World Report's Best Places to Live in 2020. A low cost of living, low unemployment rate, and a variety of recreation and entertainment options were cited as reasons for the ranking.
- Colorado Springs was voted #1 Most Confident Workforce in the Nation by LinkedIn. Workforce confidence is calculated based on participants' views of their current job security (or ability to land a new position), their finances, and their longer-term career prospects.
- Colorado Springs was among the top mid-sized cities for new or expansion projects determined by the Site Selectors Guild in 2020.

- Colorado Springs ranked fourth on CBRE's list of up-and-coming North American tech-talent markets, according to CBRE's Scoring Tech Talent Report, which ranks 75 U.S. and Canadian markets according to their ability to attract and grow tech talent.
- Colorado Springs climbed this year to its highest ranking ever in the Milken Institute's annual Best-Performing Cities ranking, moving up 22 places from last year's ranking to 36th.
- Colorado Springs ranked #28 best metro area for STEM professionals by WalletHub. The data set ranges from per-capita job openings for STEM graduates to annual median wage growth for STEM jobs. –

## 2020 Highlights

Pikes Peak Library District launched the Pikes Peak Culture Pass in **March** 2020, which lets library cardholders check out a digital pass and visit area museums and attractions at no cost. PPLD also reopened the Knights of Columbus Hall as a space for and by the community.



Knights of Columbus Hall

All PPLD facilities closed to the public due to the COVID-19 pandemic on **March 16**, 2020, but PPLD kept changing and innovating to meet patron needs.

In **April**, Public Services launched virtual programming, including virtual story times, live community movie discussions, virtual yoga, poetry readings, and virtual book clubs. They also initiated a virtual ask-a-librarian service, where patrons could easily connect with PPLD staff by phone, live chat, or virtual meeting.

In **May**, all libraries launched curbside services and began accepting returned materials. The service was expanded to include wireless print jobs and prize pickups.



After the staff completely revamped PPLD's annual Summer Adventure program, sponsored by Children's Hospital, Colorado, nearly 5,000 children and teens participated.



In **June**, the Chief Librarian and CEO and the Board of Trustees President released a public statement on racism and inequity, committing PPLD to joining the efforts to all who share its mission on building a community free of racism, hatred, and intolerance.

On **July 1**, 2020, PPLD welcomed patrons back to libraries on a limited basis, such as to browse the collection or use computers.

PPLD began introducing other programs and opportunities safely to patrons, such as take and make craft kits, Dial-a-Story, Stroll-a-Story, TeleGram, and Drive-in Storytime.

In **September**, PPLD conducted a library experience survey to capture real-time feedback of library usage in the era of the COVID-19 pandemic to help staff better understand the experiences of patrons. Approximately 1,230 patrons responded through online and paper surveys.

During the **fall**, PPLD launched the "All You Need Is Your Library" campaign to ensure community members were aware of digital resources available to them, in addition to All Pikes Peak Make, a monthlong celebration and programs that replaced the Colorado Springs Mini Maker Faire.



Manitou Art Center

In **September**, PPLD and the Manitou Arts Center officially announced a new co-location partnership where the Manitou Springs Library would relocate and operate inside the art center beginning in the Spring of 2021.

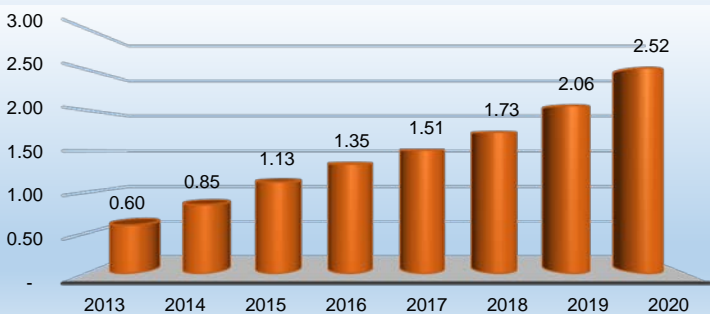
When local COVID-19 cases increased again in **mid-November**, PPLD began limiting access to the inside of the facilities for computer use only. However, curbside services continued, and on November 30, 2020, multifunction devices became available to the public for copying, scanning, and faxing.

Four PPLD locations served as voter service and polling centers for the general election in early **November**. More than 3,000 people voted inside, 372 dropped off their ballots inside, and many more slid their ballots into secure drop boxes outside the library locations.



PPLD received an impactful estate gift from a local couple, Darlene and Milt Johnson, long-time Colorado Springs residents, who gifted more than \$2 million through their estate to 10 local organizations. Of the 10, two were particularly close to the couple's hearts, one of which was to the Pikes Peak Library Foundation.

### Circulation of eMaterials (Millions)



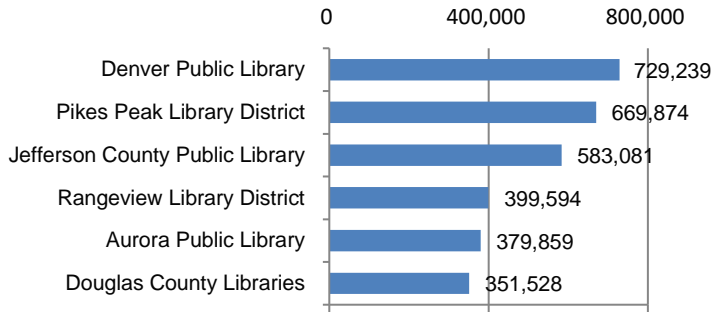
For the second year in a row, PPLD surpassed two million eMaterials checkouts in one year. PPLD **ended 2020** with a total of 2.52 million eMaterials checkouts, resulting in a top 40 ranking of all public library systems and consortiums.



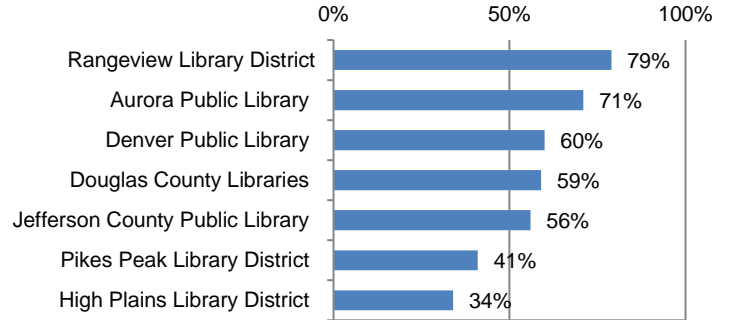
## 2020 Highlights – PPLD Comparison to Colorado Libraries

PPLD comparison to five Colorado libraries with a Library Service Area (LSA) population between 350,000 and 750,000. The most current, unaudited data for 2020 is available at [lrs.org](https://lrs.org), the Library Research Services (LRS) website.

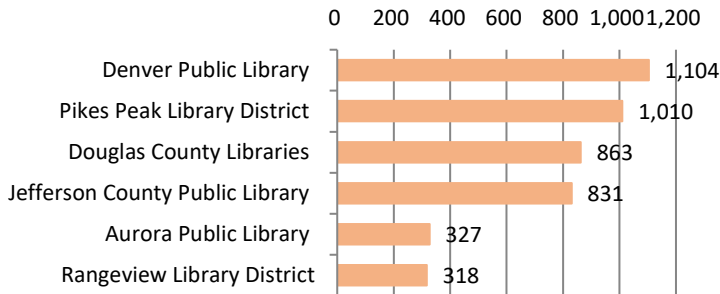
### LSA Population



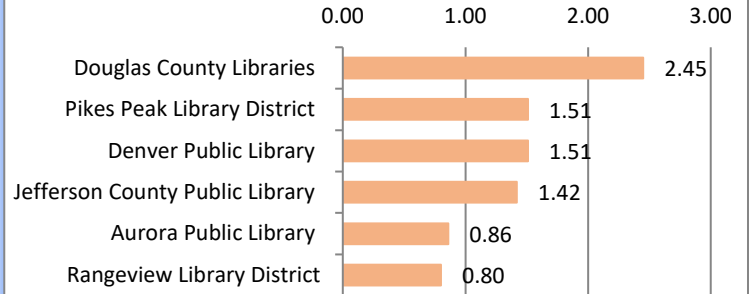
### Registration as Percent of Population



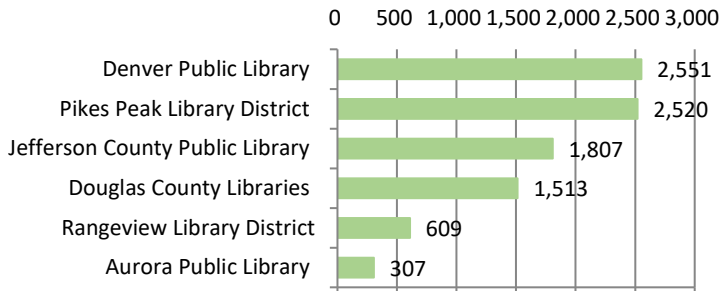
### Total Visits (in Thousands)



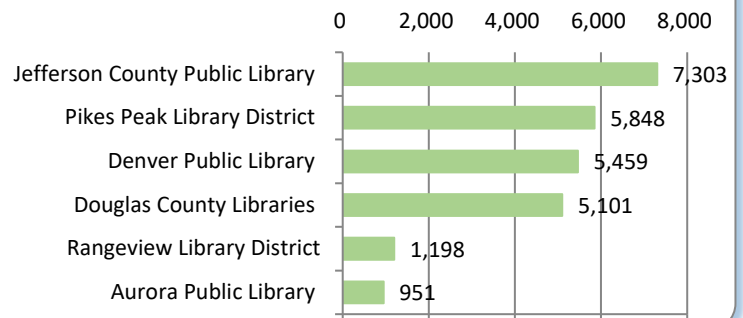
### Library Visits per Capita



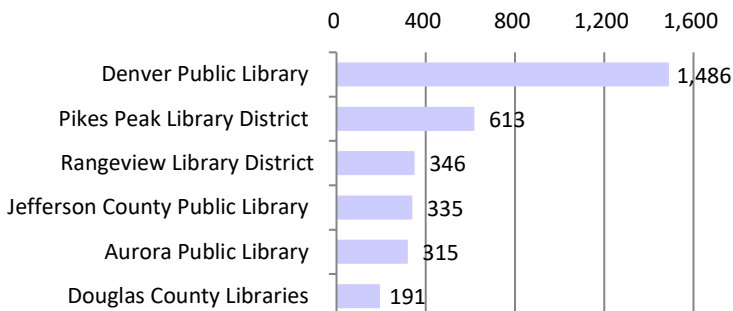
### Circulation of Electronic Materials (in Thousands)



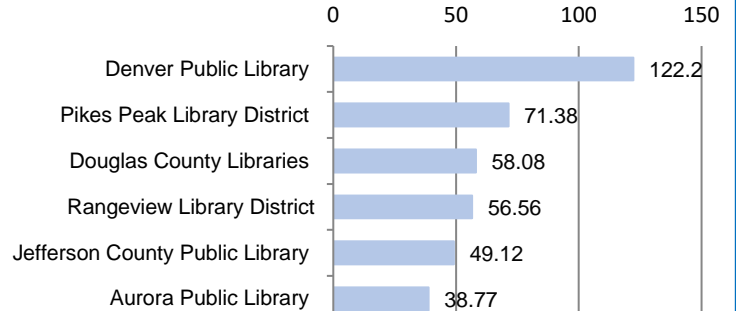
### Total Circulation (in Thousands)



### PACs with Access to Databases



### Program Attendance per 1,000 Served





## Government-wide – Statement of Net Position

The first of these government-wide financial statements is the *Statement of Net Position*. This statement presents information that includes all the District's assets and deferred outflows of resources, and liabilities and deferred inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating. Evaluation of the overall health of the District would extend to other nonfinancial factors such as diversification of the taxpayer base or the condition of District infrastructure, in addition to the financial information provided in this report.

The Government-wide Statements emphasizes financial information for the District as a whole, including non-current assets and liabilities whereas the Government Fund Statements focuses more on transactions that are short-term along with compliance with the District's annual budget.

Governmental Activities			
Summary of Net Position - in Millions	2020	2019	Change +/-
<b>Assets</b>			
Current and other assets	\$ 17.13	\$ 15.09	\$ 2.05
Property taxes receivable	31.13	30.26	0.87
Capital assets	33.59	34.82	(1.24)
<b>Total Assets</b>	<b>81.85</b>	<b>80.17</b>	<b>1.68</b>
<b>Liabilities</b>			
Current liabilities	2.44	2.03	0.42
Noncurrent liabilities	42.78	27.99	14.78
<b>Total Liabilities</b>	<b>45.22</b>	<b>30.02</b>	<b>15.20</b>
<b>Deferred Inflows/Outflows of Resources</b>			
Property taxes receivable	31.13	30.26	0.87
Pension-related amounts	(16.49)	(9.10)	(7.39)
<b>Total Deferred Inflows/Outflows of Resources</b>	<b>14.64</b>	<b>21.16</b>	<b>(6.52)</b>
<b>Total Net Position</b>	<b>21.99</b>	<b>28.99</b>	<b>(7.00)</b>
<b>Net Position by components:</b>			
Net investment in capital assets	33.56	34.74	(1.19)
Restricted	1.30	1.18	0.12
Unrestricted			
Unrestricted funds	(12.87)	0.00	(12.87)
Net pension liability	(41.34)	(26.72)	(14.62)
Total unrestricted	(54.20)	(6.93)	(47.27)
<b>Total Net Position</b>	<b>\$ 21.99</b>	<b>\$ 28.99</b>	<b>\$ (7.00)</b>

### Dictionary

**Assets** are resources the District owns or controls that can be used in a current or future period to provide services.

**Liabilities** are obligations the District owes.

**Current Assets** are those which can be converted to cash in one year.

**Current Liabilities** are obligations expected to be paid within one year.

**Noncurrent Liabilities or Long-term Liabilities** are obligations that will be paid in the following fiscal periods.

**Deferred Inflows of Resources** are acquisitions of net assets that are applicable to future reporting periods.

**Deferred Outflows of Resources** are consumption of net assets that are applicable to future reporting periods.

**Net Position** reflects the District's net worth.

Net Position = Total assets – Total Liabilities - Total Deferred Inflows/Outflows

**Net Investment in Capital Assets** represents the District's investment in capital assets, net of accumulated depreciation.

**Restricted Net Positions** are resources that are subject to external restrictions on their use.

**Unrestricted Net Positions** represent resources that are available to fund the Library's program for residents and debt obligations to creditors.

The District's total assets was \$81.8 million as of December 31, 2020. Included in this total is current assets of \$48.3 million (primarily cash and investments of \$16.0 million and property taxes receivable of \$31.1 million), noncurrent assets or capital assets of \$33.6 million.

The total liabilities was \$45.2 million as of December 31, 2020. Included in this total is current liabilities of \$2.4 million and noncurrent liabilities of \$42.8 million.

The deferred inflows of resources of \$33.8 million included property taxes of \$31.1 million and pension-related amounts of \$2.7 million. The deferred outflow of resources was the pension-related amounts of \$19.2 million. The total amount of deferred inflows/outflows pension-related was a negative of \$16.5 million. The total deferred inflows/outflows of resources was \$14.6 million.

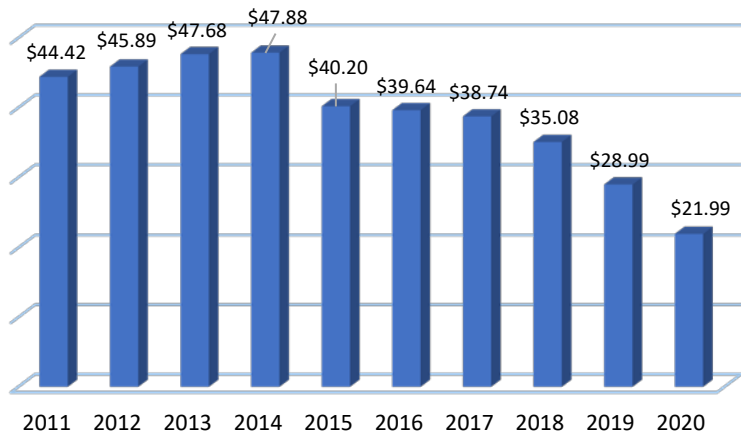
The District reported an overall positive balance in net position of \$22.0 million. Net position decreased by \$7.0 millions.

In 2015, governments were required to start reporting its share of pension plan unfunded liabilities in its Government-wide Statements. The decrease in net position is generated by the increase of the net pension liability by \$14.6 million. If we consider this component separately, the District reported an increase of the net position of \$7.6 million.



Old Colorado City Library

**Government-wide Net Position  
in Millions**



**Total net position** is comprised of the following:

(1) Net investment in capital assets of \$33.6 million includes property and equipment, net of accumulated depreciation.

(2) Net position of \$1.3 million is restricted by constraints imposed from outside the District, such as gifts, grantors, laws, or regulations.

Included in this category is a reserve for declared emergencies of \$1.1 million.

