

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES

September 22 2021 5 pm

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

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

- I. CALL TO ORDER
- II. PUBLIC COMMENT REGARDING THE 2021 MID-YEAR BUDGET RESOLUTION
(3 Minute Time Limit per Person)
- III. ADJOURNMENT

REGULAR MEETING OF THE BOARD OF TRUSTEES

- I. CALL TO ORDER
- II. ITEMS TOO LATE FOR THE AGENDA
- III. CORRESPONDENCE AND PRESENTATIONS
 - A. Correspondence
 1. Card from Pikes Peak United Way & COSILoveYou Team (p. 3)
 2. Thank you card to Cheyenne Mountain Library (p. 4)
 - B. Presentations
 1. Summer Adventure (Christa Funke, B. Philipsen) (p. 5)
- IV. PUBLIC COMMENT (3 Minute Time Limit per Person)
- V. BUSINESS ITEMS
 - A. Decision 21-9-1: Minutes of the August 18, 2021 Meeting (p. 18)
 - 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. Public Services Strategic Plan 2022 (T. Shainidze Krebs) (p. 22)
 2. Decision 21-9-2: Janitorial and Carpet Cleaning Service Contract 2022 (G. Syling) (p. 23)
 3. Decision:21-9-3: Floating Holiday policy (p. 25)
 4. Decision 21-9-4: Medical Leave policy (p. 26)
 5. Decision 21-9-5: Mid-year Budget resolution (M. Varnet) (p. 27)
 6. Discussion: 2022 Preliminary Budget (M. Varnet)
- VI. REPORTS
 - A. Friends of the Pikes Peak Library District Report (S. Adams) (p. 56)
 - B. Pikes Peak Library District Foundation Report (L. James) (p. 57)
 - C. Financial Report (M. Varnet) (p. 58)
 - D. Public Services Report (T. Shainidze Krebs) (p. 80)
 - E. Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, and Safety, Social Services & Security Report (p. 94)
 - 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

A reception for Board applicants will follow 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>

Providing resources and opportunities that impact individual lives and build community

Dear John,
Thank you to you and the entire
PLD team for helping us make
the 2021 Backpack Bash the
best yet. The Pikes Peak United
Way team appreciates all of
your support! Sincerely,
Ashley Sala
Events

Your donation has supported struggling families in El Paso County, ensuring they have a great start to the 2021 school year. You've been an integral part of assuring families that they are not alone, and that their neighbors and community loves them.

Thank you,
The Pikes Peak United Way & COSILoveYou Team

"I'VE NEVER ATTENDED AN EVENT LIKE THIS, I WAS AFRAID OF FEELING EMBARRASSED OF NEEDING HELP, BUT I CAN TRULY SAY I FELT NO JUDGMENT AND WAS WELCOMED BY EVERYONE." - BACKPACK BASH ATTENDEE

John Spears and Staff

My Book Group, Literary Ladies, met at the Cheyenne Mt. Branch on September 1. The staff was welcoming and helpful, getting the room set up for our fifteen members. It's become more difficult to find places to meet and we were so grateful to have this comfortable space for our discussion.

Thank You Cheryl Baer

Summer Adventure Presented by Children's Hospital Colorado 2021 Summary



Total Registrations 0-18: 9,922

Total Completions 0-18: 3,680

Family and Children's Services Programs (virtual, in-person, Take & Makes):

147 programs; 9,383 participants

Young Adult Services (virtual, in-person, Take & Makes):

140 programs; 7,920 participants

Patron Survey Results:

Caretaker/Parent:

91 % reported their child maintained or increased their reading skills

78% reported their child is a more confident reader

79% reported their child reads more often

75% reported their child uses the library more often

Teen/Child:

92% learned something new from what they read or experienced

83% enjoy reading more

88% read more often (this is a 10% increase from 2020!)

85% want to use the library more often

Summer Adventure Presented by Children’s Hospital Colorado 2021 Report:

Our main goals for Summer Adventure 2021 were to get the word out to the public and to empower and equip staff at all levels to promote and explain the program. To this end, we kept many of the changes we made in 2020 to streamline Summer Adventure, making it easier to explain to patrons. Some of the changes we kept for 2021 included providing a prize at registration, having one game for ages 0-18, and logging reading or activities by day to encourage kids to build a habit of reading, moving, or being creative.

Communications, Young Adult Services, and Family and Children’s Services worked closely together to create the Summer Ambassador’s program to educate staff on how Summer Adventure works. Attendees also learned how to share the program with other staff and with the public to help spread the word. Seventy staff attended the trainings live and 24 viewed the recording, for a total of 94 staff who were able to explain and promote Summer Adventure at staff meetings and to the public. With this increased emphasis on word-of-mouth advertising, we were able to more than double our registration numbers from 2020, ending with 9,922 registrants (207% of our 2020 numbers). High Prairie Library made a point to talk to every family about Summer Adventure and their word-of-mouth campaign enabled them to surpass their registration numbers from 2019!

In 2020, we reached 96% of our community goal to read 100,000 days. We decided to try for the goal again in 2021, and El Paso County crushed the goal, reading more than double that amount and logging 203,081 days of reading! We also activated “Friends,” a new feature in Beanstack that allows participants to share their reading program progress with others. We brought back the bonus round, allowing participants to earn up to four additional entries into the grand prize drawing by reading or completing additional days of activities.

While we achieved our goal of increasing registrations (with double our registrations in 2021 from 2020), we did see a drop in completions in 2021, from 56% completion rate in 2020 to a 34% completion rate in 2021. While there are variety of reasons for this (increasing rates of community transmission of COVID throughout the summer, the program itself being more challenging to finish, unique tweaks to 2020 program), we will be focusing on bringing up our completion percentage in the 2022 program. We are already talking with Communications about strategies for the game card and targeted messaging to patrons and staff.

We took a hybrid approach to programs, offering a mix of virtual and in-person options for patrons to choose from. Many of our in-person programs were held outside and registration was often used to minimize crowds. Patrons were excited to be able to attend live programs again and some traveled around the District attending the same program multiple times.

We used Project Outcome again to conduct patron surveys. Project Outcome is a Public Library Association toolkit that offers libraries access to

training, data analytics, and standardized surveys that measure outcomes in key library service areas. We have used Project Outcome for the past five years, and what is great about this toolkit is that it keeps our survey consistent and provides us with a data dashboard to compare yearly results to track our progress.

What we found over the past five years is that our patrons are very consistently satisfied with our program. In 2018 (the year the program was changed to be most like its current form), 93% of parents or caretakers reported that their child maintained or increased their reading skills, 81% reported their child was a more confident reader, and 85% reported that their child reads more often. In 2021, 91% of parents or caretakers reported their child maintained or increased their reading skills, with 78% reporting that their child is a more confident reader. Seventy-nine percent reported their child reads more often, and 75% said their child uses the library more often. Parents feel that Summer Adventure has a positive impact on their child's reading and learning over the summer. Some of the positive comments we received are below:

- “The prizes and it helped us start using the library. They are now really excited to go pick out books at the library and are asking if they can do it again next year.”
- “I love the fact you get credit for playing creating and reading. It motivates kids to challenge themselves in multiple ways. Great way to think outside the box!”
- “My kids loved the registration and completion prizes. They also loved logging every day!”
- “My kids enjoyed choosing a book from the library when they completed the challenge. It was a great motivating factor in getting my oldest to read independently.”

From the child and teen surveys, we saw survey results that held steady, with small increases overall. About the same number of youth learned something new from what they read or experienced (92% total), and we saw a big increase in the percentage of youth that reported reading more, from 78% in 2020 to 88% in 2021! The number reporting that they enjoyed reading more and wanted to use the library more often stayed almost the same (81% in 2020 and 83% in 2021 enjoyed reading more; 84% in 2020 and 85% in 2021 want to use the library more). These numbers are so encouraging and help us see that this program is also very well received by the youth participating in it! Some of the comments from patrons are:

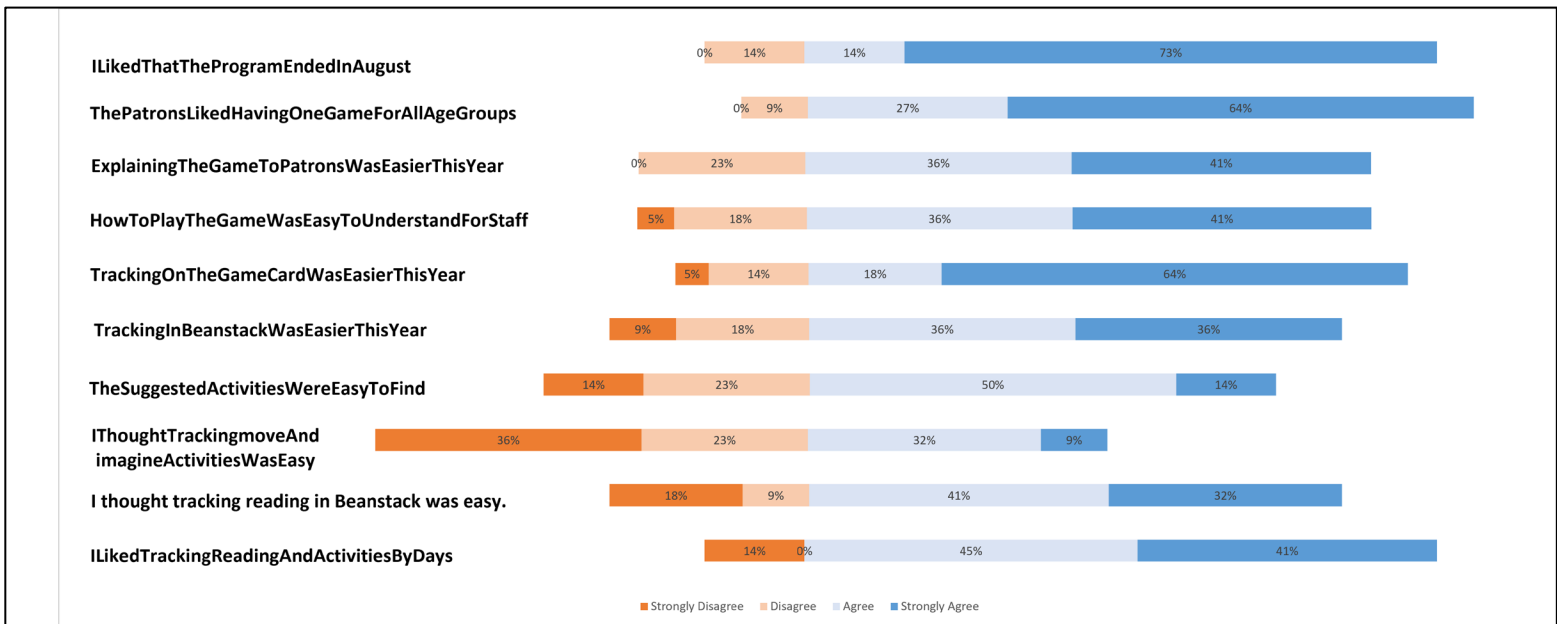
- “I like to read play music and practice soccer. I wasn't able to play soccer this summer. But I did like all the books my mom checked out for me. I did practice my guitar so I'm glad I could count those for my summer adventure. The prize cups were really cool. I got the blue changing cup.”
- “Reading and the extra activities to do with the kids. We liked the goats and maze and movie night. We enjoyed winning prizes. The kids also like the take and makes.”
- “This program encourages kids to read and be active without their parents yelling at them to get outside or read. It helps us along the way