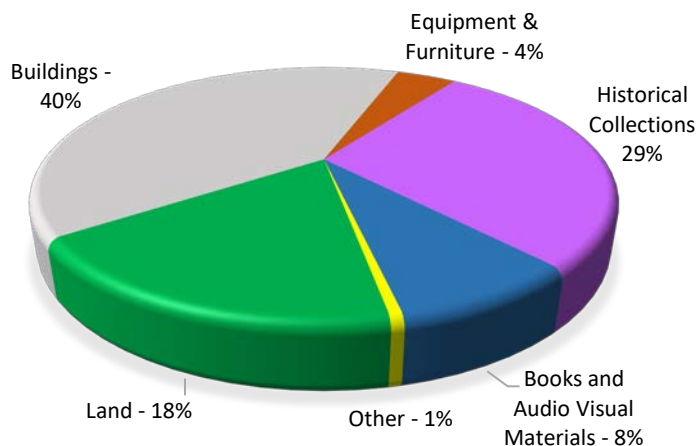
(3) Unrestricted deficit net position of (\$12.9 million) represents the portion available to maintain the District's continuing obligations to citizens and creditors. The District implemented GASB Statement No. 68 *Accounting and Financial Reporting for Pensions* effective January 1, 2015. As of December 31, 2020, the District's proportionate share of the Net Pension Liability was \$41.3 million. This balance is included in the unrestricted net position.

**Current Assets and Liabilities**

The District continues to maintain a moderately high current ratio. The current ratio compares current assets to current liabilities and is an indication of the ability to pay current obligations. However, to make this ratio meaningful, we have eliminated the property taxes receivable for governmental activities. After this elimination, governmental activities' current assets are \$17.1 million. As a result, the current ratio for the District overall is 7.0 to 1.



**Capital Assets as of December 31, 2020**



**Capital Assets**

The District capital assets, \$33.6 million as of December 31, 2020, include land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, books and audiovisual materials and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period. These capital assets are used to provide services to residents and are not available for future spending.

**Major Capital Projects**

Replacement of the boiler that serves the Library 21c became a priority when it gave out during 2020.

Certain capital projects that were included in the 2020 budget were deferred until a subsequent year in response to at least in part due to the financial uncertainties related to the pandemic.

The District adheres to its long-term financial plan (through 2039) as financial resources permit. The plan is modified as circumstances change.

**Long-Term Liabilities or Noncurrent Liabilities**

These include the net pension liability and compensated absences. The District participates in the El Paso County Retirement Plan (the Plan or EPCRP), a cost-sharing multiple employer defined benefit pension plan. The Plan is a cost-sharing multiple employer defined benefit plan. Employees hired after September 1, 1967 are required to participate. For the year ended December 31, 2020, the District recognized pension expense of \$8.2 million. Compensated Absences: District policy allows employees to carryover a limited hours of unused vacation leave and sick leave. Vacation and sick leave benefits are accrued as a liability based on the District's past experience of making termination payments.

	Balance December 31 2019	Balance December 31 2020
Governmental activities (in millions)		
Net pension liability	\$ 26.72	\$ 41.34
Compensated absences	1.27	1.44
Total governmental activities		
Long-term liabilities	\$ 27.99	\$ 42.78

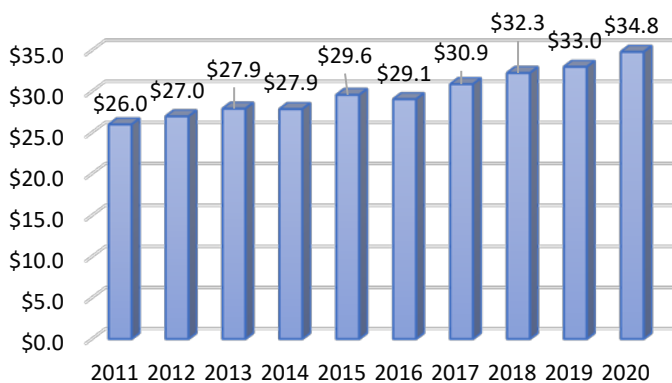
## Government-wide - Statement of Activities and Change in Net Position

Governmental Activities	2020		2019	
Statement of Activities and Changes in Net Position in Millions	Amount	Percentage of total	Amount	Percentage of total
<b>Revenues</b>				
<b>Program Revenues</b>				
Charges for services, sales and fines	\$ 0.06	0.2%	\$ 0.12	0.4%
Operating grants/donations	0.87	2.5%	0.37	1.1%
Capital grants/donations	0.19	0.5%	0.20	0.6%
<b>General Revenues</b>				
Taxes	33.44	96.0%	31.72	96.1%
Other	0.26	0.7%	0.58	1.8%
<b>Total revenues</b>	<b>34.82</b>	<b>100%</b>	<b>33.00</b>	<b>100%</b>
<b>Program Expenses</b>				
Public Services	25.52	61.3%	24.18	61.8%
Chief Librarian and CEO's Office	0.34	0.8%	0.35	0.9%
Communications Office	1.15	2.8%	1.26	3.2%
Development Office	0.30	0.7%	0.21	0.5%
Facilities Office	4.38	10.5%	4.20	10.7%
Finance Office	0.79	1.9%	0.72	1.8%
Human Resources Office	0.71	1.7%	0.62	1.6%
Information Technology Office	3.21	7.7%	3.12	8.0%
Other administration	4.18	10.0%	3.69	9.4%
Safety, Security, and Social Services	1.06	2.5%	0.76	1.9%
<b>Total Expenses</b>	<b>41.64</b>	<b>100%</b>	<b>39.09</b>	<b>100.0%</b>
Special item - TABOR refund	(0.18)		-	
<b>Change in net position</b>	<b>(7.00)</b>		<b>(6.09)</b>	
Beginning net position	28.99		35.08	
<b>Ending net position</b>	<b>\$ 21.99</b>		<b>\$ 28.99</b>	

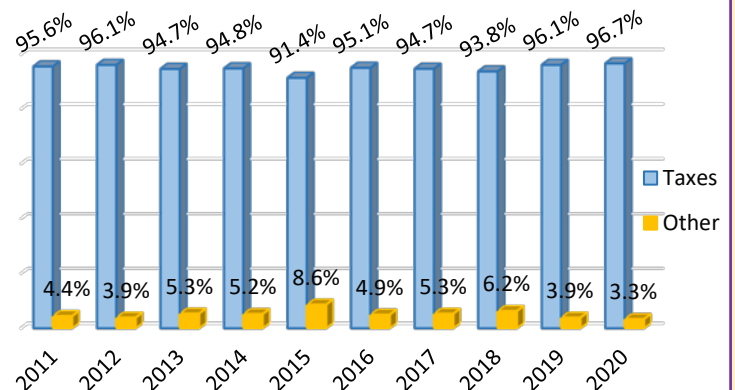
### Governmental Revenues

The District is heavily reliant on taxes to support governmental activities. Taxes provided 97% of the District's total revenues. Also, note that program revenues generated only 3% of governmental activities' revenues for the year ended December 31, 2020. This means that the District's taxpayers and the District's other general revenues provided almost 100% of the governmental activities. As a result, the general economy and the changes in both residential and commercial property values have a major impact on the District's revenue streams.

**Total Governmental Fund Revenues  
in Millions**



**Source of Governmental Revenues**

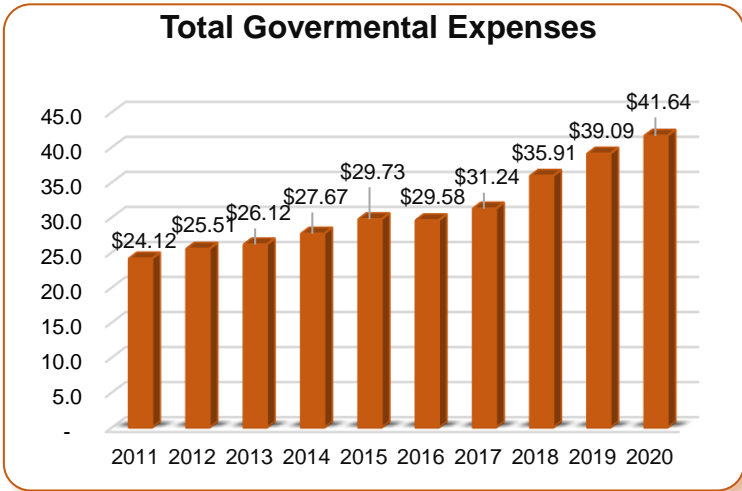


**Governmental Function Expenses**

Approximately 69% of the District’s expenses provide supporting services to the public service and information technology functions. In addition, approximately \$1.3 million of depreciation expense from the District’s buildings is included in total expenses, and total depreciation expense was approximately \$3.0 million in 2020.

Starting in 2015, governmental accounting literature was changed to require government entities that participate in a Defined Benefit Pension Plan, such as PPLD, to record its share of any unfunded pension liabilities, a long-term liability, in its Government-wide Financial Statements. PPLD’s pension expense for 2020 was \$8.2 million, compared to \$5.2 million in 2019, \$4.4 million in 2018, \$1.2 million in 2017, \$1.3 million in 2016, and \$1.1 million in 2015.

Pension expense and depreciation expense are the two largest differences between total expenses shown on the Government-wide Financial Statements and the Governmental Funds Statements.



**General Fund**

The General Fund is the District’s primary operating fund and the largest source of day-to-day service delivery.

**General Fund Revenues**

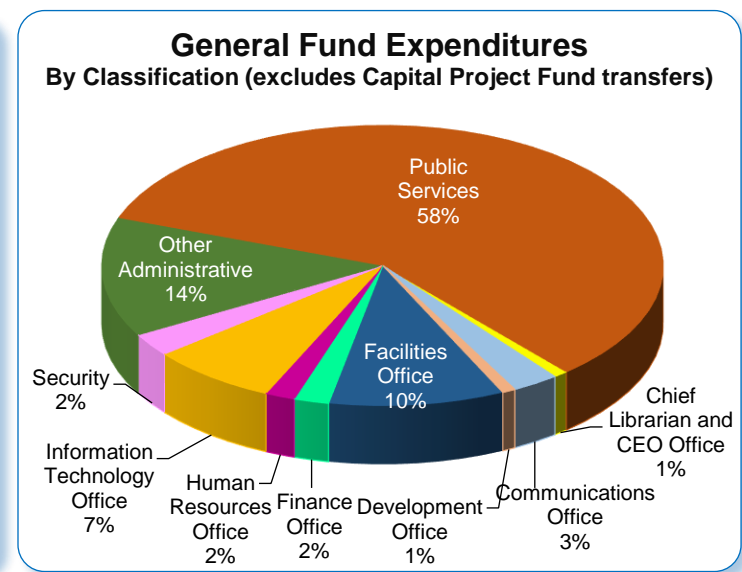
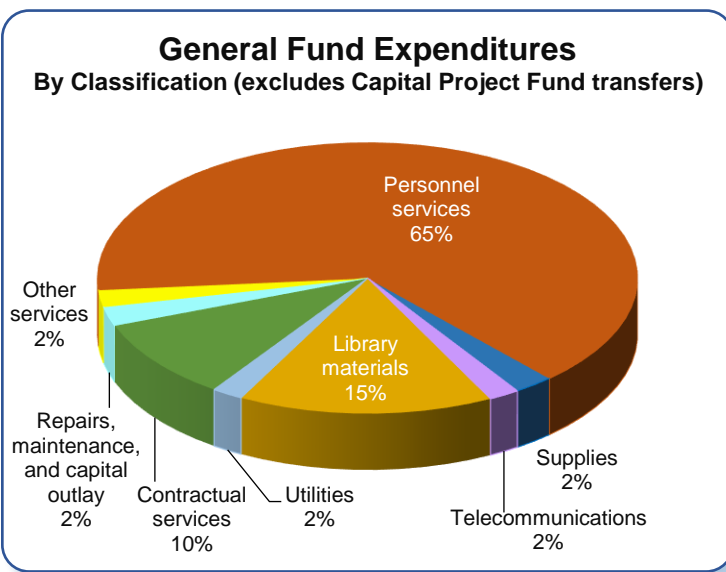
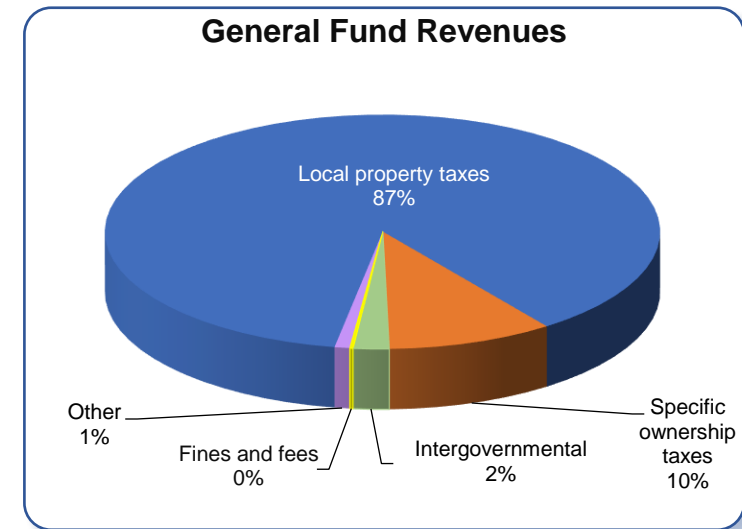
Total General Fund actual revenues for fiscal year 2020 were \$34.5 million. This amount was less than the 2020 budget, as amended, by (\$94 thousand), which is less than 1% of the total revenue budget. As a result of the pandemic, the General Fund revenue budget was reduced by \$0.6 million; the majority of which came from a reduction to investment income \$0.2 million and collection of Specific Ownership Taxes of \$0.3 million.

The District is reliant on property tax and specific ownership tax collections. The combination of the two sources (property taxes, 87%; and specific ownership taxes, 10%) approximates 97% of its total revenue for 2020.

The District stopped charging fines on overdue materials several years ago.

**General Fund Expenditures**

Total General Fund actual expenditures for fiscal year 2020 was \$33.1 million. This amount was less than the 2020 budget, as amended, by \$3.4 million, which is approximately 9.2% of the total budget.

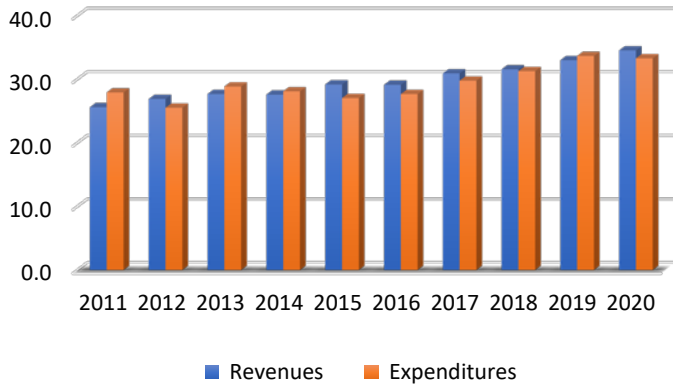


# Government-wide - Statement of Activities and Changes in Net Position

## General Fund – Fund Balance

The General Fund's fund balance increased by \$1.3 million during 2020. The total fund balance of the General Fund as of December 31, 2020 was \$11.3 million. The total fund balance as of December 31, 2019 was \$10.0 million.

### General Fund – Revenues and Expenditures in Millions



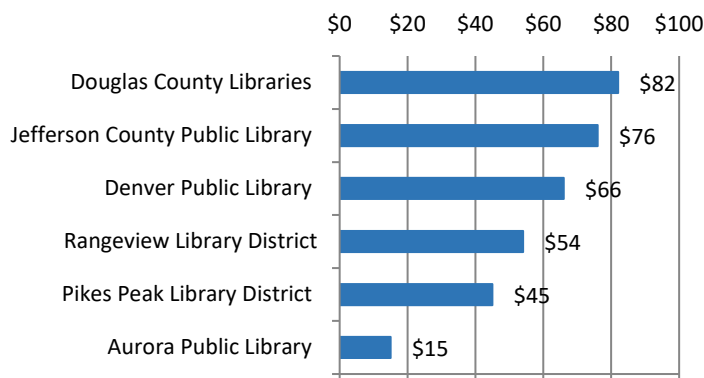
### General Fund – Fund Balance in Millions



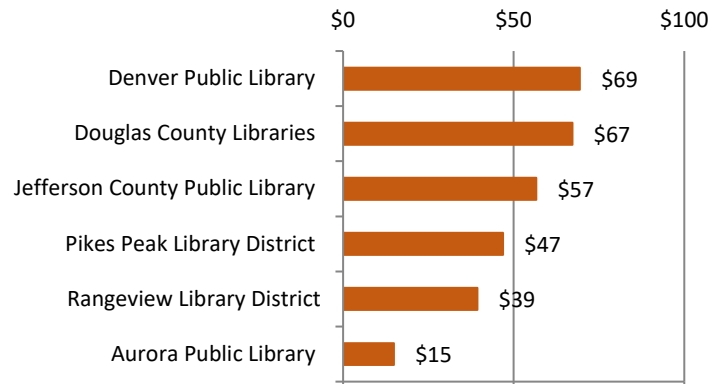
## PPLD Comparison to Colorado Largest Libraries

Source: Library research Services Database Irs.org

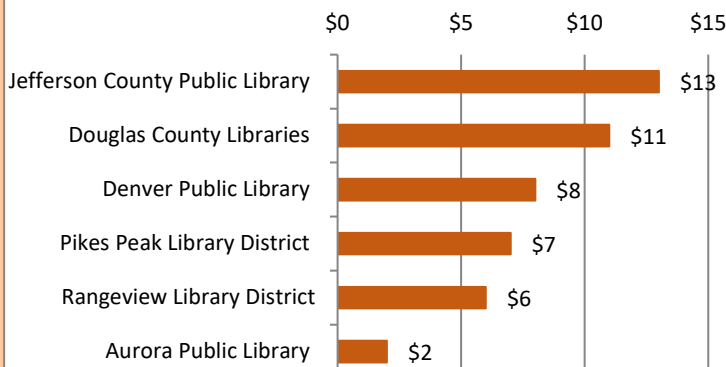
### Local Revenue per Capita



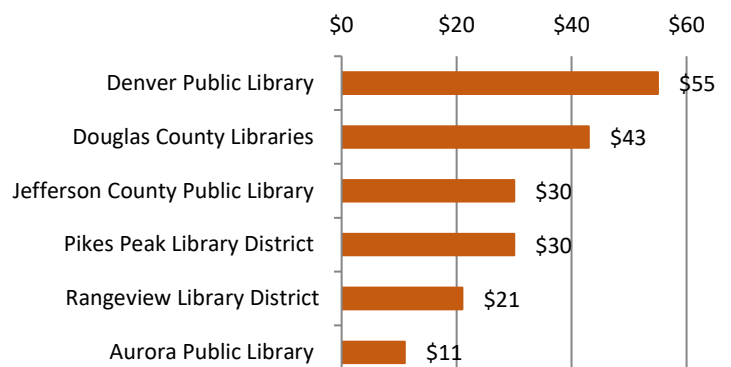
### Total Expenditures per Capita



### Materials Expenditures per Capita



### Staff Expenditures per Capita



# Government-wide – Statement of Activities and Changes in Net Position

## Other Governmental Funds

### SPECIAL REVENUE FUND

A Special Revenue Fund is used to account for financial activity related to funds received that are restricted or committed for specific purposes. The District has one Special Revenue Fund, the Designated Purpose Fund, which is used for this purpose.