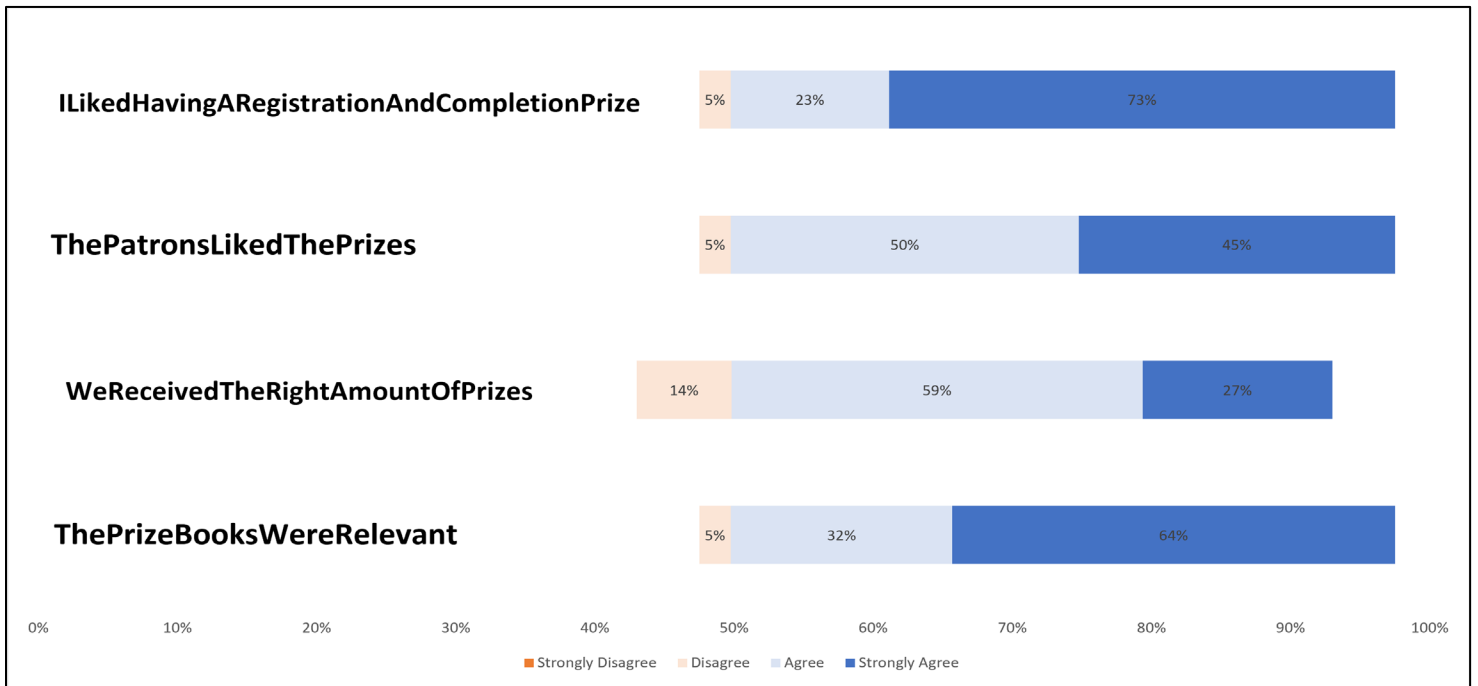
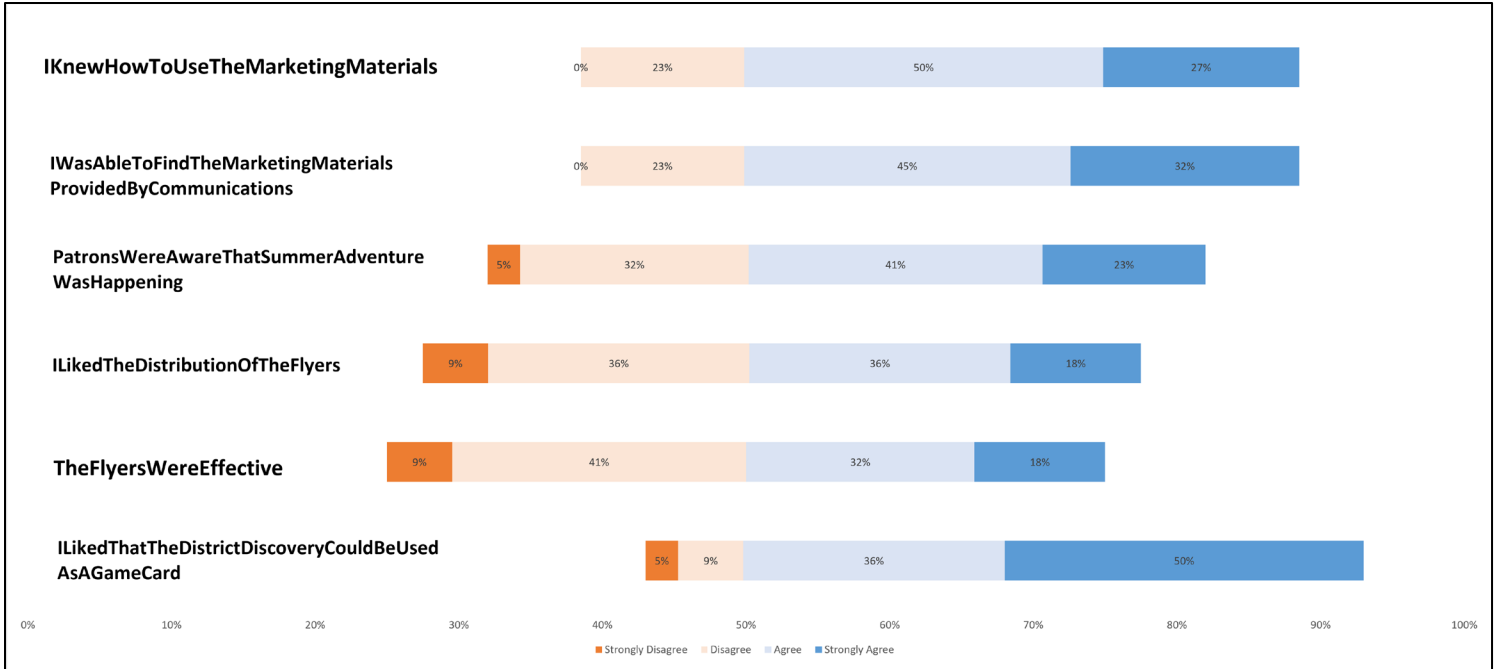
by giving us prizes and badges and urges us to keep going even after we reach our goal. It is very effective now my brother wants me to read to him every day so he can get a prize.”

- “I liked the present I got at the end. I worked really hard reading books on my own and with my mom. I can read a lot of BOB books on my own now.”

Staff feedback

We surveyed Young Adult Services and Family and Children Services staff members again this year to gain feedback on how Summer Adventure went for staff at the library locations. Overall staff felt the program was positive. Highlights included the changes to prize structure (only two prizes, focusing on prizes that promoted literacy), the decorations provided, ease of finding information, and the benefit provided by the Summer Adventure Ambassador program that was started in 2021. Ways we can improve include more clarity on how to utilize marketing, continuing to make tracking in Beanstack easy and simple for staff and patrons, and increasing our efforts in marketing the program outside of the library. You can see the breakdown of their responses in the charts below.





Summer Adventure by the Numbers

- **Family & Children’s Services**

- 8,622 children ages 0-12 registered for Summer Adventure 2021.
- 3,233 children ages 0-12 completed the program, with a completion rate of 37% percent.
- The prizes for children were a finger puppet for ages 0-3 or a color changing cup for ages 4-7 at registration and a book to keep at completion.
- The grand prizes for ages 0-12 were 3-month subscriptions to get activity crates from Kiwico. We were able to give out 71 grand prizes this year which each library having at least one winner.

- **Young Adult Services**

- 1,300 teens ages 13-18 registered for the 2021 Summer Adventure.
- 447 teens ages 13-18 completed the program, with a completion percentage of 34%.
- The prizes for 2021 were a choice of a book or journal for ages 13-18 year old at registration and completion.
- The grand prizes for teens ages 13-18 were Chromebooks. We gave out 15 this year with winners around the district.

Summer Adventure Presented by Children's Hospital Colorado 2021 Total Enrollment & Completion

	Enrolled	Completed	Percent Completed
Ages 0-3	1545	587	38%
Ages 4-7	3454	1299	38%
Ages 8-12	3623	1347	37%
Ages 13-18	1300	447	34%
Total (Ages 0-18)	9922	3680	37%

Enrollment Comparisons

Age 0-12 2019	Ages 0-12 2020	Ages 0-12 2021	Percent of 2019	Percent of 2020
12799	4077	8622	67%	211%
Age 12-18 2019	Age 13-18 2020	Age 13-18 2021	Percent of 2019	Percent of 2020
2321	724	1300	56%	180%
Ages 0-18 2019	Ages 0-18 2020	Ages 0-18 2021	Percent of 2019	Percent of 2020
15120	4801	9922	66%	207%

Completion Comparisons

Age 0-12 2019	Ages 0-12 2020	Ages 0-12 2021	Percent of 2019	Percent of 2020
6085	2310	3233	53%	140%
Age 12-18 2019	Age 13-18 2020	Age 13-18 2021	Percent of 2019	Percent of 2020
1055	408	447	42%	110%
Ages 0-18 2019	Ages 0-18 2020	Ages 0-18 2021	Percent of 2019	Percent of 2020
7140	2718	3680	52%	135%

Enrollment Comparisons by Library (Ages 0-18)

Ages 0-18 by Library Location	2019	2020	2021	Percent of 2019	Percent of 2020
Mobile Library Services	191	58	125	65%	216%
Calhan Library	n/a	19	52	n/a	274%
Cheyenne Mountain Library	823	197	479	58%	243%
East Library	3895	1103	2113	54%	192%
Fountain Library	741	292	686	93%	235%
High Prairie Library	1057	350	1070	101%	306%
Library 21c	3559	1133	2422	68%	214%
Manitou Springs Library	236	42	65	28%	155%
Monument Library	1395	419	930	67%	222%
Old Colorado City Library	297	104	250	84%	240%
Palmer Lake Library	132	41	65	49%	159%
Penrose Library	655	149	285	44%	191%
Rockrimmon Library	1061	430	711	67%	165%
Ruth Holley Library	474	173	324	68%	187%
Sand Creek Library	508	251	281	55%	112%
Ute Pass Library	95	39	64	67%	164%
Library Branch Total	15119	4800	9922	66%	207%

Enrollment Comparisons by Library and Age Group

Age 0-12 by Library Location	2019	2020	2021	Percent of 2019	Percent of 2020
Mobile Library Services	156	50	108	69%	216%
Calhan Library	n/a	16	45	n/a	281%
Cheyenne Mountain Library	668	162	429	64%	265%
East Library	3340	946	1859	56%	197%
Fountain Library	625	250	590	94%	236%
High Prairie Library	866	290	922	106%	318%
Library 21c	3101	945	2138	69%	226%
Manitou Springs Library	195	37	58	30%	157%
Monument Library	1120	340	773	69%	227%
Old Colorado City Library	248	91	178	72%	196%
Palmer Lake Library	115	34	53	46%	156%
Penrose Library	567	138	259	46%	188%
Rockrimmon Library	923	381	628	68%	165%
Ruth Holley Library	373	145	288	77%	199%
Sand Creek Library	428	224	243	57%	108%
Ute Pass Library	73	27	51	70%	189%
Total	12798	4076	8622	67%	212%

Age 12-18* by Library Location	2019	2020	2021	Percent of 2019	Percent of 2020
Mobile Library Services	35	9	7	20%	78%
Calhan Library	n/a	4	17	n/a	425%
Cheyenne Mountain	155	45	49	32%	109%
East Library	555	188	254	46%	135%
Fountain	116	52	95	82%	183%
High Prairie	191	68	148	77%	218%
Library 21c	458	232	283	62%	122%
Manitou Springs Library	41	9	7	17%	78%
Monument Library	275	90	157	57%	174%
Old Colorado City Library	49	18	72	147%	400%
Palmer Lake Library	17	9	12	71%	133%
Penrose Library	88	14	83	94%	593%
Rockrimmon Library	138	71	71	51%	100%
Ruth Holley Library	101	32	35	35%	109%
Sand Creek Library	80	26	38	48%	146%
Ute Pass Library	22	13	13	59%	100%
Total	2321	880	1341	58%	152%

*in 2020 the change was made to count 12 year olds in FCS stats.

Young Adult Programming:

We had a great year in 2021. While COVID-19 was still an issue, at the beginning of the summer we saw a decrease in rates of community transmission. This meant we were able to start to have in-person programs again, which were our first in over a year (although by the end of summer this trend had reversed, so we believe that this led to lower overall completion numbers). It was great to see patrons and teens coming back and excited for programs. To accommodate all levels of comfort for patrons, we had virtual programs, in-person programs, and Take & Makes. Patrons were excited for the program as well – at High Prairie, a patron came in and asked if she could still do Summer Adventure, even though she was 18. When we told her she could, she did a happy little jump. We also told her she was eligible for WARP, which she was excited about doing, too.