### CAPITAL PROJECTS FUNDS

A Capital Projects Fund is used to account for all financial activity related to the acquisition, construction, and renovation of major capital facilities. The District has four Capital Projects Funds as follows:

#### North Facility Project Fund

The North Facility Project Fund, a capital projects fund, is used to account for all financial activity related to the purchase of and renovation of a facility located in northern Colorado Springs. Funds are being accumulated over a period of several years. Primary and anticipated sources of funding for this project include the General Fund and other fundraising activities including grants and donations.

#### East Library Renovation Fund

This fund is used to account for all financial activity related to the renovation of the East Library facility. Funds are being accumulated over a period of several years. The primary source of funding for this project is the General Fund.

#### Penrose Library Renovation Fund

This fund is used to account for all financial activity related to the renovation of the Penrose Library complex. Funds are being accumulated over a period of several years. The primary source of funding for this project is the General Fund.

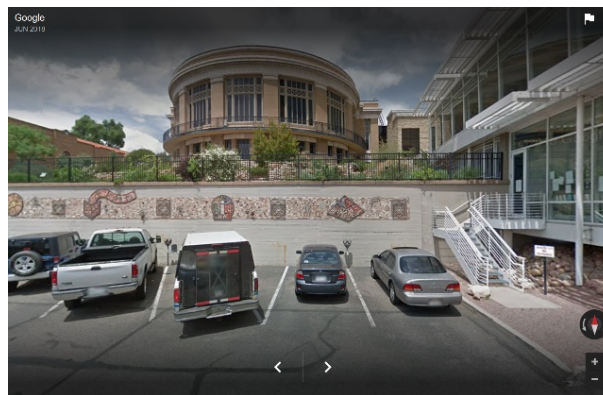
#### Capital Reserve Fund

This fund is used to account for all financial activity related to capital projects and expenditures of capital items not specifically accounted for under a separate fund. Funds are being accumulated over a period of several years. The primary source of funding for these projects is annual transfers from the General Fund.

Combining Statement of Revenues, Expenditures, and Changes in Fund Balance (in Thousands)	Special Revenue Fund		Capital Project Funds			Total Nonmajor Governmental Funds
	Designated Purpose Fund	North Facility Project Fund	East Library Renovation Fund	Penrose Library Renovation Fund	Capital Reserve Fund	
<b>Revenues</b>						
Other	\$ -	\$ -	\$ -	\$ -	\$ 61.70	\$ 61.70
<b>Total Revenues</b>	-	-	-	-	61.70	61.70
<b>Expenditures</b>						
Capital outlay	3.30	357.69	129.51	73.67	1,046.11	1,610.27
<b>Excess (deficiency) of revenues over expenditures</b>	(3.30)	(357.69)	(129.51)	(73.67)	(984.41)	(1,548.57)
<b>Other financing sources</b>						
Transfers from General Fund	-	63.37	8.55	-	1,475.46	1,547.37
Proceeds from sales of assets	-	-	-	-	12.50	12.50
<b>Total financing sources (uses)</b>	-	63.37	8.55	-	1,487.96	1,559.87
<b>Net change in fund balances</b>	(3.30)	(294.32)	(120.96)	(73.67)	503.55	11.29
<b>Fund balances, beginning of year</b>	109.02	484.18	195.30	491.62	1,810.40	3,090.52
<b>Fund balances, end of year</b>	\$ 105.72	\$ 189.86	\$ 74.34	\$ 417.95	\$ 2,313.94	\$ 3,101.82



Library 21c



1905 Carnegie Library



East Library

## Awards

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the Pikes Peak Library District for its Comprehensive Annual Financial Report for the year ended December 31, 2019. This was the 29<sup>th</sup> consecutive year that the District has received this prestigious award.

To be awarded a Certificate of Achievement for Excellence in Financial Reporting, the government must publish an easily readable and efficiently organized comprehensive annual financial report. This report must justify both generally accepted accounting principles and applicable legal requirements. A Certificate of Achievement is valid for a period of one year only. We believe that our 2020 Annual Comprehensive Financial Report (ACFR) continues to meet the Certificate of Achievement for Excellence in Financial Reporting program's requirements, and we submitted it to the GFOA to determine its ACFR is eligible for another certificate, the results of which will be known late 2021 or early 2022.



Government Finance Officers Association

Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting

Presented to

**Pikes Peak Library District  
Colorado**

For its Comprehensive Annual  
Financial Report  
For the Fiscal Year Ended

December 31, 2019

# Pikes Peak Library District Locations





**Pikes Peak Library District's Popular Annual Financial Report**

is a publication of PPLD's Finance Office.

1175 Chapel Hills Dr.

Colorado Springs, CO 80920

For information about Pikes Peak Library District,

visit [ppld.org](http://ppld.org) or call (719) 531-6333.

**External Information Sources:**

Colorado Springs Chamber of Commerce  
Colorado Department of Revenue  
Colorado Springs Economic Development Corporation  
Colorado Department of Education  
Bureau of Labor Statistics  
U.S. Census Bureau  
Colorado Springs Convention and Visitors Bureau.  
Colorado State Demography Office  
Library Research Service

**Acknowledgements:**

**Pikes Peak Library District Finance Office**

Tatiana Zonte, Accountant  
Michael Varnet, CPA, CPFO Chief Financial Officer

**Pikes Peak Library District Communications Office**

Jeremiah Walter, Internal Communications Specialist  
Michelle Ray, Chief Communications Officer

**Pikes Peak Library District**

John Spears, Chief Librarian and Chief Executive Officer



## Public Services Report September 2021

### **Combatting Loneliness**

Danielle Seltenright hosted the third Virtual Teen Advisory Board (TAB) meeting. Amanda Franke (Rockrimmon) and Kim Cox (High Prairie) both attended for additional staff presence and for the opportunity to see how a TAB can be organized in hopes of starting additional TABs across the District.

Library 21c's Teen Advisory Board (TAB) started in September. The group of five teens discussed how TAB can support the library, agreed upon a set of meeting norms, worked through October plans for an interactive art display, and toured the area. Rockrimmon Library also hosted its first TAB meeting since the start of the pandemic.

Children's in-person programs are returning to Rockrimmon with weekly Story Times, Toddler Times, and Paws to Read. The numbers have been great with many parents excited to have the opportunity to socialize their children after being at home. A parent mentioned that it was one of the first times their year 2-year-old had spent time with other kids.

The Regional History and Genealogy team presented the Pikes Peak Regional History Symposium virtually in 2021. For the past 18 years, the symposium represented an opportunity to catch up with friends and enjoy a common interest: local history. The virtual format changed this dynamic drastically. In response, our team conducted a September Symposium Social at East Library. The goal was for attendees to reconnect with friends; the event also included nods to the Symposium tradition like providing attendees with Little Debbie snack cakes. Twenty-two people attended and we received unsolicited feedback echoing this sentiment: "Thank you so very much for a wonderful morning! I can't tell you how good it was to see both of you and the other 'history folks' *in person* today."

One of Cheyenne Mountain's regular patrons experiencing homelessness utilizes the bus passes we receive for dental appointments. At the end of this month, she appeared at branch manager Tiffany Paisley's door to show her the new teeth she was able to get because of this assistance. She repeatedly thanked library staff for their help and said she didn't know what she would do without us. She thanked staff for "allowing" her to come into the library.

### **Compliments**

Twenty-seven patrons rated their Chat Reference experience, and of those 27 ratings, 25 were rated GREAT (the highest rating)! Below are comments left by patrons of chat reference, and the name and location of the staff member who assisted them:

- "Very helpful as always!" - Meagan Huber, Adult Services
- "Was very helpful" - Meagan Huber, Adult Services
- "Found a solution to my question." - Mary Gapko, Fountain Library
- "WOW this was great service! The librarian gave me so many options to read E books! GREAT JOB 100000000000/10" - Philip Krogmeier, Library 21c
- "Excellent Help!" - Shannon Heffner, East Library
- "Outstanding" - Gigi Holman, Ruth Holley Library
- "I love the instant feedback!" - Joe Paisley, Adult Services
- "WOAH AWSOME" - Evan Childress, Penrose Library

Emails from families attended a Homeschool Science Program on September 17:

- “The 1pm rocket academy was great! Both my girls (ages 9 and 10) really enjoyed it. Thanks for putting that on!” *(Alison HuYoung)*  
“Can I get an address or email for the gentleman (Ben) who taught the rocket class? We want to send thank you notes for such a wonderful presentation. Thank you also for planning it and making it happen. We had the best time.” *(Natalie Steele)*

Peyton Elementary, 5<sup>th</sup> grader’s response to our Owl Pellet Dissection Lightning Lesson presentation:

- “That is the most fun and most disgusting thing I’ve ever done! It was more fun than disgusting.”

June McGinn (Penrose) is amazing me (Danielle Seltenright) with her outreach and community building, all while her library is still looking for a Young Adult Librarian and she undoubtedly has taken on more responsibilities in that absence!

I (Danielle Seltenright) spent a good amount of time at Sand Creek Library and enjoyed getting to know many of the staff members there. Everyone was so welcoming and friendly, and the branch is unique in many fun and positive ways!

Amanda Franke (Rockrimmon) and Kim Cox (High Prairie) were so quick to respond to a call for help with virtual TAB this month and I (Danielle Seltenright) really appreciated that!

Liz Turner (Monument) shares this about the Math Tutoring program:

“One Mom brought her two elementary age children to all three sessions now. They immediately bonded with two of the tutors and request them each time. The tutors feel strongly about them as well. The tutors are excited to help them and look forward to seeing them. The mom told me that she had been paying for private tutors last school year but that it gets so expensive. This has been a tremendous help to them and she intends to come all year. Her youngest, a 4-year old, has taken to hugging me each week which also melts my heart. She enjoys playing a math game we have that I shared with her to keep her busy while the other two are being tutored. They are a delight, and we all look forward to seeing them each week.”

Joseph Barry (High Prairie) was assisting a family at the desk. The son was very clearly dragged 'against his will' and it was obvious that he didn't want to be here & get a library card. So, Joseph switched tactics and started mentioning the other services we offer at other libraries like 3D printers, recording studios, and how High Prairie recently added a feature where patrons can borrow board games and from here, he saw his eyes light up and he started to ask more questions. Joseph thought it was nice to see his opinion change, and it shows how important it is to give out information about our services/programs when registering new cards into the PPLD system.

Rockrimmon staff shared, “One of our patrons stopped by the desk to compliment the selection of children’s books we have at PPLD. She said she worked in a library in Phoenix and particularly appreciated the variety.”

Inti Dewey (East) from Janina Goodwin (Adult Services) “I’m reaching out to you to thank you for the service you provided to my niece, Matilda, and sister, Mary! You might recall a recent time where you helped a little girl (a tall 3-year-old) find books with Batman. My sister said my

niece started off a little bit shy but your enthusiasm in showing her the comic books and finding her a book about superheroes in school, and then some readers and placing some items on hold, was priceless. Matilda loves the library (she thinks I live here!) and it makes my heart so happy to know that she found such good enthusiastic service at East. Experiences like this will help her to know she can find kind and caring people who want to help her at the library. Hearing this story from my sister just made my night!”

## **North Region Community**



On Sept. 22, Andrea Keiter, Liz Phillips, and Tasha Ryan of Calhan Library participated in the Calhan Homecoming Week contest. The task was window decorating and was arcade themed. The patrons enjoyed seeing the themed art on the windows, especially the children!

High Prairie staff is busy preparing for a modified Harvest Festival taking place the second week of October. They will offer take and make projects for all ages, as well as some (registration required) in-person programming. There will be a food drive for Fresh Start Center and the library will encourage patrons to submit recipes for the online cookbook. The library is also donating pumpkins - some grown in the High Prairie garden - to Fresh Start Center, along with decorating supplies and pumpkin recipes.



## **Resources**

In September, the library brought back Math Tutoring to the Monument and Library 21c communities. This program began 10 years ago at Monument, and patrons have really missed it over the past 18 months. Liz Turner, the Monument staff member who has coordinated this program for a few years, has shared some special patron experiences which are included in the compliments section above. Math Tutoring was offered 4 times in September and had a total of 33 attendees.

Calhan staff created a new seed library display on a potting workbench inside the library. The new display includes room for relevant gardening books, RAWTools gardening tool kits that patrons may checkout, and free seed packets for community members. RAWTools kits are also available at the High Prairie Library.

Plans were finalized with Silver Key for both High Prairie and Calhan to be a meal distribution site for Silver Key's Grab 'n Go Meals program. Silver Key will be at both libraries from 1 PM – 2 PM, Tuesdays beginning in October. Staff will be trained how to assist patrons with registering for this program. This unique program is possible due to a Community Services Block Grant. Read more here: [Service Extension: Falcon High Prairie - Silver Key Senior Services](#) and

[Service Extension: Calhan - Silver Key Senior Services.](#) These programs will not only serve those experiencing hunger, but through an intake interview process, they may identify other services that our patrons could use, thereby serving also as a service extension program for Eastern Plains residents. Silver Key staff shared that as of the first week of October, they already had 3 individuals registered, one of whom lost their house to a fire last year. Silver Key will be working with this family to help connect them to the services that they need to help them recover.

For a second year, High Prairie was awarded Gold Status for the Environmental Leadership Program under the Colorado Department of Public Health and Environment.

### **Innovation/Creativity**

Monument hosted the first in-person adult art program since the beginning of the pandemic. Pumpkin spice latte mug candle-making was attended by four patrons. Another patron who really wanted to come but tested positive for COVID even called to try to arrange a take-home kit. Although attendance was low, many patrons commented on how glad they were to see programming returning to their community library.



Rockrimmon is currently displaying a lot of wonderful art during its Rockrimmon Community Art Show. 30 entries were brought in for display. The art will also be available to look at online once all of art is digitized at this link:

<https://library.biblioboard.com/anthology/2a6048ea-82ea-47f9-9c7c-d31e93bc5100>.

### **Service**



On September 18, Library 21c staff participated in Octopus Dance Party, a program idea developed by Senior Associate Brady Nickerson and implemented with the support of Family and Children's Services. Staff members sported inflatable octopus costumes and danced alongside children and their caregivers. 38 attendees enjoyed a 45-minute mash-up of favorite children's songs and sea-themed music.

Library 21c began offering in-house video game use again on Sept. 11 (Sept. 12 being National Video Games Day). Staff members Young

Krogmeier were instrumental in setting up the new game consoles and ensuring everything was ready for use on "relaunch day." The video games checkout procedure is different from how it was in the past, so Cathy emailed staff explaining the new procedure and showing the various controllers. She also took time to visit the Information desk to see if coworkers had any questions about the controllers or checkout process. Patrons have been very happy to have access restored to the Adult and Teen gaming areas.

### **Internal/Staff**

Jean Carrier, Interim Manager of Monument, gave seven staff from North libraries tours of Monument to get ready for opening on Sundays. She also provided training on the workflow at Monument and location-specific procedures. Additionally, she trained three persons-in-charge for the same purpose. Melissa Schloesser of Library 21c trained an additional two North Region staff members for working at Library 21c on Sundays. Originally, the plan was to open Monument and Library 21c on Sundays utilizing a regional staff rotation. To prepare staff for working at a new location, Monument and Library 21c set up tours and basic trainings that were offered twice. However, with the decision to hold off on opening on Sundays, what resulted was a great opportunity for cross-departmental training and team-building.

North Region Director Hillary Dodge, along with a panel of PPLD professionals, interviewed 5 candidates via zoom for the Monument and Palmer Lake Library Manager. In October, the top 2 candidates will be interviewed in-person.

In September, Young Adult Librarian Cathy Wood began working at other locations in the region beginning with Monument. The purpose of this regional rotation is to extend Cathy's support regionally. The visits allow Cathy to stay in touch with Regional Young Adult staff and assist the various North Region branches. During a separate meeting, Cathy also helped lead a StrengthsFinder activity with North Young Adult staff on the "shadow side" of their strengths.

### **Accountability**

Program menus were released by Library Public Services at the beginning of the month. The following week, North library staff met to review the offerings and have a strategic discussion about programming in the North. Each service team, including Adult Services, Family and Children's Services, and Young Adult Services, shared their anticipated programming schedule, helped identify gaps in service, and worked together to rearrange offerings to provide the greatest variety of opportunities for north patrons to find and attend a program of their interest in the North. North Region Director, Hillary Dodge, facilitated this first round of strategic programming meetings and laid the foundation for future strategic discussions; future meetings will be facilitated by North region librarians on a quarterly basis as menus are released.

### **Southeast Region**

#### **Community**

There was a huge turn out from the community for the Palmer Lake Wine festival outreach on Sept. 11, where Southeast Library Associate, Alyssa Fisher helped out. Many patrons stopped by our table for our cute craft - making your own wine charms - and to hear about our wonderful resources. We signed a few people up for cards and helped several patrons check out books on wine making and the like. It was nice to hear the gratitude many people expressed for PPLD.



Fountain Library Associate Vincent Burke hosted an Adult Services craft program and had maximum attendance. The craft was homemade mug candles using essential oils and melting wax in old WARP coffee mugs. The patrons really enjoyed the program and everyone came back later that week to pick up their creations.

Sara Sharples, Sand Creek Senior Library Associate, and Jordan Romero, Sand Creek Senior Library Associate met with the Family Program Coordinator at Atlas Prep to talk about ways the library and school could help the community come together and utilize library resources to help with academics, personal enrichment, and social events.

**Resources**

Sara Sharples, Sand Creek Senior Library Associate, attended a Literacy Night at Panorama Middle School and spoke to groups of parents and students about the Power Pass, online Homework resources, and events happening at the library. She was able to speak to 6 groups throughout the evening

Jami Dykema, East Senior Library Associate, was checking out a hotspot to a patron and they were gushing about how they just love that we provide hotspots or check out. They tell their friends about the hotspots and all other equipment that we have, too!

**Innovation/Creativity**

Trent Templeton, East Library Associate, answered 59 requests for research from Department of Corrections mailings.

Angie Aguilar, East Senior Library Associate, created a YouTube video for Young Adult Services that demonstrates as quick and easy way to make Chocolate Croissants for teens. Teens will learn how to bake a two-step recipe and they are able to make the croissants for their Holiday get together.

**Service**

While working in the telephone room at Penrose, East Library Associate Susi Willett, interacted with a regular patron who calls the telephone room. He often calls for life advice or practical cooking or home advice. He always ends the conversation with “Thank you for your wisdom”

East hosted an outdoor movie, Coco, behind the building on Sept. 25. Sixty-three patrons attended. The event ended abruptly when the sprinklers came on.

Johana Pacheco, East Senior Library Associate, shared a few stories of Spanish speaking patrons who have discovered the East Makerspace. She was able to use her bilingual skills to help them complete their projects and make them feel welcome in that space.

Shannon Heffner, East Librarian, helped 10 patrons via our Book a Librarian service. In one instance she worked with a homebound patron, who needed research for a novel. The patron had recently lost her internet and needed guidance on where to start her research. Shannon spoke with her on the phone and created a list of research topics. I was able to find and print what she needed and ordered some books for her. She was grateful for my help and time.

Alyssa Fisher, Southeast Senior Library Associate, hosted a soap making class at Sand Creek on September 8. Eight wonderful ladies attended who were excited to try their hand at a unique way of making their own soaps. Nearly everyone expressed gratitude for the class being held and was excited to see PPLD hosting some in person programs again.



### **Internal/Staff**

During the month of September, Gigi Holman transferred into the Ruth Holley manager position from the Fountain manager position. Jake Rundle transferred into the Fountain manager position from the Sand Creek manager position. Both East and Sand Creek are now recruiting for managers.

Jenny Kremyar, Southeast Librarian, and Jordan Romero, Sand Creek Senior Library Associate, presented about their Panorama Tile Mural project at CALCON.

### **Accountability**

The East volunteer ranks increased to 8 active volunteers this month, and they contributed 91 hours in the month of September. Our volunteers are mainly involved to help with our pull list process.

East was able to open up the Learning Lab for patron reservations in September. Patrons may now book the lab to teach their own computer related topics.



## **West Region** **Community**

The Mobile Library staff integrated into the community this month by participating in the Get Out, Get Healthy Children's Hospital event, the Banning Lewis Pig Roast, and the Gold Hill Mesa Concert.

KKTV's morning reporter did a piece on Mobile Library Services at our Black Forest stop which included interviews with January Fairfield as well as a patron and her grandsons.

Old Colorado City's Annie Spencer, Senior Library Associate, has been reaching out to community schools in order to rebuild connections between local teens and OL. In September, Annie went to the Coronado Book Club and had 9 attendees, and set up two additional outreach events with local schools, which has been met with great excitement. Annie has also been assisting Young Adult Services with book talk outreaches, including at Doherty High School.

Vanessa Nash, Old Colorado City Library's Library Supervisor, and Sarah Hoelting, Senior Library Associate (FCS) participated in Westside Community Center's Annual Picnic outreach event on Saturday, September 11. Of the estimated 200 attendees, Sarah and Vanessa were able to engage with 55 individuals throughout the day, speaking with them about library services and handing out PPLD swag.

At this month's Partners for Health Choices meeting at Manitou Springs School District, Sara connected with a 4th grade teacher who has requested field trips and reading lists from the branch. Sara has been a member of this committee as a community member for many years, and is now passing the PPLD baton to Associates who will attend in a rotation.

Celia Egghart Senior Library Associate, and Makayla Polunci, Library Associate, of Manitou Springs and Ute Pass attended Ute Pass Elementary's Literacy Night on September 16. They signed 8 new patrons up for library cards, gave away free books to kids, talked about PPLD resources and upcoming programs, and made connections with the students by bringing Cubelets (magnetic cube robots).

## **Resources**

Senior Library Associate Caitlyn Zimmer, of Cheyenne Mountain shared, "I held my first hybrid in person/Zoom book club for Mystery Book Club. We had one person Zoom in, and the other seven came in person. The one who Zoomed in said that she could hear everything, and it was just like our previous Zoom book clubs. It was so wonderful to see everyone in person. People brought vegetables from their garden, chocolate, and cookies. We had a new person, and she said that she had so much fun, and she was going to bring in her friend next month."

Cheyenne Mountain also hosted its first in-person craft program from adult services, where people created pumpkin spice candles using Winter Adult Reading mugs. Twenty-eight people showed up for this event, far exceeding pre-pandemic numbers.

Senior Library Associate, Brittany McNeil, held her first in-person storytime at Cheyenne Mountain. It was a first for her, and a first for the library since the pandemic. Parents and little ones were thrilled to hear stories about superheroes and get a chance to play together with a parachute.

Cheyenne Mountain Branch manager, Tiffany Paisley, hosted two teen programs-Teen Advisory Board and a “Banned Books Tasting.” Two teens attended each program. While the numbers were small, the library looks forward to fostering relationships with this population.

### **Service**

Mobile Library’s new fall stops are at Schriever Air Force Base’s Child Development Center, Orton Academy (a school for students who fit the profile of dyslexia), Atlas Prep Elementary School and Boulder Park. We are returning to Ellicott Elementary School and to Prairie Heights Elementary School after our short summer break. The Colorado School for the Deaf and Blind as well as Journey K8 is back on the schedule for the first time since March 2020! During the above-mentioned stops, we served 611 patrons, 456 of those patrons were during our three stops at Atlas in 9.75 hours!

### **Internal/Staff**

Linda Zoerb, Library Assistant (MLS), celebrated her 20<sup>th</sup> anniversary with PPLD. The Mobile Library Services is so fortunate that all of her 20 years have been spent with Mobile Libraries!

### **Accountability**

With 80 open hours of staffing, Cheyenne Mountain staff have still managed to provide excellent service and support to its community and help other libraries in the process. Brittany McNeil staffed the bookmobile for the day and assisted at Sand Creek Library for half a day. Staff will continue to support other libraries on closure days and fill openings on other days at their home library. Once again, staff have been asked to pivot, and after the initial shock, are handling it remarkably well.

## **Adult Education**

### **Community**

We held our first Food Industry Training cohort in our very own Kitchen at Library 21c. This was a three-way partnership with Adult Education, the Pikes Peak Workforce Center, and Creative Services, Becca, Scott, Lauren and Sarah, worked to get the necessary equipment ordered and operating properly. Lauren and Lacey interviewed 21 applicants, selected 10, and 8 graduated at the end of the four weeks.

The Pikes Peak Workforce Center offered us the Talent Accelerator Grant (Walmart Foundation) to provide the training and cover the expenses. They even covered the cost of non-slip shoes, chef pants, a chef’s knife, a paring knife, and a pocket kitchen thermometer. Students also received a manual designed around the day-to-day activities in the classroom, to further enhance the students’ knowledge and experience.



All eight students passed the Serv-Safe Food Handling Examination on the first try. Upon graduation our Career Navigator, Deya Rohe, has reached out and offered additional resume and job application assistance. For the English as a Second Language students, we offered them access to a pilot program we are doing with Colorado Department of Education call Voxy Engen that provides a pathway to learn the English language for the food and hospitality industry. Although we did not have food, the students wanted to share food from their culture

and were gracious enough to share with the rest of us in attendance during the kitchen tour that followed the ceremony.

### **Resources**

Worked with Creative Services and the Foundation to complete the Colorado Health Foundation grant application.

Thanks to the efforts of Christine Layton and Karen Gough, we were able to provide 9 volunteers with training on expectations, protocol, and boundaries to bring back our Speak and Write English groups. We have asked the volunteers to co-facilitate so we have two volunteers to a group in the hopes it will allow for continuous service if one misses a group meeting. Our volunteers were ecstatic to return.

### **Service**

We are currently holding one face-to-face English as a Second Language classes and one virtual, one face-to-face math class and two virtual (one math, one reading). Each virtual has multiple online Zoom hours. We have 75 individuals on our waiting list for the winter semester.

### **Internal/Staff**

Lacey Miller left the employment of PPLD for a position with the Colorado Department of Education. Tammy attended the Colorado Association of Libraries Conference.

### **Adult Services**

#### **Community:**

Heidi Buljung collaborated with representatives from the Fine Arts Center and Colorado College and Denise Abbott to finalize and promote the All Pikes Peak Reads event that was held on the grounds of the Fine Arts Center on Sept. 24 from 5 - 7 p.m. At the event we had a reading from *Finna* by author Nate Marshall, a reading from *Hidden Valley Road* by Lindsay Rauch (one of the daughters of Mimi and Donald Galvin whose family is the subject of the book), a poetry performance from the CC student poetry group Speakeasy, a poetry workshop from Pikes Peak Poet Laureate Ashely Cornelius, an art project from Bemis School of Art, and some lovely refreshments. The event was enjoyed by all who attended and a patron expressed appreciation that the library provides wonderful opportunities for all of the ages she has in her family (she was really excited to meet Nate and take home *Nimona* for one of her children). Colorado College is already looking forward to holding a similar kick-off event again next year for APPR. I think this can become a nice tradition.

#### **Resources:**

Katie Edson worked with Leadership Pikes Peak to plan "Get on Board," which was held at Library 21c in the Venue on Sept. 27. Katie has worked with this committee over the course of several months to develop the event and due to her work on the board she was able to secure the Venue for the event. Sandy Hancock staffed a PPLD table at the event and connected with community members attending the event and representatives from the organizations who were there too. It was a great event!

Deb Hamilton frequently responds to inmates who write in for reference requests, and in some cases continues to receive requests from the same individual, helping them multiple times. One

of the inmates who writes in for information sent back a thank you letter with a \$5.55 donation to the library in honor of his high school librarian.

Bryan Matthews updated the Voting/Elections LibGuide: <https://research.ppld.org/voting-elections>. He has included all of the updated 2021 information including the audio version of the 2021 State Ballot Information Booklet that was provided by the Colorado Talking Books Library.

### **Innovation/Creativity**

Melissa Mitchell worked with Elayne Prechtel to resume the Share Classes: Baking, Cooking, & More. She did a class series on making a gourmet meal at home. The video for the Strawberry Swiss Cream Roll has 212 views! YUM!

Meagan Huber collaborated with Lauren Fellers and Brenna Hemphill to work on promotion for Artober in October. She is updated the Adult Program's LibGuide to include the #artober page and resources for artists.

Joe Paisley hosted the Fantasy Football draft on Sept. 2. The league has about 18 participants and he has decided that this is actually too many, which is not a bad problem to have! In the future, Fantasy Football at PPLD will need to involve more than one league – maybe separated by staff and patrons.

### **Service**

Heidi Buljung, Deb Hamilton, Sandy Hancock, and Joe Paisley all presented and attended CALCON. Heidi's virtual presentation had about 20 attendees and facilitated great conversations about bringing back in-person services and programs as well as moving forward with virtual programs and Take and Makes. Deb's session Legal Research for Beginners had around 30 attendees; the session on Eviction Information and Resources had about 15 attendees; and her lightning talk on PPLD's Virtual Courtroom program also had around 30 people attend. Sandy presented a lightning talk about shifting directions in your career and plans to turn this into a workshop presentation for future conferences. Joe presented a lightning talk on hosting a Fantasy Football league in the library and it had a great response.

### **Internal-Staff**

Heidi Buljung, Katie Edson, Meagan Huber, and Melissa Mitchell prepared and presented a training session for Associates, Senior Associates, and Librarians who work in the branches but schedule and present menu programming, to refresh how to input those programs into Library Market. We acknowledge that since March 2020, familiarity with the events calendar in Library Market may have dwindled, and some new staff have joined the PPLD team. Adult Services felt like this refresher would help those staff proceed with their menu procedures with confidence. We will continue to refresh this information as necessary to ensure our colleagues in the branches are supported in these processes.

Janina Goodwin worked with Bryan Matthews to develop a plan to involve branch staff in the care and feeding of the LibGuides. This is a very useful resource for both staff and patrons. During the In-Service day in August, a lot of staff feedback indicated that there was an interest in more involvement to update and maintain these tools. After a meeting on September 21, those staff were invited to discuss this with their supervisor and complete a survey where they

could indicate their LibGuide topic of choice. We will work with them in the coming months to learn more about evaluating resources and editing LibGuides.

### **Accountability**

Melissa Mitchell created a new tool to collect and develop menu selections that the entire team would contribute to as they are creating their options. She identified that important elements of the menu were often either overlooked or not included, and it was evident that the tool could be improved. She also created a shared document for staff who implement menu programming to input links to their Library Market event entries, which we have collected ourselves in the past. Finally, the very first Block 1 menu was released to the branches early in the month and the menu process has gone very smoothly for all involved.

### **Collection Management**

#### **Community**

Interlibrary Loan Manager Amanda Marez-Frutchey participated in the planning of the 2021 CALCON that took place Sept. 9 - 11 in Westminster. She coordinated this year's keynote speaker, Preethi Fernando. The keynote speech for the conference was "Building Emotional Bridges After Social Distancing."

#### **Resources**

This month 1,282 magazines and 6,603 items were added to the collection. 1,836 new OverDrive accounts were created. Total OverDrive circulation was 203,392, including 113,909 eBooks, 84,625 eAudiobooks, and 4,858 eMagazines.

Selection Librarians Lisa Thomas and Krista Meier created numerous OverDrive book lists for September and October: Arts Month, Banned Books Week, Deaf Awareness Month (September), Disability Awareness Month (October), Domestic Violence Awareness Month, Hispanic Heritage Month, Halloween Fiction ("Bubble, Bubble, Toil & Trouble" featuring novels about witches) and a list for job seekers.

#### **Service**

The Interlibrary Loan department is working on establishing International Resource Sharing. Things to consider before rolling out International Resource Sharing: how long it takes to obtain items, IFLA vouchers (payment for international borrowing), customs forms, insurance, recent announcement of USPS delivery delays.

Heidi Pritchard, Acquisitions Senior Library Associate, ordered 63 books for the Pikes Peak Genealogical Society collection.

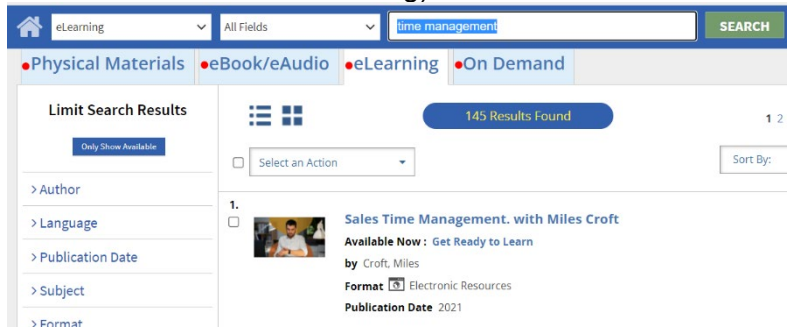
Lisa Thomas, Selection Librarian, assisted Old Colorado City staff in enhancing their Teen fiction collection.

Selection Librarian Tammy Ross is in the home stretch of her Big Project this year of converting all the music CDs to their new classifications. Penrose has the last collection to be converted.

#### **Innovation**

ILS Administrator Colleen Medling worked with PPLD's library system software vendor and numerous resource vendors during the year to develop a new display for catalog search results. The new display automatically sorts results into four tabs and brings new content into the

catalog (LinkedIn Learning online classes, Hoopla and Kanopy streaming videos, and always available eBooks from Freeding).



This enhancement will be available to the public at the end of October or beginning of November.