One big success was our virtual Dungeons & Dragons program. This was a very popular program pre-pandemic, and even with Zoom fatigue there was a significant demand for this program. Young Adult Services hosted two successful virtual campaigns of Dungeons & Dragons, both at full capacity, with adventurers who pathologically kicked down doors, grew "really great beards", and defeated the boss with the power of teamwork and really lucky dice rolls. This group developed deeper relationships with each other in a time when socializing is even more difficult than normal.

Virtual coding club was another huge success! Young Adult Services and Family and Children's Services teamed up to offer this very popular program. The program and the waitlist filled, and, due to the virtual nature of the club, we were able to accommodate waitlist participants. We had 24 total participants and averaged around 20 people per session over the course of eight one-hour sessions spread across a two-week period. The youth had a great time, and learned important computational thinking concepts such as loops, if-then statements and creating and using variables.

Young Adult Services also continued virtual programs, with 97 videos that were viewed 5,208 times between June 1 and August 14. With more options this year in-person, our video views were down, so moving forward most of our videos will be focused on supporting the Take & Makes.

In-person events were designed to be delivered outdoors, although community transmission rates meant that several were able to happen inside. Popular programs in-person were Laser Tag and Chalk Art. We had 18 in-person programs with 91 attendees. It was so great to see teens back in the library again! To the side and below are some chalk art pictures from High Prairie. The hungry caterpillar was drawn by Joseph Barry, who works at High Prairie.



Take & Makes continued to be very popular. Young Adult Services added in several special Take & Makes to help promote Summer Adventure. We distributed six Take & Makes, giving out 2,406 individual programs to patrons to enjoy with their family. One of these was the Summer Adventure kick-off bags, which was in conjunction with Communications and Family & Children Services. This bag was designed to help staff promote Summer Adventure to patrons and generate excitement about it. We also did Take & Makes to celebrate Pride and Juneteenth. In July, we worked with Adult Services and Family and Children Services to offer an intergenerational Take & Make of a homemade slushie – something the whole family can enjoy.

Family & Children's Services Programming:

Families were excited that we were able to provide some in-person programs this year. Over the course of Summer Adventure, 3,783 patrons came to 70 programs held throughout El Paso County. We collaborated with many parks and community centers, and even a local church, to provide space for the programs. Patrons discovered new parks in and around Colorado Springs and all branches were able to do outdoor programming.

Families were elated with the Meet the Goats program at local branches and parks in June. Many families took part in the Greedy Goat Stroll a Story we made available during the goat petting program. It was fun to hear the parents enthusiastically share this fun story with their children from age 0 – 12! We also provided them a list of goat picture books on a bookmark. We had 703 patrons attend this fun program.

Comment heard at the goat program in Monument Park in downtown Colorado Springs: "You guys are a dream come true. My child was

talking about goats earlier this week and now we can come and pet real ones." Another woman said "I love your library."

Walk the Labyrinth program was especially popular, with 868 patrons coming to try walk the maze and enjoy the many other gross motor skill activities provided. Held in July, this program was hosted around the District.

While we still provided virtual program options, patrons loved the opportunity to attend storytimes in person again. Many locations offered storytimes outside, in their community rooms, or even at partner organizations and 746 patrons came to enjoy songs, rhymes, and stories. We also provided Stroll-a-Stories at six Open Spaces that included a story to read as a family, some activity ideas, and information about Summer Adventure with a QR code to register.

Our virtual options included recorded programs such as storytimes, toddler times, and videos accompanying our Take & Makes. We created a total of 28 recorded videos that reached 748 patrons. Our highest watched recorded programs were videos from the Cheyenne Mountain Zoo which were viewed 233 times. We also had live virtual programs, including several options for parents. All our LENA sessions combined were attended 108 times. LENA teaches parents the importance of talking with their child to promote learning and literacy and allows parents to record how much they are actually talking to their littles. We also offered Parenting Little Ones sessions that were attended 68 times. These programs gave parents opportunities to connect with other parents and community experts. In total, we offered 39 live virtual programs that were attended 608 times.

Families loved our Take & Makes! We increased our numbers over the summer and gave out a total of 4,245 Take & Make kits. The projects included several collaborations such as the Summer Adventure kick-off bags created with Young Adult Services and Communications, the intergenerational kit Family Slushies created with Adult Services and Young Adult Services, and two teen/tween kits created with Young Adult Services.

Young Adult Services Grand Prize Winners



Isabel – High Prairie
Library



Jack – Cheyenne
Mountain Library



Penelope – Fountain
Library



**2021
BREAKDOWN**
FAMILY AND CHILDREN'S
SERVICES AND YOUNG
ADULT SERVICES



SUMMER ADVENTURE
GAME PARTICIPATION:
9,922



TOTAL NUMBER
OF GAMES COMPLETED:
3,680

TOTAL NUMBER OF DAYS READ:
203,081

PERCENT OF COMMUNITY GOAL REACHED: 203%

TOTAL NUMBER
ACTIVITIES COMPLETED **142,826**

CHILDREN'S

TEENS



TOTAL
NUMBER OF
CHILDREN'S
PROGRAMS
137

TOTAL
NUMBER OF
PARTICIPANTS
OF CHILDREN'S
PROGRAMS
5,138

TOTAL
NUMBER OF
TEEN
PROGRAMS
134

TOTAL
NUMBER OF
PARTICIPANTS
OF TEEN
PROGRAMS
5,514



TOTAL NUMBER OF
CHILDREN'S TAKE &
MAKES: **4,245**

TOTAL NUMBER OF
TEEN TAKE &
MAKES: **2,406**



Providing resources and opportunities that impact individual lives and build community

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES

August 18, 2021 5 pm

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

BOARD MEMBERS, PIKES PEAK LIBRARY STAFF & OTHERS PRESENT

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, Network Administrator Andy Biadasz, Chief Safety, Social Services & Security Officer Michael Brantner, IT Administrative Specialist Rebecca Capistrano, Culinary Program Supervisor Scott Crum, Director of Creative Services Rebecca Cruz, Director of the West Region Michael Doherty, Executive Assistant Laura Foster, County Commissioner Carrie Geitner, Penrose Library Manager Alicia Gomori, Strategic Services Librarian Deb Hamilton, City Councilman Randy Helms, Chief Development Officer and Foundation Executive Officer Lance James, Chief Human Resources and Organizational Development Officer Heather Laslie, Chief Information Technology Officer Rich Peters, Chief Communications Officer Michelle Ray, Floating Creative Services Senior Library Associate Nawal Shahril, 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, Steve Abele

CALL TO ORDER

President Vanderschuere called the August 18, 2021 meeting of the Pikes Peak Library District Board of Trustees to order at 5:02 p.m.

ITEMS TOO LATE FOR THE AGENDA

There were no items too late for the agenda.

CORRESPONDENCE AND PRESENTATIONS

Presentations

Staff Promotions and New Hires

Chief Information Technology Officer Rich Peters introduced Andy Biadasz, Network Administrator, and Rebecca Capistrano, the IT Department Administrative Specialist.

Director of Creative Services Rebecca Cruz introduced Scott Crum, Culinary Program Supervisor, and Nawal Shahril, Creative Services Floating Senior Library Associate.

Virtual Courtroom

Strategic Services Librarian Deb Hamilton provided an overview of this service, operating since June 28, 2021. Ms. Hamilton is a member of the local committee of the Colorado Access to Justice Commission which seeks to decrease barriers to the Justice System. The Pikes Peak Library District is one of four public law libraries in Colorado. PPLD patrons who utilize this service are primarily self-represented litigants (*pro se*).

Virtual courtrooms are located at East, Penrose, Library 21c, Ruth Holley, and Sand Creek. Patrons can checkout special laptops that automatically open to the virtual courtroom through WebEx. Several patrons have used the service in the first couple months, and it is expected usage will increase as the community learns of the option.

PUBLIC COMMENT

President Wayne Vanderschuere welcomed County Commissioner Carrie Geitner to the meeting. Commissioner Geitner attended virtually due to other meetings and travel time constraints.

BUSINESS ITEMS

Decision 21-8-1: Minutes of the July 21, 2021 Meeting

The minutes of the July 21, 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 July 21, 2021 regular meeting of the Pikes Peak Library District Board of Trustees as presented.

Second: Cathy Grossman 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

Discussion: Mid-year Budget Resolution

A draft of the Mid-Year Budget Resolution was included in the Board packet. Chief Financial Officer Mike Varnet explained that a hearing for the budget resolution will take place on September 22, 2021, and that the final Mid-Year Budget Resolution will be presented to the Board for consideration and decision at the September 22, 2021 regular meeting of the Board.

The Mid-Year Budget Resolution will address changes to the to the budget that include but are not limited to:

- Carryover balances
- Grant funding not included in the original 2021 budget
- Deferred projects
- Vacant position savings
- Recommendations on how to utilize Special Revenue Funds

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 Stephen Adams was unable to attend today's meeting. On behalf of the Friends of the Pikes Peak Library District, Chief Development Officer and Foundation Executive Officer Lance James thanked the Board for their support of the Literary Awards ceremony held in August. The Fall Booksale will be held in early October at the East Library, and Latina Voices is scheduled for September 25 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. Chief Development Officer and Foundation Executive Officer Lance James indicated that the American Rescue Plan Act (ARPA) funds have been received by the State Department of Education and that the Pikes Peak Library District will receive \$208,000. Decisions on other grant applications listed in the Foundation report are pending.

Financial Report

The Financial Report for the period ending July 31, 2021, was included in the Board packet. Chief Financial Officer Mike Varnet shared that overall the budget aligns with previous years.

Public Services Report

The Public Services Report was included in the Board packet. Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs thanked the Public Service Directors for working so well together on the 2022 budget. Ms. Shainidze Krebs shared that Library staff are in discussion with Focus on the Family and Young Life regarding possible partnerships. She also highlighted an outreach event that DEI Director Shirley Martinez created for the military community in the Pikes Peak region. Shainidze Krebs thanked the Human Resources team for their support in planning in-service training days for the District.

Mina Liebert congratulated Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs for being nominated for the Southern Colorado Women's Chamber of Commerce Accolades Business Leader of the Year Award.

Dora Gonzales was excited to see PPLD's presence throughout the Colorado Springs Sesquicentennial celebration on Saturday July 31. PPLD staff participated in the parade and hosted an opportunity for members of the community to create tiles for the Panorama Park Project.

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

The Support Services Reports were included in the Board packet.

Chief Librarian's Report

Chief Librarian John Spears also commended Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs for her nomination for the Business Leader of the Year Award. Ms. Shainidze Krebs has brought so much to this position, and he is thrilled that her contributions to the community were recognized by the Southern Colorado Women's Chamber of Commerce.

A staff survey is being conducted, with the goal of having a 75% response rate. Although PPLD has participated in the Gazette's Best Workplaces survey in the past, conducting our own survey allows for control over the contents of the survey. Results of the survey will be made available to the Leadership Team in late September.

The theme of PPLDCon 2022 is Sustainability. PPLDCon will be held virtually on October 4, 2021 and the Board is invited to attend.

The Public Services plan for 2022 will be presented at the September Board meeting and presented to all staff at PPLDCon.

Salary increases are being discussed, and other libraries are known to be considering between 4 – 6%. PPLD will do as much as we can, keeping the cost of living and maintaining livable salaries for staff as a guide.

COVID infections are rising in El Paso County. The public is not required to wear masks in library facilities except for Manitou Springs Library, as the City of Manitou Springs has implemented a mask order for all public and privately owned spaces accessible to the public. PPLD staff are required to wear masks in all facilities.

Challenges of PPLD Library materials are on the rise, something that is occurring in libraries across the country. PPLD patrons can submit a Request for Reconsideration of Library Materials form, which initiates a review of the challenged material by librarians chosen based on their area of expertise. There are occasions when challenges may rise to a level where it is brought to the Board, however most are resolved before that would occur.