### **Internal/Staff**

Krista Meier and Tania Hajjar attended the virtual Day of Dialog author showcase sponsored by Library Journal.

Greg Roes, Circulation Services Coordinator, presented a session at CALCON to inform other libraries of the training and procedures PPLD uses to manage bed bug incidents. Rob Culbert, Acquisitions Library Associate, helped design and produce the presentation slides.

Drew Hart, ILL Library Associate, will be the Green Team Liaison for the Collection Management/Interlibrary Loan department.

### **Accountability**

Acquisitions Senior Library Associate Marie Duplantis-Webb planned the Fall In-house Use Study to record materials used in the library and communicated the plans with staff. Because of reduced access to the libraries in 2020, the annual study was not done last year. It is planned for Oct. 18 - 31.



In only four months, the ILL staff received these thank-you notes from patrons and libraries borrowing PPLD materials.

### **Creative Services Community**

The Pikes Peak Poet Laureate was announced. Ashley Cornelius was chosen and announced in September. Cornelius will serve a two-year term that will include many further opportunities to engage with the public at large, including poetry conferences, performances, workshops, and classes. The reignition of the Poet Laureate Program is great for our poetry community and will raise the profile of this valuable art in the Pikes Peak Region.

Dustin Booth also worked with Susan Peiffer, Director of Hear Here Poetry to develop a partnership to support the upcoming Youth Poet Laureate. This program will help students age 15-20 to develop their voice through the written and spoken word.

Jennifer Eltringham provided two tours of the Library 21c makerspace for approximately 80 fourth grade History Day students.

Ben Dahlby worked on and sent out the fall Creative Services newsletter. This email includes great information for patrons interested in the various spaces and opportunities that are under the department's purview.

### **Resources**

Jennifer Eltringham taught a 3D printer badging class at the Manitou Springs Library. More badging and introductory classes are planned for all the makerspaces this fall.

### **Innovation/Creativity**

Lauren Fellers filmed a video and wrote instructions for the Quilling Take and Make. These kits went out to libraries across the District. It was a very popular topic, with most locations giving out all of theirs within a couple days of receiving them.

### **Service**



Nawal Shahril had a one-on-one session with a patron who needed help in Adobe Photoshop. They explored color theory, canvas sizing, types of printing, and photo manipulation techniques.

### **Internal/Staff**

Jennifer Eltringham attended the Colorado Association of Libraries Conference. While there she took photos for the Communications Committee, which she serves on, moderated a session, and attended sessions of topics such as STEM programming, intellectual freedom, online communication, DEI, and data best practices.

### **Accountability**

Sarah Holland, Scott Crum, and Becca Cruz worked to update the twenty-year replacement schedule for the budget process. Budget entry for the Creative Services and Knights of Columbus Hall was completed.

## **Diversity, Equity, and Inclusion Service**

### **Community**

Yvette Dow-Rose and Shirley Martinez, worked with Vibes Stadium and Vaccine Clinic to provide information about PPLD's opportunities, and vaccinated 62 people who also received \$100 gift cards from the state for a total of \$6,200.

Pikes Peak Poet Laureate Ashley Cornelius was asked to write a poem for PPLDCon to be used in EDI's presentation.

Delaina Massie collaborated with Disability Forum for a virtual event previously scheduled for Oct. 5 and rescheduled to Oct. 13. This event has multiple partners to include, Rocky Mountain ADA, Independent Center, Pikes Peak Workforce center.

Shirley Martinez received the Spirit of the Springs Award from Mayor Suthers for her work for the Cultural program for the COS 150, Sept. 29.

### **Resources**

Yvette Dow-Rose worked with the Customer Service team for In-Service Day and Delaina Massie taught the course Databases A-Z

### **Innovation/Creativity**

Yvette Dow-Rose researched videos and word clouds to use in the PPLDCon for EDI's presentation on Why Content Matters.

### **Service**

Yvette Dow-Rose has completed the LibGuide for EDI department that will open for viewing in October 2021.

### **Internal/Staff**

Shirley Martinez and Yvette Dow-Rose attended the virtual CAL EDI conference three-day conference.

### **Accountability**

EDI department have completed their strategic goals and working toward building the department SharePoint site and communication materials.

## **Family and Children's Services**

### **Community**

Family and Children's Services has been busy connecting with our schools this month. Henry Elementary visited Library 21c on Sept. 13, and Betty McDonald provided two sessions of the Lightning Lesson History kit called Moving Day. On Sept. 22, Betty McDonald and Barbara Huff presented a Lightning Lesson about owl pellet dissection to fifth graders at Peyton Elementary.



We supported CO Military Academy by offering the Keva Planks Lightning Lesson for third and sixth graders.

Carol Scheer attended Wilson Elementary School Back to School Night via Zoom. She talked to three family groups about library resources. Christa Funke and Mikaela Fortune (YAS) discussed PPLD resources and databases to D20 librarians.

Laura Broderick, Betty McDonald, and Barb Huff completed the unit 2 Languages Arts curriculum guide for grades third through fifth for D2:

<https://research.ppld.org/HSD2ElementaryCurriculumGuide>

Betty McDonald also attended a virtual CSBJ Superintendent Panel on September 23. Superintendents from D38, D11, D2, D3, and D14 discussed issues around COVID, hiring, technology, and cool programs each district provides to students.

### **Resources**

With Tween Services on the rise, Christa Funke held the second Colorado Tween Interest Group meeting. Librarians from Broomfield and Durango attended and the group shared program and service ideas. The goal is to have librarians serving tweens meet regularly and be support for one another. They established a schedule for 2022 to meet.

### **Innovation/Creativity**

Joy Fleishhacker facilitated the re-launch of the extremely popular Educational Resource Center: Make-a-Masterpiece programs, which occurred in person. Gayle Meredith designed the program, entitled Galactic Emojis, which introduced the Japanese artist who originally created emojis and instructed kids on how to create their own emoji on canvas. Both sessions, one led by Gayle and the other by Betty McDonald, had a full registration of 14 children with almost everyone attending. In addition, Gayle Meredith joined Services in September to offer ERC programming throughout the District for 2022.

### **Service**

Working with Abby Simpson and several East staff members, Joy Fleishhacker and Gayle Meredith began to envision and act upon a plan to gradually return items to open access in the Educational Resource Center (ERC). Once the first phase is completed, patrons who reserve the ERC rooms will be able to explore additional educational resources that will be organized on open shelves. We are still exploring the best way to store items that require closer parent supervision and interaction. We are hoping to restore some of the wonderful sense of discovery and excitement to the ERC that formerly drew in so many enthusiastic patrons.

### **Internal/Staff**

Laura Broderick created *Did You Know?* emails that began going out weekly to staff. With the increase in new FCS staff throughout the district, we want to make sure we have open communication and help staff learn all our services and resources, and who the point of contact is.

### **Accountability**

Melody Alvarez worked with Joanna Lindstrom (PPLD Foundation) to submit the final report for the LENA Start Buell grant for year one. To date, we have had 100 families participate in the program. We started two new virtual cohorts this month. We are excited to report we were awarded \$30k through Buell for year 2 to cover half of 2022.

## **Regional History & Genealogy**

### **Community**

In collaboration with Knob Hill Urban Arts District, Regional History and Genealogy and Creative Services provided four walking tours, concluding in September, of the street art in Knob Hill. A street artist and a Knob Hill Urban Arts District board member led the tours. While not trained tour guides, the artists exposed community members to their exceptional talents. From a historical perspective, the tours showed that history is produced throughout our community in creative ways every day.

### **Resources**

Erinn Barnes is leading a comprehensive effort to fully process, digitize, and make finding aids available for all photo archives collections. As part of this work, she focused on the Stewarts Commercial Photographers collection over the summer. She removed a series of reference photographs from their original housing in commercially available photo albums. The non-archival albums were not manufactured for preservation, the adhesive and plastic sheeting was beginning to damage the prints. All prints were rehoused in polypropylene sleeves and acid-free boxes to ensure long term preservation of these unique assets.

### **Service**

Since 2003 Regional History and Genealogy staff members have digitized images based on specific patron requests. Over the past month, our team digitized:

- 75 negatives from the Stan Payne collection to support the United Way in celebration of 100 years in 2022.
- 140 images from the Myron Wood Collection documenting the Migrant Education Research Project in Rocky Ford in support of a UCCS graduate student's research.

Our team successfully connects desired historic resources with patrons. However, a more efficient approach would be a comprehensive scanning effort to make complete collections accessible for searching rather than only narrow research subjects.

## **Young Adult Services**

### **Community**

Mikaela Fortune worked with a teacher at Doherty High School (D11) to coordinate an entire week of booktalks with their English department. This could not have happened without support from young adult staff: Danielle Seltentright, Cathy Wood (Library 21c), June McGinn (Penrose Library), Erica Purgason (YAS intern and Penrose Library), Becca Philipsen, Britt Bloom, Kim Cox (High Prairie Library), and Shannon McDonald (East Library). These staff members reached over 750 high school students in two weeks.

Mikaela Fortune and June McGinn (Penrose Library) presented booktalks to a youth group at the First United Methodist Church on September 22, reaching 9 young adults.

### **Resources**

Mikaela Fortune, Joanna Nelson Rendon, and Christa Funke (Family and Children's Services) presented to District 20 educators on databases and other resources that can be accessed using the PowerPass accounts.

### **Innovation/Creativity**

Banned Books Week is in September and quite a lot happened around the District to celebrate. The Take & Talk for September is a book discussion for families that allows them to learn about censorship and intellectual freedom via Banned Books Week. Danielle Seldenright, Becca Philipson, Britt Bloom, and Mikaela Fortune collaborated to create a series of promotional Instagram videos during Banned Books week about some staff favorite frequently challenged or banned books. The photo is the banned books tally board that Kim Cox at High Prairie had up for the month of September.



### **Service**

The first batch of board games were put on display this month at High Prairie. Kim Cox reports that five games were checked out on the first day without advertisement.

### **Internal/Staff**

Danielle Seldenright and Joanna Nelson Rendon attended the Colorado Association of Libraries Conference (CALCON). They went to a variety of sessions with speakers and value the opportunity to learn so much about public libraries across the state and best practices early on in a career in public libraries. Joanna presented a Privilege Layer Cake preconference based on material that Joanna developed with Dr. Kawanna Bright from East Carolina University.

### **Accountability**

Becca Philipson presented the Teen Brain Development training to the Monument staff. Cathy Wood also presented this training to the staff at Library 21c.

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	0	0	0	228631
Mobile Libraries Total	7799	7874	8576	8284	8378	8448	8847	7916	9305	0	0	0	75427
Calhan	1366	1597	1783	1444	1230	1635	1555	1661	1654	0	0	0	13925
Cheyenne	18418	24980	29124	23684	22348	23889	25287	24551	23393	0	0	0	215674
Fountain	8096	10698	12260	10485	10388	11593	11341	10545	10870	0	0	0	96276
High Prairie	13552	17345	20921	19216	17423	21666	22714	21107	21068	0	0	0	175012
Holley	11490	13994	15668	14351	14304	16395	16502	15356	14554	0	0	0	132614
Manitou	1540	1516	2145	1726	1478	1622	1533	1639	1475	0	0	0	14674
Monument	18631	23180	28401	25282	24719	29827	29079	29277	26510	0	0	0	234906
Old Colorado City	1736	532	3212	7670	8953	10004	10129	9575	9787	0	0	0	61598
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	0	0	0	216953
Sand Creek	9445	12878	14372	12131	11983	14281	14445	13426	13779	0	0	0	116740
Ute Pass	1646	1842	1873	2187	1787	2165	2521	2083	2200	0	0	0	18304
Senior Van	991	928	1051	939	1129	1196	1763	1325	1172	0	0	0	10494
Bookmobiles	6808	6946	7525	7345	7249	7252	7084	6591	8133	0	0	0	64933
East	50944	72000	86929	81407	79466	94589	96941	92474	88959	0	0	0	743709
Library 21c	36833	49441	57706	50667	52005	66261	66033	66931	60242	0	0	0	506119
Parenting	105	90	105	96	95	112	109	99	121	0	0	0	932
<b>Total Physical Materials</b>	<b>220342</b>	<b>288881</b>	<b>340152</b>	<b>307813</b>	<b>302438</b>	<b>354424</b>	<b>359258</b>	<b>346440</b>	<b>331753</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2851501</b>

YTD CIRC Comparison	2021	2020	% Change
Penrose	228631	205788	11.1%
Mobile Libraries Total	75427	67541	11.7%
Calhan	13925	9726	43.2%
Cheyenne	215674	169421	27.3%
Fountain	96276	80483	19.6%
High Prairie	175012	131614	33.0%
Holley	132614	133156	-0.4%
Manitou	14674	14702	-0.2%
Monument	234906	179132	31.1%
Old Colorado City *	61598	87109	-29.3%
Palmer Lake (bookmobile only) **	7	14060	-100.0%
Rockrimmon	216953	174861	24.1%
Sand Creek	116740	123669	-5.6%
Ute Pass	18304	12998	40.8%
Senior Van	10494	8979	16.9%
Bookmobiles	64933	58562	10.9%
East	743709	621930	19.6%
Library 21c	506119	412610	22.7%
Parenting	932	633	47.2%
<b>Total Physical Materials</b>	<b>2851501</b>	<b>2439433</b>	<b>16.89%</b>

\* 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	23403	29558	-20.8%
Mobile Libraries Total	9305	8816	5.5%
Calhan	1654	1437	15.1%
Cheyenne	23393	26413	-11.4%
Fountain	10870	12339	-11.9%
High Prairie	21068	19153	10.0%
Holley	14554	19458	-25.2%
Manitou	1475	1337	10.3%
Monument	26510	26797	-1.1%
Old Colorado City	9787	12738	-23.2%
Palmer Lake	0	27	-100.0%
Rockrimmon	24433	26775	-8.7%
Sand Creek	13779	15706	-12.3%
Ute Pass	2200	2057	7.0%
Senior Van	1172	1093	7.2%
Bookmobiles	8133	7723	5.3%
East	88959	93735	-5.1%
Library 21c	60242	57844	4.1%
Parenting	121	103	17.5%
<b>Total Physical Materials</b>	<b>331753</b>	<b>354293</b>	<b>-6.36%</b>

## Circulation Report By Facility September 2021

Current Month Comparison VISITORS	2021	2020*	% Change
Penrose	16186	11269	43.6%
Mobile Libraries Total	3388	2499	35.6%
Calhan	444	326	36.2%
Cheyenne	9229	8199	12.6%
Fountain	4206	3553	18.4%
High Prairie	4115	1731	137.7%
Holley	6289	5537	13.6%
Manitou	1721	458	275.8%
Monument	8274	4846	70.7%
Old Colorado City	5330	4596	16.0%
Palmer Lake (book mobile only)	0	0	
Rockrimmon	9936	8540	16.3%
Sand Creek	7753	6703	15.7%
Ute Pass	1116	944	18.2%
Knights of Columbus Hall	0	0	
East	21122	30797	-31.4%
Library 21c	22133	11056	100.2%
<b>TOTAL</b>	<b>121242</b>	<b>101054</b>	<b>20.0%</b>
Special Collections	718	0	

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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	0	0	0	2089588
DVD	45907	65152	74691	62754	61068	65140	67336	62326	60696	0	0	0	565070
CD Music	5364	7041	7584	6724	6456	7222	7496	6766	6460	0	0	0	61113
CD Book	5979	7191	8540	8114	8252	9189	9024	8358	8156	0	0	0	72803
Playaway	2359	3293	4165	3886	3846	4899	4607	4240	4040	0	0	0	35335
Kit	584	823	1234	1274	1105	1442	1447	1321	1308	0	0	0	10538
Game	1250	1801	2043	1738	1778	2076	2116	2123	1788	0	0	0	16713
Discovery Kits	0	0	0	38	79	79	64	50	31	0	0	0	341
<b>TOTAL Physical Items</b>	<b>220342</b>	<b>288881</b>	<b>340152</b>	<b>307813</b>	<b>302438</b>	<b>354424</b>	<b>359258</b>	<b>346440</b>	<b>331753</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2851501</b>
													0
ILL	793	1036	1191	1084	1025	1023	1063	1040	1216	0	0	0	9471
CyberShelf-OverDrive	224978	200339	215715	201889	210906	205150	211173	209903	198264	0	0	0	1878317
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	0	0	15
Hot Spots	21	13	28	19	27	24	24	19	20	0	0	0	195
Cameras & Equipment	1	20	16	38	45	36	38	55	54	0	0	0	303
													0
<b>TOTAL STATE Circ</b>	<b>454631</b>	<b>498286</b>	<b>565448</b>	<b>515477</b>	<b>518878</b>	<b>564954</b>	<b>576666</b>	<b>562400</b>	<b>536166</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4792906</b>
Freegal Music	6125	5716	6015	5646	5744	5136	5116	5749	5109	0	0	0	50356
Freading	175	148	110	110	117	89	113	102	103	0	0	0	1067
DVD Player	0	0	0	1	3	9	30	29	82	0	0	0	154
Hoopla	2802	3519	3345	3205	3263	2941	3131	3462	2955	0	0	0	28623
Comics	506	721	532	524	618	436	410	521	412	0	0	0	4680
Kanopy	2977	2822	3639	2535	2485	2383	2479	2434	2505	0	0	0	24259
													0
CLC	5306	6531	6365	5977	5572	6347	6586	6007	6839	0	0	0	55530
Laptop Use	2	0	6	7	25	100	114	86	89	0	0	0	429
Active Users	262787	261515	260265	258658	257267	278865	278716	280810	284688	0	0	0	2423571