Board Reports

Governance Committee Report

Governance Committee Chair Debbie English reported that the Committee met on August 3, 2021. The committee discussed the retreat, stating that a date will be provided once the availability of a speaker is determined. The retreat is being planned for in-person at this time but is subject to change. The committee also discussed the upcoming Trustee vacancy process, and Trustees were reminded to submit their competencies survey in support of that process.

Internal Affairs Committee Report

Internal Affairs Committee Chair Dr. Stoll reported that the Committee met on August 3, 2021. Grant Dewey, Executive Director of the Western Museum of Mining & Industry, spoke with the committee about developing a partnership with PPLD to leverage resources and better serve the community. The budget was also discussed, and the budget approval process was reviewed.

Public Affairs Committee Report

Public Affairs Committee Chair Mina Liebert reported that the Committee met on August 3, 2021. The committee discussed the current COVID infection rate in El Paso County and made the decision to ask the Board of Trustees to wear masks at Board meetings to align with the staff requirement.

Board President's Report

President Wayne Vanderschuere shared that he attended the Mayor's forum and the Literary Awards.

ADJOURNMENT

There being no further business to conduct, President Wayne Vanderschuere adjourned the August 18, 2021 meeting of the Pikes Peak Library Board of Trustees at 6:03 p.m.

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



2022 Public Strategic Services Plan

Thematic Goal: Community Engagement

Components: Customer Service and Public Awareness

- **Community --**
 - Identify and build strong relationships with key community groups and organizations to provide opportunities to allow our patrons (and staff) to continue to grow, learn, socialize, express themselves, and collaborate.
 - Provide great customer service internally and externally.
- **Resources --**
 - Reconnect with the community and explore ways to provide services that are relevant to the community's needs and resources that are accessible to all.
 - Launch Library system software RFP and migration.
 - Work to foster current partnerships and develop new ones.
- **Innovation/Creativity --**
 - Explore how library staff and resources can be used to innovate and create in the community.
 - Seek and embrace alternative methods of service delivery to challenge the image of "libraries."
- **Service --**
 - Embody PPLD's Guiding Principles and Characteristics of Excellent Service.
 - Serve our community by being responsive to their diverse needs.
 - Focus on building information literacy skills to equip individuals to recognize misinformation.
- **Internal Staff --**
 - Develop staff to be well-rounded and highly engaged employees through ongoing holistic learning opportunities.
 - Maintain a supportive environment and work culture by encouraging healthy work habits, emphasizing self-care, and fostering a growth mind-set.
 - Build a greater awareness and understanding of strategic services and resources to improve their abilities to assist patrons.
- **Accountability --**
 - Improve Patron and Staff perceptions of the value of our services
 - Continue to seek out efficient ways to operate buildings and provide service.
 - Plan for sustainability of resource content and accessibility.

**Pikes Peak Library District
September 22, 2021**

Pikes Peak Library District – Janitorial and Carpet Cleaning Services

In adherence to board policy for service contracts and to ensure janitorial and carpet cleaning services contracted by the Library District are adequate in scope and costs are competitive within the market, the Facilities Department recently published a Request for Proposal (RFP) for these services. This request was completed at this time in order to adequately budget for the year 2022. This contract is scheduled to begin on January 1, 2022.

The RFP was published on June 30, 2021, with a due date of July 30, 2021. Direct invitations were sent out to a total of eleven firms who had expressed interest over the course of the past year. A mandatory pre-proposal conference was conducted on July 7, 2021, which also included walk-throughs at Penrose, East, and Library 21c. All attendees were encouraged to visit branch libraries on their own. A total of five firms attended the pre-proposal conference.

Background

The current contract was entered into in the spring of 2015. The current janitorial/carpet cleaning provider is Colorado Building Maintenance (CBM). As noted, board policy requires all service contracts to be annual contracts with options to renew up to a total of five years. Once that period has been reached, the services of the contract must be let for bidding. This contract is actually in its sixth year in 2021. The bidding process was deferred in 2020 due to the COVID-19 pandemic and subsequent closure of library facilities.

Analysis

Of the five firms attending the pre-proposal meeting, a total of three submitted proposals: Colorado Building Maintenance (CBM), City Wide Facility Solutions, and FBG Service Corporation. All submitted proposals were reviewed, and all met the requirements of the RFP. In consideration of the wide spread of the costs and the incumbent firm’s submission, the review panel concluded that there was no need for interviews.

Fiscal Impact

Company	Annual Service Costs
Colorado Building Maintenance (CBM)	\$455,631
FBG Service Corporation	\$703,054
City Wide Facility Solutions	\$1,249,960

Summary

Based on the review of submitted proposals, Colorado Building Maintenance (CBM) provided the best overall complete proposal of services for this contract.

Recommendation

It is recommended that Colorado Building Maintenance (CBM) be awarded the contract for janitorial and carpet cleaning services for the Pikes Peak Library District for the period of January 1, 2022 through December 31, 2022, with the possibility of four additional option years.

With the addition of Juneteenth as a national holiday, we would like to offer all staff who receive floating holidays an additional floating holiday in lieu of closure. The changes to the governing policy would be:

500.6 Floating Holidays (Revised 5/21)

Board Policy

It is the policy of Pikes Peak Library District to grant employees up to ~~three~~ **four** floating holidays with pay.

Floating holiday time is granted according to the following schedule:

Weekly Hours Scheduled	Floating Holiday Hours Granted
39-40	24 32
37-38	23 31
34-36	22 29
32-33	20 27
29-31	19 25
27-28	17 23
24-26	16 21
22-23	14 19
20-21	13 17

Following legal review, we are requesting the following changes to our Paid Medical Leave Policy:

500.11 Paid Medical Leave (Revised 3/21)

Board Policy

It is the policy of Pikes Peak Library District to provide short-term income and job protection in the form of individual paid medical leave to all ~~regular benefited~~ employees, according to the schedules set forth in this policy. ~~As of January 1, 2021, paid medical leave is also provided to non benefited and temporary employees (those who work a regular schedule less than 20 hours per week) in accordance with the Healthy Families and Workplaces Act.~~

2021 Supplementary Budget Resolution

UPDATED MEMORANDUM – PRESENTED SEPTEMBER 22, 2021

After the 2021 mid-year adjustment was presented to the Board of Trustees at the August 18, 2021 Board meeting, a legal notice was placed in the local newspaper to inform the citizens that a copy of the proposed resolutions was available for inspection and that a public hearing would be held on September 22, 2021. To date, there have been no inquiries from the public.

The final proposed resolutions and supplemental schedules are included with this memorandum. The original memo to the Board of Trustees, which described the proposed adjustments, dated August 18, 2021 is listed below.

The following is a list of adjustments that have been made to the original budget resolutions:

1. **General Fund – revenue adjustment \$30,729.** After the preparation of the preliminary mid-year amendment, PPLD was notified that the ARPA grant through the Colorado Department of Education was increased by \$30,729 from \$177,646 to \$208,375.
2. **General Fund – revenue adjustment \$50,000.** After the preparation of the preliminary mid-year amendment, PPLD was notified that it was awarded an additional \$50,000 from the Colorado Department of Local Affairs for CARES Act (Coronavirus Relief Fund) meaning the total amount for 2021 increased from \$353,734 to \$403,734. This award is budget alleviating in a sense as it will cover COVID related expenditures incurred during 2020 that were not previously reimbursed by the Federal or State Government, so no further adjustment is necessary for 2021 budgeted expenditures.
3. **General Fund – expenditure adjustment \$40,000.** The final mid-year budget adjustment includes a transfer to the Capital Reserve Fund of \$790,000 to cover the costs related to the district-wide access control project. The estimate included in the preliminary mid-year amendment was \$750,000. The total cost of this project is estimated at \$850,000.
4. **General Fund – expenditure adjustment \$30,729.** As discussed under 1 above, PPLD was notified that the ARPA grant through the Colorado Department of Education was increased by \$30,729 from \$177,646 to \$208,375.
5. **General Fund – expenditure adjustment \$40,000.** The final mid-year amendment includes \$40,000 for the completion of the long-term strategic plan. This project was originally budgeted in the 2020 Budget but was deferred to 2021.
6. **General Fund – expenditure adjustment (\$200,000).** The final mid-year budget adjustment includes an increase to the allowance for estimated savings from vacant positions throughout the year of (\$800,000). This allowance amount is increased from the conservative estimate of (\$600,000) as presented in the preliminary mid-year budget amendment.
7. **General Fund – expenditure adjustment \$0.** Although there is no effect on the total mid-year budget amendment, the amounts included under the total grants/designated funds category were reallocated between the Cares Act grant and the designated funds/future grant commitments line items in the amounts of \$26,279 and \$123,031, respectively. The amount of \$26,379 represents 2021 expenditures for this grant that were not already included in

encumbrances. The amount of 123,031 is for future grant commitments and the potential use of designated funds that have been accumulated up to now.

8. **General Fund** – As a result of the items discussed above and below, the 2021 appropriation is reduced from \$36,390,372 to \$36,813,507, and 2021 revenues and sources of funds is increased from \$36,193,544 to \$36,521,073.
9. **East Library Capital Projects Fund – adjustment \$0.** – No changes were made to the original resolution schedule.
10. **Penrose Library Capital Projects Fund – adjustment \$0.** – No changes were made to the original resolution schedule.
11. **Library 21c Capital Projects Fund – adjustment \$0.** – No changes were made to the original resolution schedule.
12. **Capital Reserve Fund – sources of funds adjustment and expenditure adjustment \$40,000.** As discussed above, the estimate for the district-wide access control project has been updated based on additional information, and the and the fund transfer from the General Fund and the estimated project cost have both been increased by \$40,000 from the estimate included in the preliminary mid-year budget amendment.
13. **Special Revenue Funds – adjustment \$0.** – No changes were made to the original resolution schedule.

Recommendation

Management recommends approval of the proposed mid-year budget resolutions and supplemental schedules as described below and as presented with this memorandum.

Pikes Peak Library District
August 18, 2021

2021 Supplementary Budget Resolution

History

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

The manual clearly indicates that when and how a budget can be amended during the year is a subject of continual concern to local governments. However, it does clarify the fact that when supplemental budget resolutions are proposed, a notice to the public must be given in a manner like the annual budget. Accordingly, the proposed resolutions (discussed below) are presented to the Board of Trustees (Board) as an informational item at the August Board meeting. Upon completion of that meeting, a public notice will be prepared stating the resolutions are available for public inspection, and the public notice will be placed in the local newspaper. The resolution will be presented as a decision item at the Wed., Sep. 22 Board meeting.

Attached are copies of the supplementary budget resolutions for the General Fund, the East Library Capital Project Fund, the Penrose Library Capital Project Fund, the Library 21c Capital Project

Fund, the Capital Reserve Fund, and the Special Revenue Funds, along with the supporting schedules.

GENERAL FUND

Revenues

In early 2020, the COVID-19 virus, a pandemic that is currently ongoing, began in early 2020 (after the 2020 budget was approved by the Board), and the impact on local, state, national and global economies has been significant in terms of negative consequences. The economies improved tremendously in the latter half of 2020 and into 2021. However, the longer-term financial impact of COVID-19 is still not entirely known at this time. As such, management continues to review and update its estimates for revenue collections for 2021. Management anticipates several revenue account collections will oscillate from the approved 2021 budget, but the estimates will substantially offset each other, and at this time, management is not proposing any adjustments to the revenue accounts as a direct result of COVID-19.

However, there are several adjustments affecting revenues that were not know at the time the 2021 budget was approved:

1. The 2021 approved budget included \$460,800 as anticipated revenue from eRate funding for a Management Broadband Services project. That project was deferred until the 2022 – 2023 funding year for eRate purposes, so the budget (both revenues and expenditures) will be reduced by that amount.
2. PPLD has received notice of several grants/donations that were not know when the 2021 Budget was approved. The total is \$707,600. A summary of the larger grants is:
 - a. At the end of 2020, PPLD received a \$500,000 federal grant (CARES Act) for 2020 and 2021. A total of \$353,734 of grant revenue will be recognized and recorded as revenue during 2021.
 - b. PPLD received notice that it will receive up to \$177,646 as part of the American Recovery Act, through the Colorado State Library.
 - c. Several other grants/donations are included on the schedule for the General Fund amendment.

As such, the above adjustments effectively increase the 2021 revenue budget by \$246,800 from \$36,193,544 to \$36,440,344. Management will continue to evaluate and assess the collectivity of the revenue accounts for 2021. At this moment, management is not aware of any further collectability concerns for 2021.