Monthly Circ by Format			
	2021	2020*	Change
Print	249274	242181	3%
DVD	60696	86244	-30%
CD Music	6460	8702	-26%
CD Book	8156	9635	-15%
Playaway	4040	4185	-3%
Kit	1308	1232	6%
Game	1788	2114	-15%
Discovery Kits	31		
<b>TOTAL Physical Items</b>	<b>331753</b>	<b>354293</b>	<b>-6.36%</b>
ILL	1216	1006	21%
CyberShelf-OverDrive	198264	191308	4%
OverDrive eMags 2021	4858	9624	-50%
eReader	1	11	-91%
Hot Spots	20	13	54%
Cameras & Equipment	54	0	
<b>Total e-materials</b>	<b>203143</b>	<b>200956</b>	<b>1%</b>
Freegal Music	5109	5918	-14%
Freading	103	123	-16%
DVD Player	82	0	
Hoopla	2955	3183	-7%
Comics (included in Hoopla)	412	452	-9%
Kanopy	2505	2244	12%
CLC	6839	8180	-16%
Laptop Use	89	0	
Active Users	284688	268016	6%

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## Circulation Report By Item Type September 2021

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		570447	-100%
November		521888	-100%
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		4910693	-100%
November		5432581	-100%
December		5861140	-100%

	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				126,698
Mobile Libraries	4,943	5,289	5,379	5,396	5,365	5,189	5,163	4,708	6,607				48,039
Calhan	940	819	1,096	816	689	1,019	934	1,021	1,004				8,338
Cheyenne	12,129	14,974	16,817	14,459	13,433	15,577	15,925	14,918	14,835				133,067
Fountain	5,319	6,297	7,322	6,070	6,258	7,433	6,597	6,184	6,652				58,132
High Prairie	8,836	10,638	12,492	11,332	9,896	13,121	13,624	11,952	12,504				104,395
Ruth Holley	7,169	7,870	8,556	8,587	8,271	9,917	9,631	8,917	8,447				77,365
Manitou Springs	948	983	1,400	857	834	974	945	970	983				8,894
Monument	11,860	14,473	16,737	15,316	14,762	18,957	17,789	17,270	15,753				142,917
Old Colorado City	136	4	2,525	5,041	5,472	6,286	6,347	5,728	6,067				37,606
Palmer Lake					5								5
Rockrimmon	12,150	14,143	15,368	14,447	14,098	16,237	16,402	15,075	14,830				132,750
Sand Creek	5,926	7,732	7,903	7,081	6,695	8,842	8,465	7,515	7,889				68,048
Ute Pass	1,063	1,077	1,214	1,402	1,215	1,518	1,769	1,405	1,427				12,090
Senior Van	733	745	743	770	909	991	961	1,008	992				7,852
East	34,248	41,240	47,695	46,567	45,314	57,409	57,316	51,436	51,561				432,786
Library 21c	24,676	29,363	33,055	28,902	30,433	40,941	39,838	38,017	34,105				299,330
<b>Total</b>	<b>143,610</b>	<b>170,239</b>	<b>193,707</b>	<b>181,016</b>	<b>176,829</b>	<b>219,306</b>	<b>216,926</b>	<b>199,834</b>	<b>196,845</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,698,312</b>

YTD CIRC Comparison	2021	2020	% Change
Penrose	126,698	114,112	11.0%
Mobile Libraries	48,039	42,822	12.2%
Calhan	8,338	6,239	33.6%
Cheyenne	133,067	104,419	27.4%
Fountain	58,132	48,782	19.2%
High Prairie	104,395	79,849	30.7%
Ruth Holley	77,365	77,422	-0.1%
Manitou Springs	8,894	8,824	0.8%
Monument	142,917	111,805	27.8%
Old Colorado City*	37,606	53,482	-29.7%
Palmer Lake**	5	8,276	-99.9%
Rockrimmon	132,750	107,953	23.0%
Sand Creek	68,048	69,919	-2.7%
Ute Pass	12,090	8,280	46.0%
Senior Van	7,852	7,029	11.7%
East	432,786	355,004	21.9%
Library 21c	299,330	240,461	24.5%
<b>Total Physical Materials</b>	<b>1,698,312</b>	<b>1,444,678</b>	<b>17.6%</b>

\* 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	13189	14633	-9.9%
Mobile Libraries	6607	5634	17.3%
Calhan	1004	869	15.5%
Cheyenne	14835	14294	3.8%
Fountain	6652	6699	-0.7%
High Prairie	12504	10508	19.0%
Ruth Holley	8447	9782	-13.6%
Manitou Springs	983	820	19.9%
Monument	15753	14830	6.2%
Old Colorado City	6067	7028	-13.7%
Palmer Lake	0	0	#DIV/0!
Rockrimmon	14830	14726	0.7%
Sand Creek	7889	8213	-3.9%
Ute Pass	1427	1136	25.6%
Senior Van	992	826	20.1%
East	51561	45694	12.8%
Library 21c	34105	28748	18.6%
<b>Total Physical Materials</b>	<b>196845</b>	<b>184440</b>	<b>6.7%</b>

Current Month e-materials & Summary	2021	2020	% Change
OverDrive	198264	191308	3.6%
OverDrive eMags	4858	9624	-49.5%
eReaders	1	11	-90.9%
Hot Spots	20	13	53.8%
<b>Total e-materials</b>	<b>203143</b>	<b>200956</b>	<b>1.1%</b>
ILL	1216	1006	20.9%
Cameras/Equip	54	0	
<b>Physical Materials</b>	<b>196845</b>	<b>184440</b>	<b>6.7%</b>
<b>Total Monthly Circ</b>	<b>401258</b>	<b>386402</b>	<b>3.8%</b>

## Circulation without Renewals September 2021

Current Month Comparison VISITORS	2021	2020**	% Change
Penrose	16186	11269	43.6%
Mobile Libraries	3388	2499	35.6%
Calhan	444	326	36.2%
Cheyenne	9229	8199	12.6%
Fountain	4206	3553	18.4%
High Prairie	4115	1731	137.7%
Ruth Holley	6289	5537	13.6%
Manitou	1721	458	
Monument	8274	4846	70.7%
Old Colorado City	5330	4596	16.0%
Palmer Lake			
Rockrimmon	9936	8540	16.3%
Sand Creek	7753	6703	15.7%
Ute Pass	1116	944	18.2%
East	21122	30797	-31.4%
21c	22133	11056	100.2%
KCH	0	0	
<b>TOTAL Visitors</b>	<b>121242</b>	<b>101054</b>	<b>20.0%</b>
Special Collections	718	0	

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

Library doors re-opened on July 1, 2020

AUGUST 2021						
	DISTRICT		LIBRARIES		TOTAL	
	Programs	People	Programs	People	PROGRAMS	PEOPLE
<b>ADULT EDUCATION</b>						
Virtual - attended live	15	50	0	0	15	50
Virtual - recorded	7	83	0	0	7	83
In-house/in-person programming			5	42	5	42
Outside/in-person programming	0	0	0	0	0	0
Digital Literacy	0	0	0	0	0	0
LibGuides	6	914	0	0	6	914
Facebook Engagement		83		0		83
Facebook Reach		1388		0		1388
<b>VIRTUAL PROGRAM TOTAL</b>	<b>22</b>	<b>133</b>	<b>0</b>	<b>0</b>	<b>22</b>	<b>133</b>
<b>IN-PERSON PROGRAM TOTAL</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>42</b>	<b>5</b>	<b>42</b>
<b>ENGAGEMENT TOTAL</b>	<b>6</b>	<b>997</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>997</b>
<b>REACH TOTAL</b>		<b>1388</b>		<b>0</b>		<b>1388</b>
<b>ADULT SERVICES</b>						
Virtual - attended live	23	266	6	45	29	311
Virtual - recorded	3	50	0	0	3	50
Virtual Outreach (outside program)	1	9	0	0	1	9
All Ages in-house/in-person programming			1	25	1	25
All Ages outside/in-person programming			4	388	4	388
In-house/in-person programming			12	92	12	92
Outside/in-person programming			1	18	1	18
Outreach program (In-person)	1	24	0	0	1	24
LibGuides	67	11435	0	0	67	11435
Take and Make			17	295	17	295
Telegram (same as Dial-a-Story)			0	0	0	0
Facebook Engagement		16		0		16
Facebook Reach		277		0		277
Individual/Passive program (e.g. fun at home/scavenger hunt)			0	0	0	0
<b>VIRTUAL PROGRAM TOTAL</b>	<b>27</b>	<b>325</b>	<b>23</b>	<b>340</b>	<b>50</b>	<b>665</b>
<b>IN-PERSON PROGRAM TOTAL</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>523</b>	<b>18</b>	<b>523</b>
<b>ENGAGEMENT TOTAL</b>	<b>67</b>	<b>11451</b>	<b>0</b>	<b>0</b>	<b>67</b>	<b>11451</b>
<b>REACH TOTAL</b>		<b>277</b>		<b>0</b>		<b>277</b>
<b>INDIVIDUAL/PASSIVE PROGRAM</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OUTREACH PROGRAM (in-person) TOTAL</b>	<b>1</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>24</b>
<b>FAMILY AND CHILDREN'S SERVICES</b>						
Virtual - attended live	10	123	0	0	10	123
Virtual - recorded	6	478	0	0	6	478
In-house/in-person programming	15	291	12	271	27	562
Outside/in-person programming	13	221	11	264	24	485
Outreach program (In-person)	3	675	0	0	3	675
LibGuides	5	759	0	0	5	759
Tween Challenge			0	0	0	0
Story Walk			0	0	0	0
Summer Adventure Registered			0	0	0	0
Take and Make	3	1505	48	1505	51	3010
Dial-A-Story			0	0	0	0
Drive-in Storytime			0	0	0	0
Facebook Engagement		2223		0		2223
Facebook Reach		13436		0		13436
<b>VIRTUAL PROGRAM TOTAL</b>	<b>35</b>	<b>3002</b>	<b>48</b>	<b>1505</b>	<b>83</b>	<b>4507</b>
<b>IN-PERSON PROGRAM TOTAL</b>	<b>28</b>	<b>512</b>	<b>23</b>	<b>535</b>	<b>51</b>	<b>1047</b>
<b>ENGAGEMENT TOTAL</b>	<b>5</b>	<b>2982</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>2982</b>
<b>REACH TOTAL</b>		<b>13436</b>		<b>0</b>		<b>13436</b>

SEPTEMBER 2021						
	DISTRICT		LIBRARIES		TOTAL	
	Programs	People	Programs	People	PROGRAMS	PEOPLE
<b>ADULT EDUCATION</b>						
Virtual - attended live	8	21	0	0	8	21
Virtual - recorded	4	47	0	0	4	47
In-house/in-person programming			4	33	4	33
Outside/in-person programming			0	0	0	0
Digital Literacy			0	0	0	0
LibGuides	6	739	0	0	6	739
Facebook Engagement		25		0		25
Facebook Reach		620		0		620
<b>VIRTUAL PROGRAM TOTAL</b>	<b>12</b>	<b>68</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>68</b>
<b>IN-PERSON PROGRAM TOTAL</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>33</b>	<b>4</b>	<b>33</b>
<b>ENGAGEMENT TOTAL</b>	<b>6</b>	<b>764</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>764</b>
<b>REACH TOTAL</b>		<b>620</b>		<b>0</b>		<b>620</b>
<b>ADULT SERVICES</b>						
Virtual - attended live	13	177	2	21	15	198
Virtual - recorded	9	381	0	0	9	381
Virtual Outreach (outside program)			0	0	0	0
All Ages in-house/in-person programming			4	39	4	39
All Ages outside/in-person programming	1	44	0	0	1	44
In-house/in-person programming			18	195	18	195
Outside/in-person programming			0	0	0	0
Outreach program (In-person)			1	120	1	120
LibGuides	66	10716	0	0	66	10716
Take and Make			18	290	18	290
Telegram (same as Dial-a-Story)			0	0	0	0
Facebook Engagement		1796		0		1796
Facebook Reach		205		0		205
Individual/Passive program (e.g. fun at home/scavenger hunt)			0	0	0	0
<b>VIRTUAL PROGRAM TOTAL</b>	<b>22</b>	<b>558</b>	<b>20</b>	<b>311</b>	<b>42</b>	<b>869</b>
<b>IN-PERSON PROGRAM TOTAL</b>	<b>1</b>	<b>44</b>	<b>22</b>	<b>234</b>	<b>23</b>	<b>278</b>
<b>ENGAGEMENT TOTAL</b>	<b>66</b>	<b>12512</b>	<b>0</b>	<b>0</b>	<b>66</b>	<b>12512</b>
<b>REACH TOTAL</b>		<b>205</b>		<b>0</b>		<b>205</b>
<b>INDIVIDUAL/PASSIVE PROGRAM</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OUTREACH PROGRAM (in-person) TOTAL</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>120</b>	<b>1</b>	<b>120</b>
<b>FAMILY AND CHILDREN'S SERVICES</b>						
Virtual - attended live	10	107	0	0	10	107
Virtual - recorded	7	194	0	0	7	194
In-house/in-person programming	132	1674	131	1925	263	3599
Outside/in-person programming	10	253	2	86	12	339
Outreach program (In-person)	4	147	2	96	6	243
LibGuides	5	769	0	0	5	769
Tween Challenge			0	0	0	0
Story Walk			0	0	0	0
Summer Adventure Registered			0	0	0	0
Take and Make	4	1550	64	1545	68	3095
Dial-A-Story			0	0	0	0
Drive-in Storytime			0	0	0	0
Facebook Engagement		1607		0		1607
Facebook Reach		8506		0		8506
<b>VIRTUAL PROGRAM TOTAL</b>	<b>35</b>	<b>2251</b>	<b>66</b>	<b>1641</b>	<b>101</b>	<b>3892</b>
<b>IN-PERSON PROGRAM TOTAL</b>	<b>142</b>	<b>1927</b>	<b>133</b>	<b>2011</b>	<b>275</b>	<b>3938</b>
<b>ENGAGEMENT TOTAL</b>	<b>5</b>	<b>2376</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>2376</b>
<b>REACH TOTAL</b>		<b>8506</b>		<b>0</b>		<b>8506</b>

	DISTRICT		LIBRARIES		TOTAL	
	Programs	People	Programs	People	PROGRAMS	PEOPLE
<b>FAMILY AND CHILDREN'S SERVICES</b>						
OUTREACH PROGRAM (in-person) TOTAL	3	675	0	0	3	675
<b>YOUNG ADULT SERVICES</b>						
Virtual - attended live	5	42	0	0	5	42
Virtual Outreach			0	0	0	0
Virtual - recorded	120	1832	0	0	120	1832
In-house/in-person programming			6	17	6	17
Outside/in-person programming	6	111	4	20	10	131
Outreach Program (In-person)			0	0		
Individual/Passive program (e.g. fun at home/scavenger hunt)			1	131	1	131
LibGuides			0	0	0	0
Summer Adventure Registered			0	0	0	0
Take and Make			18	377	18	377
Instagram Engagement		810		0		810
Instagram Reach		14534		0		14534
Facebook Engagement		106		0		106
Facebook Reach		2934		0		2934
<b>VIRTUAL PROGRAM TOTAL</b>	<b>125</b>	<b>1874</b>	<b>18</b>	<b>377</b>	<b>143</b>	<b>2251</b>
<b>IN-PERSON PROGRAM TOTAL</b>	<b>6</b>	<b>111</b>	<b>10</b>	<b>37</b>	<b>16</b>	<b>148</b>
<b>INDIVIDUAL/PASSIVE PROGRAM</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>131</b>	<b>1</b>	<b>131</b>
<b>ENGAGEMENT TOTAL</b>	<b>0</b>	<b>916</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>916</b>
<b>REACH TOTAL</b>	<b>0</b>	<b>17468</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17468</b>
OUTREACH PROGRAM (in-person) TOTAL	0	0	1	48	1	48
<b>CREATIVE SERVICES</b>						
Virtual - attended live			0	0	0	0
Virtual - recorded	1	270	0	0	1	270
In-house/in-person programming			6	60	6	60
Outside/in-person programming			0	0	0	0
LibGuides	20	4948	0	0	20	4948
Email - Contact Us		2		0		2
Take and Make			12	290	12	290
<b>VIRTUAL PROGRAM TOTAL</b>	<b>1</b>	<b>270</b>	<b>12</b>	<b>290</b>	<b>13</b>	<b>560</b>
<b>IN-PERSON PROGRAM TOTAL</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>60</b>	<b>6</b>	<b>60</b>
<b>ENGAGEMENT TOTAL</b>	<b>20</b>	<b>4948</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>4948</b>
<b>REQUESTS/REFERENCE TOTAL</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
<b>REGIONAL HISTORY AND GENEALOGY</b>						
Virtual - attended live	6	126	0	0	6	126
Virtual - recorded	4	87	0	0	4	87
In-house/in-person programming			0	0	0	0
Outside/in-person programming	2	14	0	0	2	14
PPNF requests fulfilled		79		0		79
Ref. Questions		293		0		293
Facebook Engagement		156		0		156
Facebook Reach		3298		0		3298
<b>VIRTUAL PROGRAM TOTAL</b>	<b>10</b>	<b>213</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>213</b>
<b>IN-PERSON PROGRAM TOTAL</b>	<b>2</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>14</b>
<b>ENGAGEMENT TOTAL</b>	<b>0</b>	<b>156</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>156</b>
<b>REACH TOTAL</b>	<b>0</b>	<b>3298</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3298</b>
<b>REQUESTS/REFERENCE TOTAL</b>	<b>0</b>	<b>372</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>372</b>

	DISTRICT		LIBRARIES		TOTAL	
	Programs	People	Programs	People	PROGRAMS	PEOPLE
<b>FAMILY AND CHILDREN'S SERVICES</b>						
OUTREACH PROGRAM (in-person) TOTAL	4	147	2	96	6	243
<b>YOUNG ADULT SERVICES</b>						
Virtual - attended live	3	13	0	0	3	13
Virtual Outreach			0	0	0	0
Virtual - recorded	127	1862	0	0	127	1862
In-house/in-person programming			15	51	15	51
Outside/in-person programming			1	9	1	9
Outreach Program (In-person)	31	773	0	0	31	773
Individual/Passive program (e.g. fun at home/scavenger hunt)			0	0	0	0
LibGuides			0	0	0	0
Summer Adventure Registered			0	0	0	0
Take and Make			6	244	6	244
Instagram Engagement		481		0		481
Instagram Reach		17153		0		17153
Facebook Engagement		85		0		85
Facebook Reach		2858		0		2858
<b>VIRTUAL PROGRAM TOTAL</b>	<b>130</b>	<b>1875</b>	<b>6</b>	<b>244</b>	<b>136</b>	<b>2119</b>
<b>IN-PERSON PROGRAM TOTAL</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>60</b>	<b>16</b>	<b>60</b>
<b>INDIVIDUAL/PASSIVE PROGRAM</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ENGAGEMENT TOTAL</b>	<b>0</b>	<b>566</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>566</b>
<b>REACH TOTAL</b>	<b>0</b>	<b>20011</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20011</b>
OUTREACH PROGRAM (in-person) TOTAL	31	773	0	0	31	773
<b>CREATIVE SERVICES</b>						
Virtual - attended live			0	0	0	0
Virtual - recorded	1	21	0	0	1	21
In-house/in-person programming			8	74	8	74
Outside/in-person programming			0	0	0	0
LibGuides	20	4462	0	0	20	4462
Email - Contact Us		3		0		3
Take and Make			12	253	12	253
<b>VIRTUAL PROGRAM TOTAL</b>	<b>1</b>	<b>21</b>	<b>12</b>	<b>253</b>	<b>13</b>	<b>274</b>
<b>IN-PERSON PROGRAM TOTAL</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>74</b>	<b>8</b>	<b>74</b>
<b>ENGAGEMENT TOTAL</b>	<b>20</b>	<b>4462</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>4462</b>
<b>REQUESTS/REFERENCE TOTAL</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>REGIONAL HISTORY AND GENEALOGY</b>						
Virtual - attended live	11	88	0	0	11	88
Virtual - recorded	4	28	0	0	4	28
In-house/in-person programming	3	65	0	0	3	65
Outside/in-person programming			0	0	0	0
PPNF requests fulfilled		151		0		151
Ref. Questions		399		0		399
Facebook Engagement		110		0		110
Facebook Reach		1208		0		1208
<b>VIRTUAL PROGRAM TOTAL</b>	<b>15</b>	<b>116</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>116</b>
<b>IN-PERSON PROGRAM TOTAL</b>	<b>3</b>	<b>65</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>65</b>
<b>ENGAGEMENT TOTAL</b>	<b>0</b>	<b>110</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>110</b>
<b>REACH TOTAL</b>	<b>0</b>	<b>1208</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1208</b>
<b>REQUESTS/REFERENCE TOTAL</b>	<b>0</b>	<b>550</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>550</b>



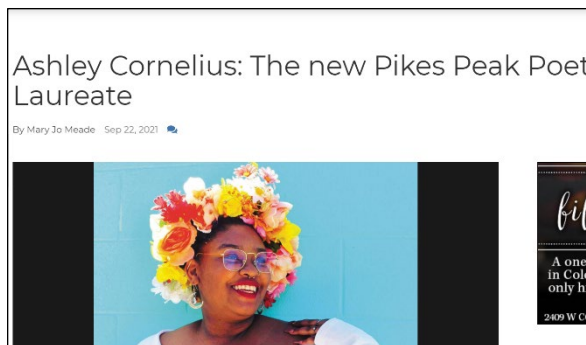
	DISTRICT		LIBRARIES		TOTAL	
	Programs	People	Programs	People	PROGRAMS	PEOPLE
<b>KNIGHTS OF COLUMBUS HALL</b>						
Virtual - attended live			0	0	0	0
Virtual - recorded			15	0	15	0
All Ages in-house/in-person programming			13	221	13	221
All Ages outside/in-person programming			0	0	0	0
In-house/in-person programming			0	0	0	0
Outside/in-person programming			0	0	0	0
LibGuides			0	0	0	0
Take and Make			0	0	0	0
<b>VIRTUAL PROGRAM TOTAL</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>15</b>	<b>0</b>
<b>IN-PERSON PROGRAM TOTAL</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>221</b>	<b>13</b>	<b>221</b>
<b>ENGAGEMENT TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Curbside Patrons - Holds			5132		5132	
Curbside Patrons - Printing			39		39	
Curbside Patrons - Kits			123		123	
Hours Open			3341		3341	
Door Count			125850		125850	
Ref. Questions	21		7766		7787	
Bundles			6		6	
					<b>PROGRAMS</b>	<b>PEOPLE</b>
					<b>GRAND TOTAL</b>	
<b>VIRTUAL SERVICES PROGRAM TOTAL</b>	<b>220</b>	<b>5817</b>	<b>116</b>	<b>2512</b>	<b>336</b>	<b>8329</b>
<b>IN-PERSON PROGRAM TOTAL</b>	<b>36</b>	<b>637</b>	<b>75</b>	<b>1418</b>	<b>111</b>	<b>2055</b>
<b>SERVICES INDIVIDUAL PROGRAM TOTAL</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>131</b>	<b>1</b>	<b>131</b>
<b>SERVICES ENGAGEMENT TOTAL</b>	<b>98</b>	<b>21450</b>	<b>0</b>	<b>0</b>	<b>98</b>	<b>21450</b>
<b>SERVICES REACH TOTAL</b>		<b>35867</b>		<b>0</b>		<b>35867</b>
<b>OUTREACH PROGRAM( in-person) TOTAL</b>	<b>4</b>	<b>699</b>	<b>1</b>	<b>48</b>	<b>5</b>	<b>747</b>
<b>REQUESTS/REFERENCE TOTAL</b>	<b>395</b>		<b>7787</b>	<b>0</b>	<b>8182</b>	
<b>BUNDLES TOTAL</b>			<b>6</b>		<b>6</b>	

	DISTRICT		LIBRARIES		TOTAL	
	Programs	People	Programs	People	PROGRAMS	PEOPLE
<b>KNIGHTS OF COLUMBUS HALL</b>						
Virtual - attended live			0	0	0	0
Virtual - recorded			15	113	15	113
All Ages in-house/in-person programming			12	192	12	192
All Ages outside/in-person programming			0	0	0	0
In-house/in-person programming			0	0	0	0
Outside/in-person programming			0	0	0	0
LibGuides			0	0	0	0
Take and Make			0	0	0	0
<b>VIRTUAL PROGRAM TOTAL</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>113</b>	<b>15</b>	<b>113</b>
<b>IN-PERSON PROGRAM TOTAL</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>192</b>	<b>12</b>	<b>192</b>
<b>ENGAGEMENT TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Curbside Patrons - Holds			3886		3886	
Curbside Patrons - Printing			34		34	
Curbside Patrons - Kits			218		218	
Hours Open			3436.4		3436.4	
Door Count			121910		121910	
Ref. Questions	79		8295		8374	
Bundles			2		2	
					<b>PROGRAMS</b>	<b>PEOPLE</b>
					<b>GRAND TOTAL</b>	
<b>VIRTUAL SERVICES PROGRAM TOTAL</b>	<b>215</b>	<b>4889</b>			<b>334</b>	<b>7451</b>
<b>IN-PERSON PROGRAM TOTAL</b>	<b>146</b>	<b>2036</b>	<b>195</b>	<b>2604</b>	<b>341</b>	<b>4640</b>
<b>SERVICES INDIVIDUAL PROGRAM TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SERVICES ENGAGEMENT TOTAL</b>	<b>97</b>	<b>20790</b>	<b>0</b>	<b>0</b>	<b>97</b>	<b>20790</b>
<b>SERVICES REACH TOTAL</b>		<b>30550</b>	<b>0</b>	<b>0</b>		<b>30550</b>
<b>OUTREACH PROGRAM( in-person) TOTAL</b>	<b>35</b>	<b>920</b>	<b>3</b>	<b>216</b>	<b>38</b>	<b>1136</b>
<b>REQUESTS/REFERENCE TOTAL</b>	<b>632</b>		<b>8374</b>	<b>0</b>	<b>9006</b>	
<b>BUNDLES TOTAL</b>			<b>2</b>		<b>2</b>	

## Communications Department: Report for October 2021

### NEWS COVERAGE

- Total features and mentions:\*
  - **September:** 113
  - **Year-to-date:** 736
  - **Average per month:** 81.78
  
- Highlighted coverage from last month:
  - KKTV and [The Gazette](#) featured PPLD's **PowerPass launch with Academy School District 20** this school year.
  - PPLD's announcement of the **new Pikes Peak Poet Laureate** was covered by several news outlets, including the [Colorado Springs Independent](#), [The Gazette](#), [FOX21](#), [Colorado Springs Business Journal](#), and KCFR-FM.
  - The **Friends of PPLD** hosted **Latina Voices** at Library 21c on Sept. 25. It was picked up by [The Gazette](#), [Colorado Springs Independent](#), [Colorado Springs Business Journal](#), and [FOX21](#).
  - Last month's [Library Limelight column](#) focused on **All Pikes Peak Reads**. It was featured online and in print for three local editions of Pikes Peak Newspapers (the weekly editions with *The Gazette*).
  - **Other notable coverage** includes PPLD's search for a new Board Trustee, Hispanic Heritage Month celebration, mobile library services, and Paws to Read.
  
- Known or anticipated news coverage during October includes:
  - [Changes to service hours](#) at several Library locations due to staffing shortages
  - [All Pikes Peak Reads](#)
  - [New Pikes Peak Poet Laureate](#)
  - [All Pikes Peak Makes](#), including the grand reopening of the Knights of Columbus Hall



*\*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 (as of last month):
  - **Most popular web page**, besides the home page: [ppld.org/kids](http://ppld.org/kids)
  - **Monthly totals:** 196,607 sessions; 114,054 visitors, with 99,530 being new users; and 362,197 pageviews
  - **Year-to-date totals:** 1,704,525 sessions; 893,216 visitors, with 767,880 being new users; and 3,033,058 pageviews
  - **Average per month:** 189,392 sessions; 99,246 visitors, with 85,320 being new users; and 337,007 pageviews

- District-wide social media statistics (as of last month):
  - **Facebook:** 13,536 total followers, plus 49,893 daily engagement
  - **Twitter:** 5,177 total followers, plus 499 engagement
  - **Instagram:** 2,736 total followers, plus 882 engagement
  - **LinkedIn:** 1,269 total followers, plus 247 engagement

- Highlights:

- **Pikes Peak Poet Laureate:** Announcement of new Poet Laureate, Ashley Cornelius
- **Other notable web pages:** [Hispanic Heritage Month](#), [Banned Books Week](#), and [Arts Month](#)
- **Other high-performers on social media:** Food Industry Training program graduation, International Literacy Day, AskCOS survey, Octopus Dance Party and other upcoming programs, testimonials, quotes, memes, and more



## OTHER UPDATES & HAPPENINGS

### Major District-wide announcements:

- **[Service hour changes:](#)** PPLD announced that several locations across El Paso County needed to change service hours beginning in early to mid-October, primarily due to staffing shortages.



### Community engagement:

- **[Library experience survey:](#)** PPLD conducted their annual survey from Sept. 7-30 to better understand the patron experience, use of our resources, services, and facilities, and what people would like to see the Library offer in the future. We received **1,040 responses**, and data analysis began the week of Oct. 11.

### Community partnerships & outreach:

- **Meal distribution partnership:** [Silver Key Senior Services](#) launched “Grab N’ Go” meal distribution on Tues., Oct. 12 at Calhan Library and High Prairie Library. The service will continue at those locations every Tuesday from 1 - 2 p.m., and pre-registration is required.
- **PPLD success at Comic Con:** Library involvement at the [Colorado Springs Comic Con](#) was a great success! PPLD became Kids Con and staff connected with at least 3,000 people throughout the weekend in late August. The green screen was a huge hit, with hundreds of fun photos featured in a [Facebook album](#).
- **Upcoming outreach events:**
  - Tri-Lakes Business and Community Expo (Oct. 21)
  - New Summit Charter Academy’s Trunk or Treat (Oct. 23)
  - Inside Out Youth Services’ Halloween Party (Oct. 29)
  - Fallidays in Old Colorado City (Oct. 30)

## Current & upcoming programs:

- **Pikes Peak Poet Laureate Celebration**  
**Oct. 23, 6-7 p.m. at Knights of Columbus Hall**  
Join us in welcoming the Pikes Peak Region's new Poet Laureate, Ashley Cornelious! This special event will feature poetry readings from a variety of local poets, including the new and past Poet Laureates.
- **All Pikes Peak Makes Opportunities through Oct. 24**  
Celebrate making with us during Arts Month! Get hands-on with some creative organizations and projects at Knights of Columbus Hall on Fri., Oct. 22 from 4-9 p.m. Visit the Mobile Earth and Space Observatory bus, a "science center on wheels," at one of our Library locations. Or, join us for a community makerspace tour at Monumental Impact and the Manitou Art Center, along with our own state-of-the-art makerspaces across El Paso County.
- **All Pikes Peak Reads**  
**Continues through November 2021**  
Participate in our annual program geared towards celebrating literature, improving community connection, and fostering dialogue across social, cultural, and generational lines. Join us in reading one of the selected titles below, and then participating in programs like author visits, poetry readings, take and make kits, and more.



### **2021 selected titles:**

- Adults: *Hidden Valley Road* by Robert Kolker and *Finna* by Nate Marshall
- Young Adults: *Nimona* by Noelle Stevenson
- Children: *Indian No More* by Charlene Willing McManis with Traci Sorell

### **Virtual author visits:**

- [Hidden Valley Road author](#) on Thu., Oct. 21 at 7:30 p.m. via Zoom
- Authors of *Indian No More* on Tues., Nov. 2 at [10-11 a.m.](#) or [1-2 p.m.](#) via Zoom

## Meeting & study rooms:\*

- **Library-hosted programs & room use (including Virtual Library):** 409 for last month, bringing the year-to-date total to 1,813
- **Patron reservations:** 1,092 for last month, bringing the year-to-date total to 4,040
- **Online patron requests:** 1,204 during last month, bringing the year-to-date total to 4,741
- **Phone & email inquiries:** 112 for last month, bringing the year-to-date total to 761

\*NOTE: During the ongoing pandemic, a [limited number of rooms reopened](#) to the public on Feb. 9 for reservations. A majority of meeting and study rooms reopened for public use as of late May.

## 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, including a recent all-staff survey

## **Facilities Department Report October 20, 2021**

### **Projects**

Facilities has completed the first draft of the RFP for the Penrose/Carnegie roof replacement to be released for bidding in late October or possibly early November. The draft is currently with the finance department for review and we understand this process may not proceed until the 2022 budget has been submitted to board. Work on the roof would commence in the spring of 2022.

The architectural designs for the new DEI Director's office at East have been completed, an RFQ was release for bidding with bids being due on October 13, 2021. The Facilities Project Manager is working with the DEI Director and furnishing suppliers at this time in selecting cubicles, desks, chairs and storage units.

The High Prairie sensory path RFQ was released on September 23, 2021, with a mandatory pre-bid walk-through scheduled for October 7. We had sent out direct invitations to six local landscape contractors. Unfortunately, we did not have any bidders attend the conference. The Project Manager is working with the landscape architect on the project to reschedule this meeting and will be in contact with the contractors. Due dates and anticipated scheduling of the project will be adjusted accordingly.

Parks and Recreation has teamed up with PPLD in allowing the installation of a story walk at George Fellows Park next to East Library. This walk will include a total of (17) individual stations that will include a portion of the story. Facilities is working with Park and Recreation in determining locations of stations, determining specifications, etc. A scheduled walk between all stakeholders is targeted for October 13, 2021 but has yet to be confirmed. Once completed, this story walk will cover approximately ¼ mile around George Fellows Park, start and ending at East Library.

Some other projects coming up is the replacement of the garage door at Calhan Library, anticipated by the end of October. Also, concrete replacement in the plaza area of East Library is anticipate in early to mid-November.

### **Staffing**

Facilities been challenged with staff shortages over the last few months due to vacancies, retirements and illnesses. Currently, the Penrose facilities department is short one Facilities Specialist. An offer has been tendered and accepted to a promising candidate and we anticipate his start date to be October 18.

We have another staff member, Tony Bonino, our special Projects Facilities Specialist, retiring from PPLD on October 15, 2021. Tony has been with PPLD Facilities for over 14-years and will be sorely missed

### **Monthly Statistics**

In the month of September, 2021, the Facilities department completed a total of (140) 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 September, 2021, Facilities staff completed a total of (113) demand work orders (work orders submitted by PPLD staff) accounting for (115.06 hours) of staff time and (161) preventive maintenance work orders (work orders scheduled for equipment, etc.) to account for (235.08 hours) of staff time. A total of (274) work orders. Along with work orders, Facilities on-call personnel responded to (1) after-hours calls in September, 2021. Emergency calls address issues that cannot wait until the next business day.