Expenditures

The following section provides the proposed adjustments to be made to PPLD’s 2021 General Fund appropriation. The proposed items are explained in detail below.

1. Encumbrances – \$310,030

The proposed Amendment includes an increase to the expenditure budget for

encumbrances outstanding as of Dec. 31, 2020. Encumbrances represent items ordered but not yet received by the District. The expenditure is recorded when the item is received. This is a typical budget practice for government entities, and the balance agrees to the 2020 Annual Comprehensive Financial Report.

2. Operating transfer – Capital Reserve Fund – \$750,000

As part of the 2021 approved budget, the Board of Trustees approved an incremental approach towards funding the complete replacement and upgrades of all PPLD access points/locations. Under this approach, this project would have taken approximately 8 – 10 years to complete, and that would have been problematic because all equipment would be “piecemealed” whereas different versions of the same equipment would have to be maintained. The recommended approach would be to complete this project all at once for various reasons including sustainability. The budget amendment includes a recommendation to transfer \$750,000 to the Capital Reserve fund to cover this project.

3. Operating transfer – Capital Reserve Fund – (\$566,800)

As discussed above, the Managed Broadband Services eRate project has been deferred until next year (\$460,800). In addition, the Information Technology staff has also identified several other projects that were included in the 2021 budget that could be deferred to a subsequent year (\$106,000). Therefore, the 2021 budget amendment includes a reduction of the transfer of funds by (\$566,800).

4. Health Plan – one month of no premium collections from neither PPLD nor its plan participants – (190,000)

Since 2003, as part of its benefit package, PPLD has provided a partially insured health plan to its employees with 30 or more regularly scheduled work hours per week. In prior years, PPLD has been able to offer a month of no premium collections (a premium holiday so-to-speak) to its participants when plan reserves, resulting from effective use of the plan benefits by plan participants, reached a certain level. During 2021, the reserves are sufficient to offer a month of no premium collections during 2021 to the plan’s current participants. The savings to PPLD is estimated at \$190,000 for one month (the numbers vary from month to month depending on enrollment).

5. Lease expense – Palmer Lake Library facility - \$6,000

For many years, PPLD has leased space from the Town of Palmer Lake for its library facility in Palmer Lake at no cost. During late 2020 and into 2021, the Town of Palmer Lake has been renovating the facility, specifically the entrance ramp, to ensure compliance with ADA. The facility has been closed during this period. To help sustain this facility into the future, Management recommends the current facility arrangements be modified so that PPLD is paying \$1,000 per month as rent. The formal lease agreement is forthcoming, and the \$6,000 serves as a placeholder for possible 2021 rent expense.

6. Grants/designated funds - \$503,176

As discussed above, PPLD received notice of several grants/donations and the use of designated funds. The larger amounts include \$177,646 from the American Recovery Act through the Colorado State Library, and \$143,258 for 2021 COVID-19 related expenditures as part of the CARES Act grant. Estimated expenditures for other activity are included in

the schedule for the General Fund 2021 amendment.

7. Savings from vacant positions – (\$600,000)

Each year, PPLD includes in its budget a targeted savings amount resulting from vacant positions. For budgetary purposes, PPLD assumes all positions will be filled throughout the year, which of course is never the case. The target included in the 2021 budget was a savings of \$715,000.

As a result of the pandemic, at least in part, PPLD employed a hiring freeze on many vacant positions during 2020. Although the hiring freeze is not in play for 2021, PPLD has experienced a significant amount of turnover, and it has also seen a significant decline in the number of job applicants. Stated differently, PPLD has had a difficult time hiring and retaining employees during 2021, at least relative to prior years. This seems to be the trend nationwide. Management believes it will realize at least an additional \$600,000 in savings from vacant positions during 2021.

After taking into consideration all of the items discussed above, the recommendation is to amend the 2021 General Fund appropriation from \$36,690,372 to \$36,902,778 an increase of \$212,406.

EAST LIBRARY CAPITAL PROJECT FUND

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

The proposed budget Amendment allocates the fund balance as of Dec. 31, 2020 to the 2021 budget for the East Library capital projects/purchases, which have been previously identified and approved as part of the previous annual budget process. This practice is consistent with prior years.

The attached schedule shows how the funds are allocated by capital project/purchase. The effect of this Amendment is to increase the 2021 budget for expenditures from \$84,200 to \$158,542.

PENROSE LIBRARY CAPITAL PROJECT FUND

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

The proposed budget Amendment allocates the fund balance as of Dec. 31, 2020 to the 2021 budget for the Penrose Library capital projects/purchases, which have been previously identified and approved as part of the previous annual budget process. This practice is consistent with prior years.

The attached schedule shows how the funds are allocated by capital project/purchase. The effect of this Amendment is to increase the 2021 budget for expenditures from \$162,500 to \$418,470.

LIBRARY 21C CAPITAL PROJECT FUND

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

The proposed budget Amendment allocates the fund balance as of Dec. 31, 2020 to the 2021 budget for the Library 21c projects/purchases, which have been previously identified and approved as part of the previous annual budget process. This practice is consistent with prior years.

The attached schedule shows how the funds are allocated by project/purchase, and it incorporates the three discussion items listed above. The effect of this Amendment is to increase the 2021 budget for expenditures from \$165,000 to \$354,864.

CAPITAL RESERVE FUND

The District's Capital Reserve Fund is used to account for all financial activity related to the District's capital projects/purchases that are not accounted for in neither the East Library Capital Projects Fund, the Penrose Library Capital Projects Fund, nor the Library 21c Capital Project Fund. Sources of funds come primarily from the General Fund and from fundraising activities.

The proposed Amendment addresses the following items:

1. The Amendment allocates the fund balance as of Dec. 31, 2020 to the 2021 budget for the Capital Reserve Fund projects/purchases, which have been previously identified and approved as part of the previous annual budget process. This practice is consistent with prior years.
2. As discussed above, the proposed budget Amendment includes a transfer of \$750,000 from the General Fund to cover the additional costs of completing the Access Control project all at once versus completing the project on a piecemeal basis over an 8-10 year period.

Also, as discussed above, the 2021 proposed budget Amendment includes a reduction of funds transferred from the General Fund for the deferral of several projects (\$460,800 for the deferral of the Management Broadband Services project, and \$106,000 for UPS and router equipment replacement projects).

3. As part of the lease extension for the District's Ruth Holley Library facility, the landlord agreed to reimburse PPLD for certain leasehold improvement costs incurred by PPLD at this facility. Although most of the costs were in fact reimbursed by the Landlord during 2020, an additional \$10,202 has also been identified for reimbursement during 2021.
4. The district's 2020 Budget included \$75,000 to be received from fundraising endeavors for the replacement of the floor at the Old Colorado City Library facility. These budgets are multi-year budgets meaning the fundraising needs are carried over to the subsequent year – in this case to 2021 as the project was completed during 2021.

As a result of all items discussed above, the Amendment results in an increase of Revenues and Other Financing Sources from \$1,837,102 to \$2,105,504, and an increase in the 2021 appropriation from \$1,837,102 to \$4,419,447.

SPECIAL REVENUE FUNDS

The mid-year budget Amendment also includes a resolution to increase various fund appropriations because of the remaining fund balances as of Dec. 31, 2020.

The recommended Amendments are as follows:

Fund	Original	Adjusted	Change
Cheyenne Mountain Library Support Fund	\$ -	\$ 812	812
High Prairie Library Support Fund	-	92,626	92,626
Sand Creek Library Support Fund	-	12,283	12,283
Total	\$ -	\$ 105,721	\$ 105,721

The attached resolutions and supporting schedules list our recommendations as to how to spend such funds during 2021. These funds are to be kept in place until the remaining fund balances are fully utilized. Current accounting literature requires these types of funds to be accounted for in the General Fund. These funds existed prior to the change in literature, and we are required to account for them as Special Revenue Funds until the fund balances are reduced to \$0. The changes above result primarily from not fully utilizing the funds that were spent during 2020.

BUDGET DISCUSSION – 2021 MIDYEAR AND 2022 FISCAL YEAR

We have begun the budget process for fiscal year 2022. As required by state law, a proposal of the 2022 budget will be delivered to the Board by October 15, 2021. The 2022 budget will be discussed, and action will be taken at the Board’s December 8, 2021 Board meeting, which is the same date as the public hearing as required by state law.

Much of this conversation continues to be based on the implications of the 2020 COVID-19 pandemic that we all are currently facing that has been carried over into 2021 and most likely into future years and suffice it to say much of the information we have can and will change as events occur. Stated differently, the circumstances we deal with because of the pandemic are fluid at best, and many things are constantly changing, and that includes legislation as well as economic factors.

It is too preliminary to discuss budget specifics for 2022 primarily because we should receive the preliminary information for our tax revenue calculations from the County Assessor’s Office in late August. We will receive the final information from the County Assessor by Thurs., Nov. 25, 2021, at which time our revenue estimates will be further refined.

A very preliminary estimate of the change in PPLD’s assessed valuation total from 2021 to 2022 is an increase of approximately 15 - 18%. This considers the fact that this is a reassessment year, which is done every two years for even year budgets.

Please note that Colorado residents previously passed a ballot issue to repeal the Gallagher Amendment. However, the Colorado Legislature passed SB 21-293, The Property Tax Classification and Assessment Act.

The following is a summary of this Act:

The act repeals a moratorium on changing a ratio for valuation for assessment (assessment rate), which is the percentage applied to a property's actual value to determine the taxable amount upon which a mill levy is imposed and classifies agricultural property, lodging property, and renewable energy production property as new subclasses of nonresidential property for purposes of the valuation for assessment. The assessment rate for agricultural property and renewable energy production property is temporarily reduced from 29% to 26.4% for the next two property tax years. The law is restructured so that, if an initiated measure to reduce the assessment rate for nonresidential property is

approved by voters, then it would only apply to lodging property.

Multi-family residential real property is classified as a new subclass of residential real property. The law is restructured so that, if an initiated measure to reduce the residential assessment rate is approved by voters, then it would only apply to multi-family residential real property. If the initiated measure fails or is not on the ballot, then, the assessment rate for multi-family residential real property is temporarily reduced from 7.15% to 6.8% for the next two property tax years. The assessment rate for all residential real property other than multi-family residential real property is temporarily reduced from 7.15% to 6.95% for the next two property tax years.

The property tax deferral program is expanded to allow any person to defer the payment of the portion of real property taxes that exceed the tax-growth cap, which is an amount equal to the average of the person's real property taxes paid for the preceding two property tax years for the same homestead, increased by 4%. The minimum amount a taxpayer may defer at one time under this authorization is \$100, and the total taxes that a taxpayer may defer is \$10,000. The taxpayer is treated like a person called into military service for purposes of surviving-spouse eligibility and the equity the person must have in the homestead to qualify for a deferral.

The governor's office, in consultation with the treasurer, is required to commission a study on the property tax deferral program and make recommendations for possible changes to the general assembly by January 1, 2022.

Assessors are required to include information about the assessment rates that apply to the various classes of property, which is prepared by the property tax administrator, along with the notices of valuation that are sent in 2022 or make this information available on the assessor's website.

Finally, the act makes conforming amendments related to the new classifications or assessment rates.

Management is working on how this Act will affect future budgets. This Act will affect PPLD's 2023 and 2024 budget initially. Please note there are other efforts by citizens to place an issue on the November 2021 ballot that has additional limits/restrictions than SB 21-293.

PPLD's property tax revenue is subject to the more restrictive of the limitations imposed by TABOR and the State's 5.5% limitation. This is noteworthy because property tax revenue accounts for about 85% of our total revenue in any given year. Depending on the actual TABOR factors (inflation and growth) and the change in assessed valuation, we will adjust our mill levy for operating purposes from the current levy of 3.845 mills. Assuming PPLD is entitled to collect this additional revenue legally as per the two limitations referred to above, we anticipate this will generate about \$1.5 – \$1.8 million in additional revenue for 2022. PPLD has flexibility as the current operating mill levy is less than the 4.000 mill levy limit, just as long as the calculated mill levy for 2022 and the property tax revenue total it generates complies with the TABOR limits for property tax revenue and fiscal year spending.

A full discussion of the resource allocation issues affecting PPLD for 2022 are beyond the scope of this memo. Such issues will be identified and discussed as part of the 2022 budget discussions and processes. However, there are several broad issues that will affect this process which are appropriate to discuss here. They are as follows, and by no means are they all-inclusive or in any order of importance.

1. As stated above, the effects of COVID-19 will remain an issue for an extended period. Management is monitoring how these effects will impact our operating and capital budgets. As of the date of this memo, PPLD is still not entirely open to the public and management is

not sure when that will occur. Accordingly, staff has adapted as best as possible to the “new normal”, which includes offering more services virtually, curbside services, telecommuting for employees, supply shortages/cost impacts, and so forth. State-wide health ordinances also affect PPLD operations, and management is monitoring those closely as well.

2. One significant issue is the funding status of the El Paso County Retirement Plan. Currently, the Retirement Plan is underfunded and the actuarially determined contribution rates exceed the current contribution rates, meaning we can expect a change in the contribution rates at some point in the future. Potentially, the employer contribution rate may increase to 10% (from 8%) starting in 2022, and it may eventually move to 12% by 2025. PPLD's current contribution amount is approximately \$1 million, meaning if the rate does increase to 10% for 2022, PPLD's contribution expenditures will increase by approximately \$250,000.
3. There are several large capital projects affecting PPLD's facilities which need to be completed at some point soon. We have deferred what we can for as long as we can, but we can't defer them forever. They are substantial in terms of cost. Examples include replacing the roofs at both the Penrose and East library facilities. Management is working on its recommendations for the Board as to the timing of such projects, and its recommendations will be presented to the Board at a later date.
4. State law stipulates the minimum wage be adjusted annually. The minimum wage for 2021 is \$12.32 per hour, and for 2022, the rate will be adjusted based on CPI for Denver/Boulder/Lakewood. At a 3% inflation factor, the minimum wage rate would increase to \$12.69. For 2022, this means the pay range for the lowest level will need to be adjusted. Management is currently developing recommendations as to what to do considering this issue will be on-going, and there is a possibility that the Federal minimum wage rate may increase to \$15.00 per hour by 2024. Our pay scale will need to change accordingly.

The minimum wage rate for Denver will be \$15.87 per hour effective Jan. 1, 2022.

5. Management believes the budget for library materials should be reviewed closely and augmented as much as possible for 2022.
6. As part of the 2021 budget process, we will be reviewing all contracts and other services/expenditures.
7. As stipulated by law, Management is currently conducting an Equal Pay for Equal Work study, and as of the date of this memo, the impact from the results of the study is unknown.
8. Management will also be conducting a pay and classification study that will, among other things, review PPLD's position classifications and pay as compared to market rates. The impact from the results of this study will not be known until later this year.
9. It is too early to tell what the health insurance rates will be for 2022, given everything including the impacts of the pandemic. Preliminarily, an estimate would be about a 10% increase in the premium rates, but again, that won't be known for certain until later this year.
10. PPLD's long-term strategic plan and long-term facilities plan are both forthcoming. Once completed, there will be additional discussion about future long-term planning and budgeting issues. This discussion is simply preliminary and serves as a prelude to a much broader and thorough discussion about PPLD's long term financial needs and goals.

Management will discuss the impact of these (and other) issues as we move forward with the budget process. It is possible that we will adjust these Amendments to incorporate some of the issues discussed above. If so, such recommendations will be fully discussed and described by the September 22, 2021 Board meeting.

RECOMMENDATION

The Board of Trustees must defer any action on these resolutions until its Sept. 22, 2021 Board meeting.

RESOLUTION FOR SUPPLEMENTARY BUDGET

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

WHEREAS, this resolution is adopted for the following causes:

Revenues and Other Financing Sources

1. To decrease revenues by (\$460,800) for the deferral of a capital project that was to be funded by the Federal eRate program, which was included in the 2021 Budget.
2. To increase the 2021 Budget by \$788,329 for grants/donations, which were not known when the 2021 Budget was approved.

Expenditures and Other Financing Uses

1. To increase the 2021 General Fund budget for the utilization of Fund Balance - Reserved for Encumbrances, as follows:

a.	Library materials	\$91,040
b.	Other encumbrances	<u>218,990</u>
	Total encumbrances	<u>\$310,030</u>
2. To increase the 2021 Budget – Operating Fund Transfer to the Capital Reserve Fund by \$790,000 to cover expenditures related to a change in project scope and approach for the security system access control project.
3. To reduce the 2021 Budget – Operating Fund Transfer to the Capital Reserve Fund by (\$566,800) to defer several capital projects to a subsequent year.
4. To decrease the 2021 Budget by (\$190,000) for costs related to the health plan due to providing plan participants with one month of no premium charges.
5. To increase the 2021 Budget by \$6,000 for rental expense related to the Palmer Lake Library facility that were not anticipated when the 2021 Budget was approved.
6. To increase the 2021 Budget by \$533,905 for various grants and usage of designated funds, which were not known when the 2021 Budget was approved.
7. To reduce the 2021 Budget by (\$800,000) for savings from vacant positions not being filled immediately during 2020.
8. To increase the 2021 Budget by \$40,000 for the long-term strategic plan project.

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

1. That the 2021 appropriation of the General Fund is hereby increased from \$36,690,372 to \$36,813,507; and
2. That the 2021 General Fund budget for Revenues and Sources of Funds is hereby increased from \$36,193,544 to \$36,521,073.

ADOPTED, this ____ day of _____, 2021

Attest: _____
Wayne A. Vanderschuere, President

**Pikes Peak Library District
General Fund - Supplemental Budget
Fiscal Year 2021**

Category	Amount
Approved 2021 Budget - Revenues	<u>\$ 36,193,544</u>
Adjustments:	
eRate funding (MIBS project)	(460,800)
Grants/Designated Funds	
ARPA grant through Colorado Department of Education	208,375
Buell grant	30,000
Next 50 Grant	16,415
Vaccine clinic grant	34,800
IECLE grant	95,005
CARES Act grant	<u>403,734</u>
Total Grants/Designated Funds	<u>788,329</u>
Total Adjustments	<u>327,529</u>
2021 General Fund Revenue Budget, As Amended	<u><u>\$ 36,521,073</u></u>
Approved 2021 Budget - Expenditures	<u>\$ 36,690,372</u>
Utilization of Prior Year Reserved and Designated Fund Balance	
Encumbrances	
Library materials	91,040
Other encumbrances	<u>218,990</u>
Total Encumbrances	<u>310,030</u>
Other Items	
Operating transfer - Capital Reserve Fund (access control project)	790,000
Operating transfer - Capital Reserve Fund	(566,800)
Health Plan one month no premium collections from PPLD and staff	(190,000)
Lease expense - Palmer Lake facility lease	6,000

**Pikes Peak Library District
 General Fund - Supplemental Budget
 Fiscal Year 2021**

Category	Amount
Grants/designated funds	
ARPA grant through Colorado Department of Education	208,375
Buell grant	30,000
Next 50 Grant	16,415
Vaccine clinic grant	34,800
IECLE grant	95,005
CARES Act grant	26,279
Designated funds/future grant commitments	<u>123,031</u>
Total Grants/Designated Funds	<u>533,905</u>
Vacant position savings	(800,000)
Long-term strategic plan	<u>40,000</u>
Total Other Items	<u>(186,895)</u>
Total Adjustments	<u>123,135</u>
2021 General Fund Expenditure Budget, As Amended	<u><u>\$ 36,813,507</u></u>
Excess Revenues Over (Less Than) Expenditures	(292,434)
Fund Balance - Beginning of Year	<u>11,320,091</u>
Fund Balance - End of Year	<u><u>\$ 11,027,657</u></u>

RESOLUTION FOR SUPPLEMENTARY BUDGET

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

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

AND WHEREAS, a total of \$74,342 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2021 budget,

NOW THEREFORE, it is resolved by the Board of Trustees of Pikes Peak Library District, Colorado Springs, Colorado, that the 2021 appropriation of the East Library Renovation Project Fund is hereby increased from \$84,200 to \$158,542, as per the attached schedule.

ADOPTED, this ____ day of _____, 2021

Attest: _____
Wayne A. Vanderschuere, President

**Pikes Peak Library District
 East Library Capital Projects Fund
 Year Ended December 31, 2021**

	2021		
	Original Budget	Mid-Year Amendment	Amended Budget
Sources of Funds			
Funding - Pikes Peak Library District			
Operating transfer - General Fund	\$ 84,200	\$ -	\$ 84,200
Uses of Funds			
2021 Projects			
Add a closet with cooling for IT	25,000	-	25,000
Contingency	25,000	-	25,000
Computer lab tables	20,000	-	20,000
COVID upgrades	14,200	-	14,200
Pre-2021 projects			
Roofing evaluation & design	-	11,163	11,163
Replace aging fire panel	-	6,858	6,858
Convert sound booth room to storage	-	3,000	3,000
Furniture	-	30,000	30,000
Reading room furniture	-	4,360	4,360
Contingency	-	17,143	17,143
IT equipment contingency	-	1,818	1,818
Total Uses of Funds	84,200	74,342	158,542
(Excess) Expenditures over Revenues	-	(74,342)	(74,342)
Fund Balance - Beginning of Year	74,342	-	74,342
Fund Balance - End of Year	\$ 74,342	\$ (74,342)	\$ -

RESOLUTION FOR SUPPLEMENTARY BUDGET

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

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

AND WHEREAS, a total of \$255,970 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2021 budget.

NOW THEREFORE, it is resolved by the Board of Trustees of Pikes Peak Library District, Colorado Springs, Colorado, that the 2021 appropriation of the Penrose Library Renovation Project Fund is hereby increased from \$162,500 to \$418,470, as per the attached schedule.

ADOPTED, this ____ day of _____, 2021

Attest: _____
Wayne A. Vanderschuere, President

**Pikes Peak Library District
 Penrose Library Capital Projects Fund
 Year Ended December 31, 2021**

	2021		
	Original Budget	Mid-Year Amendment	Amended Budget
Sources of Funds			
Funding - Pikes Peak Library District			
Operating transfer - General Fund	\$ 525	\$ -	\$ 525
2021 Projects			
Open chairs for Adult Education Services	2,500	-	2,500
Roofing consultant to evaluate existing roof	35,000	-	35,000
Install glass wall structure - Executive Assistant area	15,000	-	15,000
Building maintenance/minor renovation projects			
Add office for Manager	20,000	-	20,000
Add IT closet	25,000	-	25,000
KCH Add mezzanine door structure	15,000	-	15,000
KCH Painting allowance	25,000	-	25,000
Contingency	25,000	-	25,000
Pre-2021 Projects			
Roofing evaluation	-	27,922	27,922
KCH-movable walls/partitions	-	3,000	3,000
KCH-replace awning - front entrance	-	1,500	1,500
Replace existing parking meters	-	50,000	50,000
Chiller replacement	-	55,000	55,000
KCH - chairs For mezzanine	-	2,550	2,550
KCH - work tables (4), mezzanine	-	6,200	6,200
Contingency	-	109,798	109,798
Total Uses of Funds	162,500	255,970	418,470
(Excess) Expenditures over Revenues	(161,975)	(255,970)	(417,945)
Fund Balance - Beginning of Year	417,945	-	417,945
Fund Balance - End of Year	\$ 255,970	\$ (255,970)	\$ -

RESOLUTION FOR SUPPLEMENTARY BUDGET

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

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

AND WHEREAS, a total of \$189,864 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2021 budget,

NOW THEREFORE, it is resolved by the Board of Trustees of Pikes Peak Library District, Colorado Springs, Colorado, that the 2021 appropriation of the Library 21c Capital Project Fund is hereby increased from \$165,000 to \$354,864, as per the attached schedule.