**Human Resources Report  
October 2021  
Heather Laslie, Chief HR & OD Officer**

**Human Resources:**

Major projects included the following:

- Organizational Development (Cody Logsdon)
  - Collected 30 Chief Librarian award submissions. John and LT selected 10 winners to be honored during PPLDCon on Oct. 4.
  - Reviewed CFO applicants for minimum qualifications.
  - Coded training-related questions from first staff survey. Sent results, along with recommendations to Jeremiah Walter.
  - Met with Joe Pulichene from Employers Council who will be conducting our market study. Collecting and submitting data to Joe for the study.
  - Participated in interview panel for new Monument manager
  - Coordinated snack packing; filled 256 snack orders from staff.
  - Employee relations
- HRIS/Benefits/Compliance (Cristina Jaramillo)
  - Three Quickstart presentations for new hires/promotions/transfer employees
  - Benefits onboarding paperwork for new hires/promotions/transfers
  - Open Enrollment preparation including database setup, intranet, communications with employees, updating documents etc.
  - EAP Utilization discussion with Profile EAP
  - Complied with Medicare Part D notices for Creditable Coverage
  - Began preparation for Affordable Care Act lookback compliance
  - Finalized Healthy Families and Workplaces Act policy updates for Personnel Policy Manual
  - Finalized several policies in Personnel Policy Manual for internal communications to upload and review
  - ADA/Employee Relations issues
  - Handled several FMLA requests and questions
- Administrative Support Specialist (Laurie Jackson)
  - Awarded 52 participants of the Jump Into Summer Fitness Challenge with Amazon gift cards
  - 13 PPLD employees completed the Fit Body Boot Camp Wellness Challenge
- Volunteer program (Karen Goates)

<b>September 2021</b>	<b>Total # of Volunteers</b>	<b>Total # of Hours</b>
Adult Volunteers	130	876
Friends of the Library	57	539

- 10 library locations are now actively using volunteers.
  - 22 volunteer applications received in September; 14 new volunteers placed in September.
- Recruitment (Soumya Gollapalli)

<b>Recruitment / Selection Activity</b>	<b>September 2021</b>
Jobs Posted	8
Newly Hired Employees	10
Promoted Employees	2
Transferred Employees	5
Separated Employees	10

- Working with Concentra to have new POPP tests (post offer pre-employment physical tests)
- Exploring new avenues of getting applicants for security and facilities positions

- Completed first session of Leadership Program
- Participated in interview panels for some positions
- Training (Sarah Marshall)
  - PPLDCon (all staff development day) coordination and communication
  - Kicked off Fall 2021 Leadership Program – 10 staff members participating this cohort
  - Created Bridge course for managers and supervisors on effectively using Bridge
- Other Projects (Heather Laslie)
  - Attended CALCON and learned more about librarianship
  - Continued with ongoing employee relations, COVID-19 staff issues, and disciplinary issues
  - Continued supporting the amazing team that I'm honored to guide!

<b>HR Stats</b>	<b>September 2021</b>
Total Permanent Employees	398
Total Active Positions	444

# Information Technology (IT) Department Report

October 2021

## Chief Information Technology Officer

System as a Service (SaaS). SaaS was presented to the Board at the July meeting. SaaS provided an opportunity for the District to realize cost savings transitioning to this subscription model. Unfortunately, there are accounting issues related to any subscription service agreement when equipment is part of the said agreement. The vendor is not able to shorten the term to one year or to make it month to month, and as a result, certain legislative requirements/limitations are affected negatively.

## End User Services (EUS) Team

Staff Transition to Mobile Workforce Project. EUS continues laptop deployment to meet staff mobility requirements for office and work from home.

Self-Check and Security Gate Replacement. IT team regrouping with vendor on course of action that will delay implementation until first quarter FY22 resulting from discontinuing pursuit of SaaS subscription model.

## Statistics.

- *Worked on 338 tickets and closed 272.*
- *Computer Usage was 17,702 sessions.*
- *Hotspot Circulation to Library Patrons was 22.*
- *Printed Pages 85,827.*
- *Laptop circulation was 89.*
- *AWE Early Literacy Station circulation report statistics unavailable (AWE portal is out of service with no estimated time to return to service, will provide statistics in next month's report.*

## Web Team

Drupal 7 to Drupal 8 Transition. Virginia Franklyn and Cheryl Howard completed transition on September 30 with successful content migration.



## Infrastructure Team

Network Transport Transition (E-Rate Funded). Allstream provisioning challenges caused schedule slip with estimated completion and final cutover in December 2021 (originally July 2021).



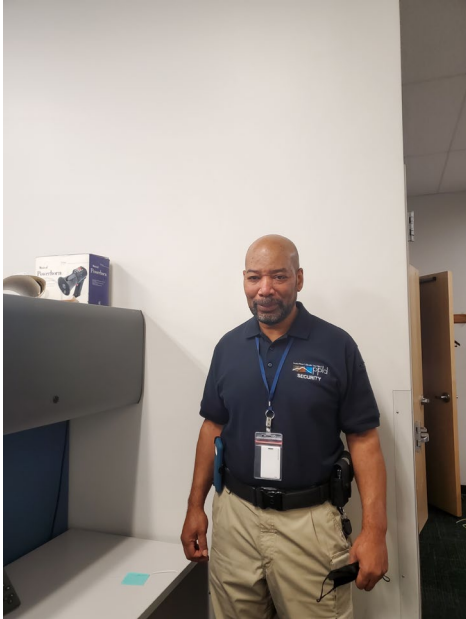
Testing team (Dan Stone, Cameron Landreth, Andy Biadasz, David Burling) verifying all systems are operational after changing the network connections after hours at High Prairie and Calhan.

Surveillance System Replacement Project. Installation of surveillance camera cables for Old Colorado City completed. Fountain started in October. Approval for a change in hardware is before the board for approval.

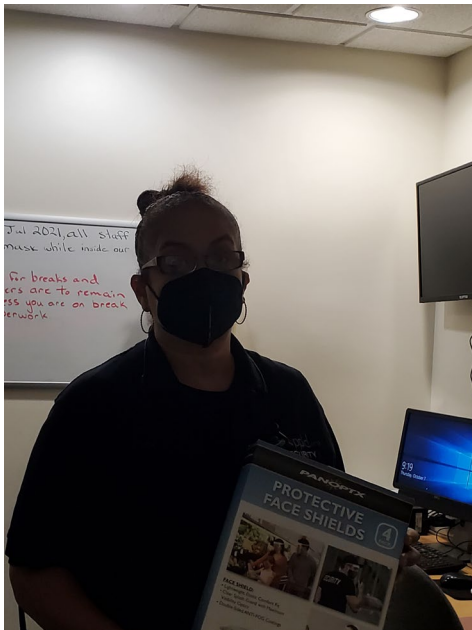
## Security Board Report Contributions

### Southeast Region

- We would like to welcome Aaron Sewell into Southeast Region. Previously assisting and training at Penrose library, Aaron is filling our open full-time position at Sand Creek Library.



- Security received supplies to be taken to other Branches. Security Officer Thomas was a wonder help to get the supplies to their respective places.



- During the time that Security Supervisor Troy Lennen takes time to heal, we wish him a speedy recovery. Security officer Kurt Thompson from north region as taken over as Interim Supervisor in Southeast Region.



### North Region

- This photo is an area of the parking lot where many staff members park their cars on a daily basis. North Region Security team members conduct daily walk arounds of the Library 21c campus and have spoken with patrons utilizing the parking area. These conversations are not negative in any sense as they are more accurately described as positive and welcome to the library. The patrons use this part of the parking lot due to it being the one of the best areas for PPLD WiFi services. It should be noted we have several patrons who know exactly which parking spaces have better WiFi over others. We as a team maintain awareness of these patrons because staff will sometimes have concerns about cars parked near the staff door.

North Region Security always strives to have interactions with patrons at the lowest level possible



- Pagan is the newest member of the North Region Security Team. She started with PPLD at the East location before being assigned to Library 21c. Pagan does a great job and is completing the Circulation training she will use as her assignment includes working at Monument to provide not only a Security presence but also to assist with circulation tasks.

As with previous Board reports, North Region Security is expected to be able to assist patrons in a knowledgeable and professional manner due to the wide range of tasks we complete on a daily basis.



- North Region Security uses the “dirt room” at Library 21c for those Lost / Found items not fitting in the office locker. These items are disposed of in accordance with the PPLD policy and we appreciate the Facilities team for allowing us to utilize the room for large and bulky items.

The “dirt room” is an interesting room and if any Board members would like a tour, please contact North Region Supervisor David Knowles for the VIP tour!!



## West Region

- Aaron Sewell is army veteran and trained in the West region for the past 3 weeks. He completed a lot of his required training in a short time period. He is currently assigned to Sand Creek library starting Oct 5th and will be a great asset to that team.



- Max Llamas joined the west region about two weeks ago and has learned a lot about the libraries and the services we provide. He is a veteran and we are proud to have him as a new team member in the region.



- West region completed their first unannounced fire drill during open hours at KCH. The drill went excellent and the employees knew exactly what to do in case of a fire.



## **Social Work**

### Activities for September 2021 – Kayla Rockhold

- Biweekly Security appeal meetings
- Networking/collaboration meetings with: Denisha (Lifeline phone provider)
- 129 separate patron meetings, serving 77 individuals; 54 of which were new clients
- Weekly CE meetings
- Open hours: 8 hrs/month at PE, 4 hrs/month at SA, 4 hrs/month at RU, 3 hrs/month at CA, 3 hrs/month at HI
- Weekly Connect Group
  - 9/7: 0
  - 9/14: 0 - decided to put group on hold until October 19<sup>th</sup>

### Accomplishments

- Provided 100 bus passes for patrons to access job searches and interviews, community resources, detox center, medical appointments, shelter, and DHS
- Advocated for 2 patrons to be considered for housing programs
- Assisted a patron with getting info on CPR classes and Food Safety certificates so he can get a job at long-term care facility

**Report & Suspension Increasing Totals**

**2020 - Reports**

JANUARY	38
FEBRUARY	47
MARCH	16
APRIL	5
MAY	7
JUNE	8
JULY	16
AUGUST	20
SEPTEMBER	26
OCTOBER	27
NOVEMBER	13
DECEMBER	13

**2021 - Reports**

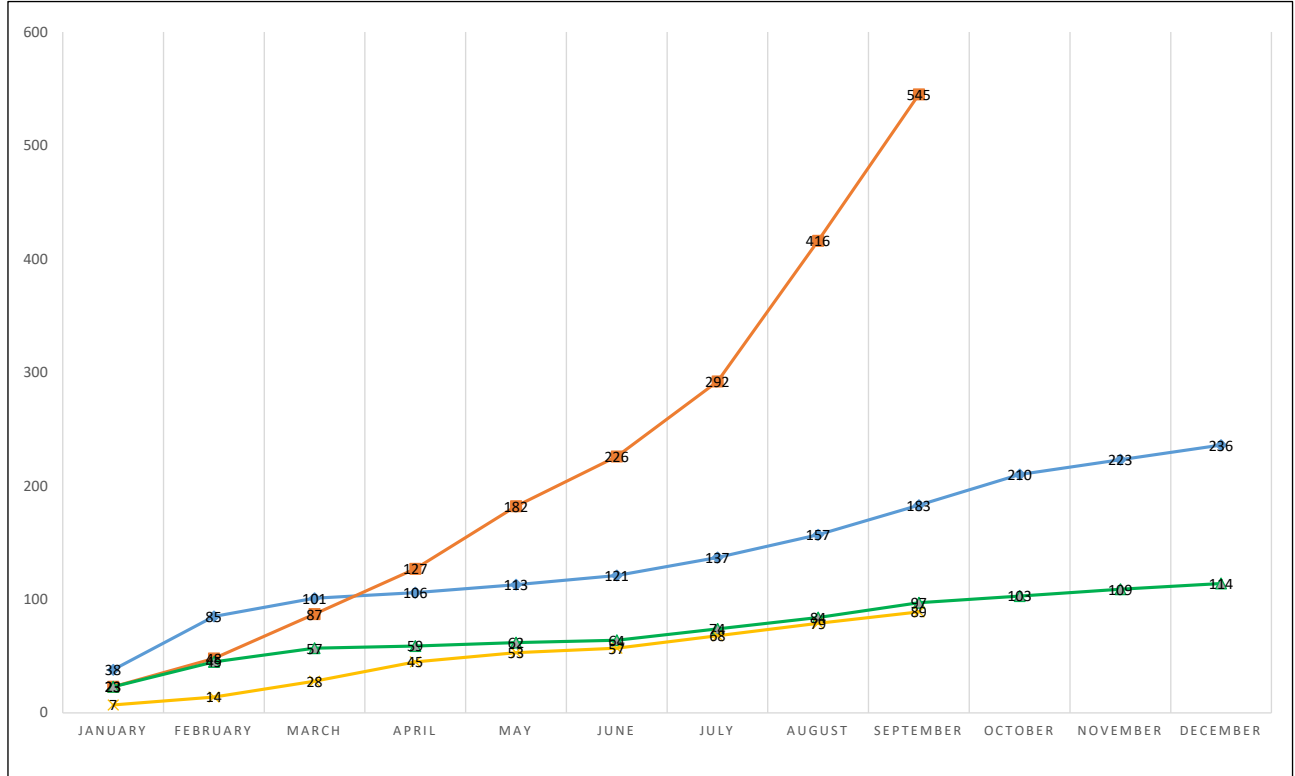
JANUARY	23
FEBRUARY	25
MARCH	39
APRIL	40
MAY	55
JUNE	44
JULY	66
AUGUST	124
SEPTEMBER	129
OCTOBER	-
NOVEMBER	-
DECEMBER	-

**2020 - Suspensions**

JANUARY	23
FEBRUARY	22
MARCH	12
APRIL	2
MAY	3
JUNE	2
JULY	10
AUGUST	10
SEPTEMBER	13
OCTOBER	6
NOVEMBER	6
DECEMBER	5

**2021 - Suspensions**

JANUARY	7
FEBRUARY	7
MARCH	14
APRIL	17
MAY	8
JUNE	4
JULY	11
AUGUST	11
SEPTEMBER	10
OCTOBER	-
NOVEMBER	-
DECEMBER	-

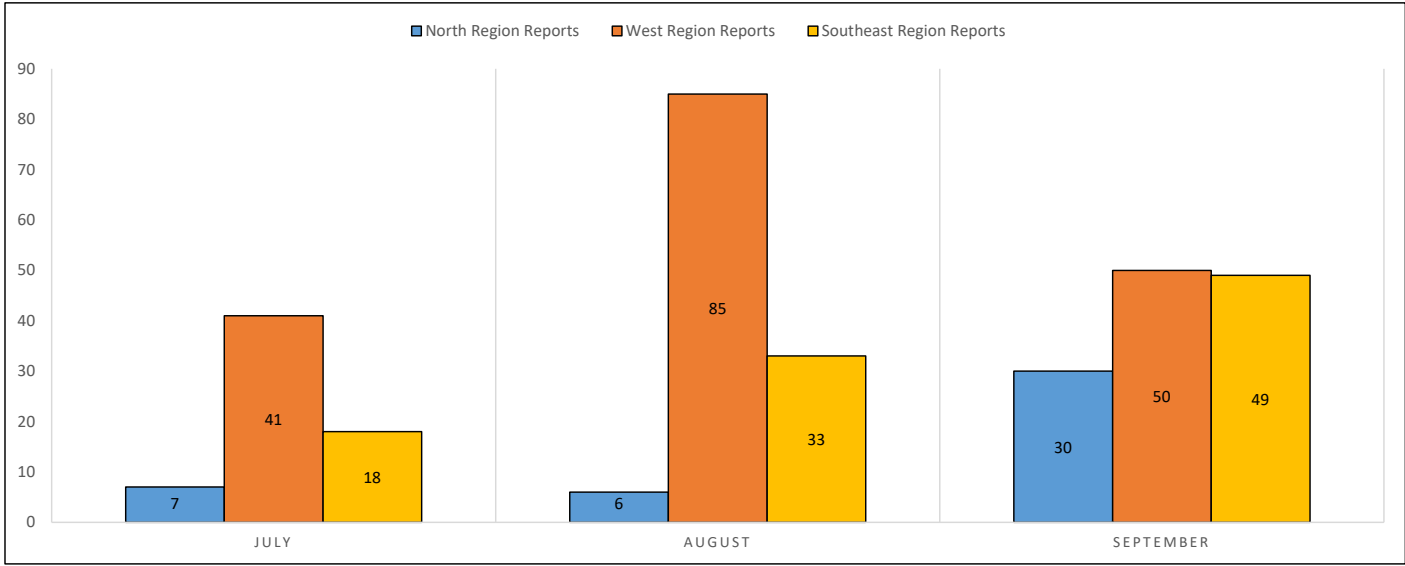


**Reports - Regional Monthly Comparison**

North Region Reports	
JULY	7
AUGUST	6
SEPTEMBER	30

West Region Reports	
JULY	41
AUGUST	85
SEPTEMBER	50

Southeast Region Reports	
JULY	18
AUGUST	33
SEPTEMBER	49



**Suspensions - Regional Monthly Comparison**

North Region	
JULY	0
AUGUST	0
SEPTEMBER	1

West Region	
JULY	7
AUGUST	10
SEPTEMBER	6

Southeast Region	
JULY	4
AUGUST	1
SEPTEMBER	3