ADOPTED, this ____ day of _____, 2021

Attest: _____
Wayne A. Vanderschuere, President

**Pikes Peak Library District
Library 21c Capital Projects Fund
Year Ended December 31, 2021**

	2021		
	Original Budget	Mid-Year Amendment	Amended Budget
Sources of Funds			
Funding - Pikes Peak Library District			
Operating transfer - General Fund	\$ 165,000	\$ -	\$ 165,000
Uses of Funds			
2021 Projects			
Awning for curbside service	25,000	-	25,000
Back up generator	105,000	-	105,000
Contingency	25,000	-	25,000
Closet UPS	10,000	-	10,000
Pre 2021 Projects			
Add gas supply to kitchen	-	2,509	2,509
Install new service point first floor	-	20,000	20,000
Revamp Creative Service area	-	3,000	3,000
Culinary Lab equipment	-	85,195	85,195
Adjustable height tables - Collection Management	-	1,200	1,200
Replace desk-Children's Services	-	6,000	6,000
Replace tables and chairs - training room	-	9,500	9,500
Contingency	-	37,588	37,588
Equipment replacement/contingency	-	24,872	24,872
Total Uses of Funds	165,000	189,864	354,864
(Excess) Expenditures over Revenues	-	(189,864)	(189,864)
Fund Balance - Beginning of Year	189,864	-	189,864
Fund Balance - End of Year	\$ 189,864	\$ (189,864)	\$ -

RESOLUTION FOR SUPPLEMENTARY BUDGET

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

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

AND WHEREAS, a total of \$2,313,943 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2021 Budget,

AND WHEREAS, a total of \$790,000 of funds are needed to complete the security system access control project; such expenditures were not anticipated upon approval of the 2020 Budget,

AND WHEREAS, a total of \$460,800 of funds originally set aside for telecommunication switches project, to be funded through the Federal eRate program and approved in the 2021 Budget, is deferred to a subsequent year,

AND WHEREAS, a total of \$106,000 of funds originally set aside for UPS rotation and router replacement projects approved in the 2021 Budget, is deferred to a subsequent year,

AND WHEREAS, a total of \$75,000 of funds needed from fundraising purposes which were previously included in the 2020 budget, but will not be received until 2021,

AND WHEREAS, a total of \$10,202 of funds were provided for leasehold improvements of the Ruth Holley Library,

NOW THEREFORE, it is resolved by the Board of Trustees of Pikes Peak Library District, Colorado Springs, Colorado, that the 2021 appropriation of the Capital Reserve Fund is hereby increased from \$1,837,102 to \$4,459,447, and that the 2021 budget for revenues and other sources of funds is hereby increased from \$1,837,102 to \$2,145,504, as per the attached schedule.

ADOPTED, this ____ day of _____, 2021

Attest: _____
Wayne A. Vanderschuere, President

**Pikes Peak Library District
Capital Reserve Fund
Year Ended December 31, 2021**

	2021		
	Original	Mid-Year	Amended
	Budget	Amendment	Budget

Sources of Funds

Funding - Pikes Peak Library District

Operating transfer - General Fund	\$ 1,837,102	\$ 223,200	\$ 2,060,302
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Funding - Fundraising

Donations - Pikes Peak Library District Foundation	-	75,000	75,000
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Funding - Other

Landlord reimbursement	-	10,202	10,202
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Total Sources of Funds

	1,837,102	308,402	2,145,504
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Uses of Funds

2021 Projects

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	-	4,000
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	-	5,568
Sand Creek - Adjustable height tables	2,052	-	2,052
Sand Creek - Locking drive-up book returns	6,000	-	6,000
Concrete replacement - districtwide allowance	10,000	-	10,000
Upgrade fire system dialers to cellular	12,000	-	12,000
Asphalt repairs and maintenance - districtwide allowance	15,000	-	15,000
Capital contingency	50,000	-	50,000
Furniture replacement contingency	25,000	-	25,000
Roof inspections, preventative maintenance repairs	15,000	-	15,000
Story walks at East, Penrose 21c and Fountain Libraries	16,000	-	16,000
Elevator electronic access at East and Penrose	3,966	-	3,966
Purchase uniform recycling retainers at all facilities	10,000	-	10,000

Pre-2021 Projects

Landscape allowance	-	2,505	2,505
Old Colorado City - replace floor main level	-	75,000	75,000
Roof inspection	-	16,008	16,008
Old Colorado City - canopy over book drop	-	5,000	5,000
Old Colorado City - replace carpet	-	3,500	3,500
Calhan project	-	15,759	15,759
Ruth Holley leasehold improvements	-	61,874	61,874
Manitou Arts Council (MAC) project	-	179,491	179,491
MAC - intrusion alarms	-	6,280	6,280
MAC - furniture	-	15,126	15,126
Improvements other than buildings	-	848	848
District-wide - concrete replacement	-	17,930	17,930
District-wide - asphalt repairs	-	26,249	26,249

**Pikes Peak Library District
Capital Reserve Fund
Year Ended December 31, 2021**

	2021		
	Original Budget	Mid-Year Amendment	Amended Budget
Staff lounge improvements - Penrose	-	9,738	9,738
Staff lounge improvements - East Library	-	8,954	8,954
Staff lounge improvements - L21c	-	7,777	7,777
Bookmobile - awning replacement	-	4,000	4,000
Bookmobile - (2) half wraps	-	12,213	12,213
Furniture	-	16,498	16,498
Cheyenne Mountain - workroom cabinets storage	-	2,000	2,000
Rockrimmon - redesign Children's area	-	2,500	2,500
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
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	5,650
Old Colorado City - charging tables and computer tables	-	12,000	12,000
Rockrimmon - meeting room tables	-	3,000	3,000
Replace generator bookmobile	-	12,500	12,500
Contingency	-	180,613	180,613
Total Facilities Capital	271,086	746,648	1,017,734

Communications Capital

2021 Projects

Signage projects	7,550	-	7,550
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Pre 2021 Projects

MAC projects	-	25,282	25,282
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
Total Communications Capital	7,550	34,782	42,332

Pikes Peak Library District
 Capital Reserve Fund
 Year Ended December 31, 2021

	2021		
	Original Budget	Mid-Year Amendment	Amended Budget
Information Technology Capital			
2021 Projects			
Telecommunications switches and UPS	576,000	(460,800)	115,200
UPS rotation	96,000	(96,000)	-
Router replacement	10,000	(10,000)	-
Cabling infrastructure repair	25,000	-	25,000
East Admin and staff cabling	85,000	-	85,000
Penrose Admin and staff cabling	35,000	-	35,000
Contingency cabling (non eRate)	10,000	-	10,000
Technology refresh (staff)	110,000	-	110,000
Technology refresh (patrons)	230,000	-	230,000
AWE literacy stations	55,000	-	55,000
Adult Education Chromebook and hotspots	5,000	-	5,000
Creative Service specialized sap top (3D Capable)	3,200	-	3,200
Young Adult Services programming Chromebook	5,300	-	5,300
Security system elevator access control	3,966	-	3,966
Staff and public printers	5,000	-	5,000
Contingency	15,000	-	15,000
Access control	60,000	790,000	850,000
Surveillance cameras	100,000	-	100,000
District-wide audio-visual equipment standardization	56,000	-	56,000
Receipt printers	12,500	-	12,500
Barcode scanners	12,500	-	12,500
Upgrade to Drupal	40,000	-	40,000
Pre 2021 Projects			
PC purchases	-	351,458	351,458
Technology refresh (staff)	-	24,484	24,484
PCs-video editing	-	11,114	11,114
Replace computers	-	1,275	1,275
Technology refresh (patrons)	-	22,571	22,571
RFID wands	-	1,584	1,584
Copier replacement	-	13,765	13,765
Network switches/UPS	-	260,929	260,929
MAC - networking	-	95	95
MAC - phone system	-	3,174	3,174
MAC - other	-	800	800
MAC - endpoints	-	18,838	18,838
MAC - security	-	62,017	62,017

**Pikes Peak Library District
Capital Reserve Fund
Year Ended December 31, 2021**

	2021		
	Original Budget	Mid-Year Amendment	Amended Budget
Telephone switches	-	33,331	33,331
Firewall replacement	-	21,547	21,547
Switches/UPS replacement	-	16,835	16,835
ILS peripherals	-	237,566	237,566
Archival management system	-	13,400	13,400
AMH bins (2)	-	20,000	20,000
Genealogy equipment	-	13,620	13,620
Datacenter project	-	56,836	56,836
Security system	-	203,077	203,077
AV Equipment - districtwide	-	125,000	125,000
IT management reserve	-	13,492	13,492
Contingency	-	-	-
Total Information Technology Capital	1,550,466	1,750,008	3,300,474
Video Studio Capital			
2021 Projects			
Video projector replacements and additions	5,000	-	5,000
Pre 2021 Projects			
Microphones	-	8,192	8,192
Video equipment and accessories	-	1,620	1,620
Video projectors replacement and additions	-	5,000	5,000
DSLR cameras - checkout	-	5,700	5,700
Contingency	-	8,215	8,215
Total Video Studio Capital	5,000	28,727	33,727
Creative Services Capital			
2021 Projects			
3D scanner	3,000	-	3,000
Pre 2021 Projects			
Equipment initiatives	-	7,913	7,913
Sand Creek-larger kiln	-	2,994	2,994
New maker kits	-	1,000	1,000
Equipment replacement	-	2,708	2,708
Contingency	-	47,565	47,565
Total Creative Services Capital	3,000	62,180	65,180
Total Uses of Funds	1,837,102	2,622,345	4,459,447
(Excess) Expenditures over Revenues	-	(2,313,943)	(2,313,943)
Fund Balance - Beginning of Year	2,313,943	-	2,313,943
Fund Balance - End of Year	\$ 2,313,943	\$ (2,313,943)	\$ -

RESOLUTION FOR SUPPLEMENTARY BUDGET

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

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

AND WHEREAS, certain designated funds that were budgeted for during 2020 were not spent by the end of 2020, yet the projects are to be carried over into 2021, as per the attached schedules.

NOW, THEREFORE, it is resolved by the Board of Trustees of Pikes Peak Library District, Colorado Springs, Colorado that District’s Special Revenue Funds (Designated Purpose Funds) be adjusted for expenditures for fiscal year 2021 by fund as identified on the attached schedules.

ADOPTED, this ____ day of _____, 2021

Attest: _____
Wayne A. Vanderschuere, President

**Pikes Peak Library District
Special Revenue Fund
Cheyenne Mountain Library Support Fund
Year Ended December 31, 2021**

Purpose of Fund	2021		
	Original Budget	Mid-Year Amendment	Amended Budget
To accumulate funds for the support of the District's Cheyenne Mountain Library's services, programs and assets.			
Fiscal Year Expenditures			
Capital Outlay	\$ -	\$ 812	\$ 812
Excess (Deficit) Revenues Over Expenditures	-	(812)	(812)
Fund Balance - Beginning of Year	812	-	812
Fund Balance - End of Year	\$ 812	\$ (812)	\$ -

Pikes Peak Library District
Special Revenue Fund
High Prairie Library Support Fund
Year Ended December 31, 2021

Purpose of Fund	2021		
	Original Budget	Mid-Year Amendment	Amended Budget
To accumulate funds for the support of the District's High Prairie Library's services, programs and assets.			
Fiscal Year Expenditures			
Capital outlay	\$ -	\$ 92,626	\$ 92,626
Excess (Deficit) Revenues Over Expenditures	-	(92,626)	(92,626)
Fund Balance - Beginning of Year	92,626	-	92,626
Fund Balance - End of Year	\$ 92,626	\$ (92,626)	\$ -

Pikes Peak Library District
Special Revenue Fund
Sand Creek Library Support Fund
Year Ended December 31, 2021

Purpose of Fund	2021		
	Original Budget	Mid-Year Amendment	Amended Budget
To accumulate funds for the support of the District's Sand Creek Library's services, programs and assets.			
Fiscal Year Expenditures			
Capital outlay	\$ -	\$ 12,283	\$ 12,283
Excess (Deficit) Revenues Over Expenditures	-	(12,283)	(12,283)
Fund Balance - Beginning of Year	12,283	-	12,283
Fund Balance - End of Year	\$ 12,283	\$ (12,283)	\$ -

Friends of the PPLD August 2021 Report

Friends membership, down by about a third during the pandemic, has recovered much of those losses. From a low of about 650 in 2020, it is currently pushing 800, still 100+ short of pre-COVID levels. Branch Friends are being encouraged to donate funds to launch a Friends group in Calhan. Efforts are also under way to revive the Friends group in Manitou. The Board has selected speaker, writer, and strategist Lauren Hug as facilitator for our all-day retreat on Oct. 23 at First United Methodist Church. Emphasis will be on measurable improvement application, especially in the areas of communications, membership, and team building. The board is currently considering new ways of underwriting PPLD programs, including official sponsorships.

Status of Operations as of August 31, 2021

Sales for August		
	Amazon	\$3,372
	eBay	\$1,234
	Facebook	\$0
	Web storefront	\$295
	East Bookstore	\$2,066
	Library 21C	\$1,584
	Penrose	\$333
	Booksale	\$0

- Current regular volunteer count is 34 for District Friends. Volunteer hours will not be tabulated until I return to the office next week. Ads have been placed at several sites for open bookstore positions at East and Library 21c. Getting good response from Volunteer Match especially.
- Fall Book Sale is scheduled for Oct 1-3 at East Library. Volunteer recruiting has begun in earnest; help wanted notices are posted on our web store site, the PPLD website, Facebook, Volunteer Match and JustServe. Bookmarks and postcards have been ordered from the printer.



REPORT

Received \$208,375 reimbursement grant from the FY 2021-2022 ARPA grant program through the State Library

Received \$18,000+ in gifts honoring the memory of Marlene Rook in support of naming the Cheyenne Mountain Library's Community Room

Met with Colorado Springs Health Foundation to explore application opportunities for newly announced Social Determinants of Health grant program

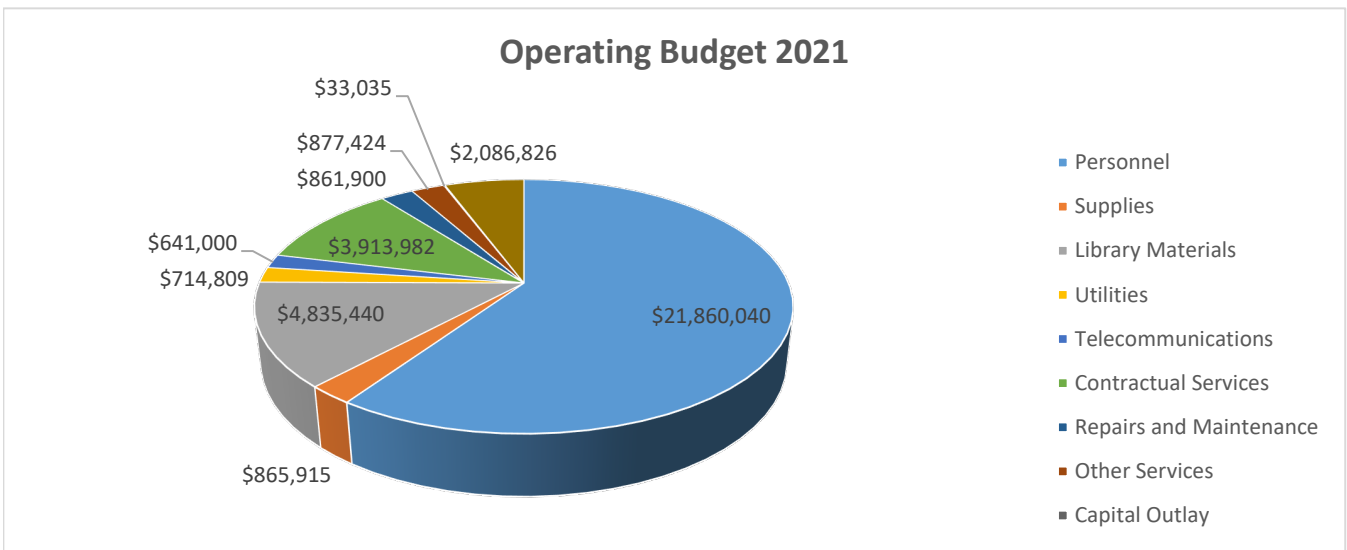
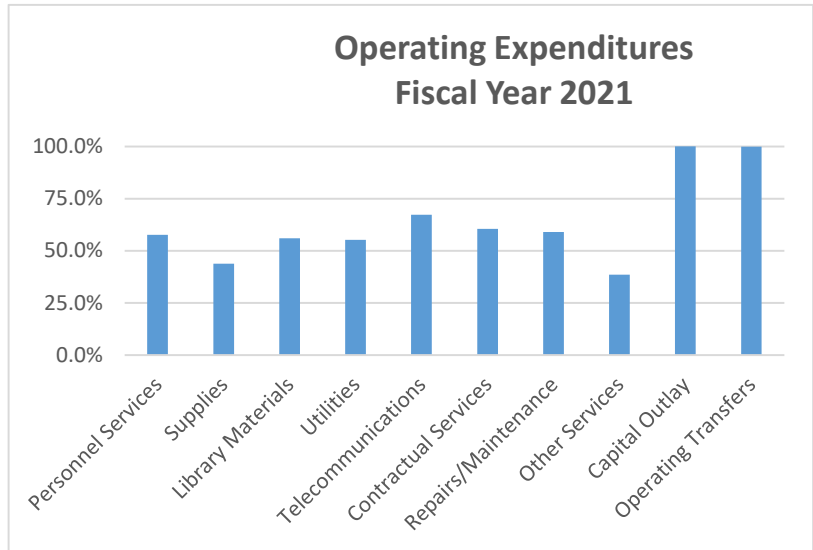
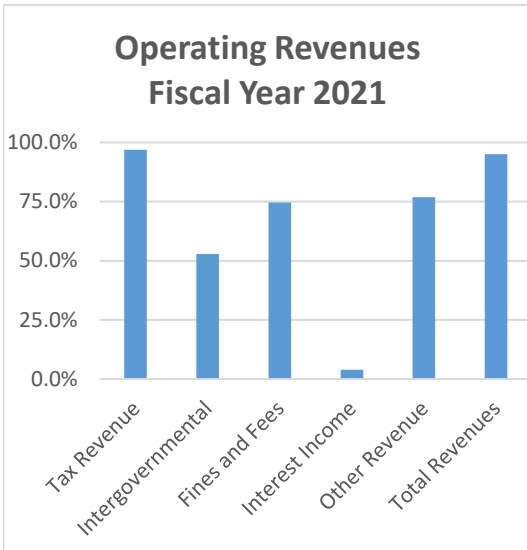
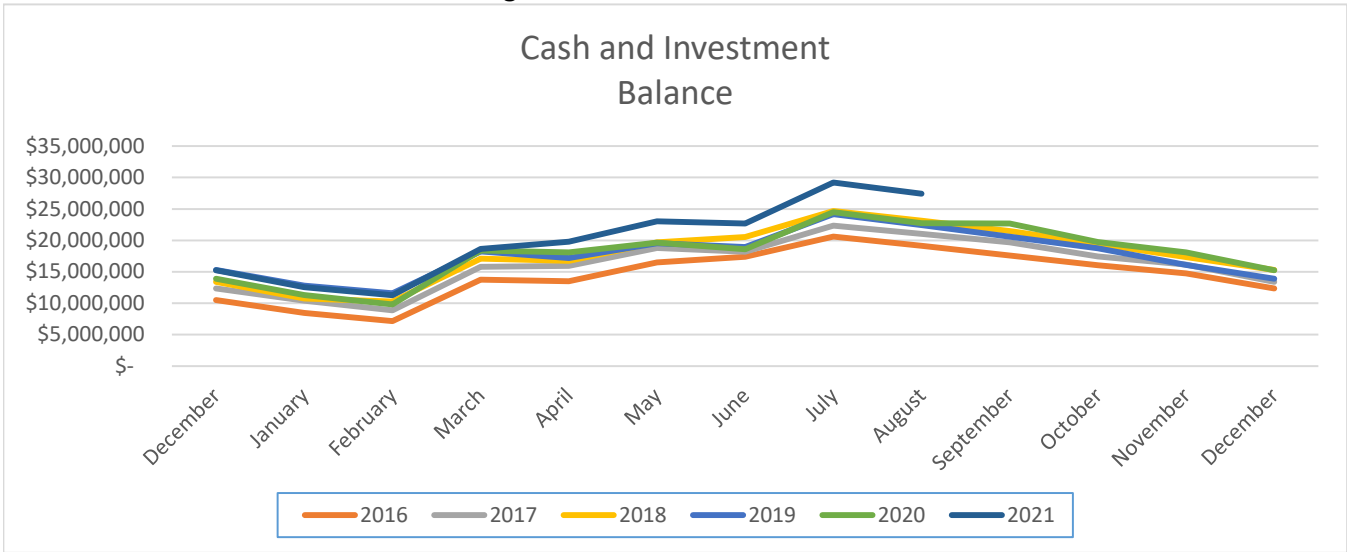
Met with Friends of PPLD Executive Committee to discuss charitable giving strategies

Held PPLD Foundation ad hoc Events Committee to continue donor appreciation event planning

Attended Friends of PPLD monthly board meeting

Pikes Peak Library District Financial Dashboard

August 2021



Pikes Peak Library District

August 2021 Financial Report

Presented to Board of Trustees on September 22, 2021

**Pikes Peak Library District
General Fund Summary
For the Eight-Month Period Ended August 31, 2021**

General Fund	Year-To-Date				Notes
	2021	2020	Change	% Chg.	
Revenues					
Property taxes	\$ 31,061,356	\$ 29,558,799	\$ 1,502,557	5.1%	
Specific ownership taxes	2,487,525	2,185,112	302,413	13.8%	
Fines/fees	59,051	46,651	12,400	26.6%	
Investment earnings	7,198	105,325	(98,127)	-93.2%	
Other	761,476	160,663	600,812	374.0%	1
Total Revenues	\$ 34,376,606	\$ 32,056,550	\$ 2,320,055	7.2%	

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 Eight-Month Period Ended August 31, 2021**

Percent of Year 67.0%

Account Description	2021 Budget	YTD Actual	Variance	% Used
Tax Revenue				
Property taxes				
Current	\$ 31,312,948	\$ 31,082,070	\$ (230,878)	99.3%
Abatements/refunds	(122,400)	(71,724)	50,676	58.6%
Omitted properties	7,140	1,560	(5,580)	21.8%
Delinquent	18,360	14,655	(3,705)	79.8%
Penalties/interest	36,720	24,688	(12,032)	67.2%
Specific ownership taxes	3,382,500	2,487,525	(894,975)	73.5%
Local government in lieu of prop. taxes	10,200	10,107	(93)	99.1%
Total Tax Revenue	34,645,468	33,548,881	(1,096,587)	96.8%
Intergovernmental				
Federal funds - other categories	106,974	353,735	246,761	330.7%
Federal - eRate Funding	690,600	-	(690,600)	0.0%
State Grant - library materials	143,445	143,445	-	100.0%
Total Intergovernmental	941,019	497,180	(443,839)	52.8%
Fines and Fees	79,200	59,051	(20,149)	74.6%
Interest Income	183,750	7,198	(176,552)	3.9%
Other Revenue				
Donations/grants/gifts				
PPLD Foundation	242,100	204,923	(37,177)	84.6%
Other	-	18,921	18,921	100.0%
Copier charges/PMS charges	80,400	25,599	(54,801)	31.8%
Parking lot collections	12,060	4,144	(7,916)	34.4%
Merchandise sales	-	535	535	100.0%
Miscellaneous	4,523	6,149	1,626	135.9%
Asset sales proceeds	5,025	4,025	(1,000)	80.1%
Total Other Revenue	344,108	264,296	(79,812)	76.8%
Total General Fund Revenues	\$ 36,193,545	\$ 34,376,606	\$ (1,816,939)	95.0%

**Pikes Peak Library District
General Fund Summary
For the Eight-Month Period Ended August 31, 2021**

General Fund	Year-To-Date				Notes
	2021	2020	Change	% Chg.	
Expenditures					
Personnel	\$ 12,610,417	\$ 12,806,671	\$ (196,254)	-1.5%	
Supplies	379,604	550,772	(171,167)	-31.1%	
Library materials	2,704,768	2,703,645	1,123	0.0%	
Utilities	395,403	334,941	60,461	18.1%	
Telecommunication costs	430,956	403,525	27,432	6.8%	
Contractual services	2,368,479	2,496,528	(128,049)	-5.1%	
Repairs and maintenance	508,537	386,048	122,489	31.7%	
Other services	338,408	293,995	44,413	15.1%	
Capital outlay	111,420	12,347	99,073	802.4%	1
Operating transfers - other funds	2,086,826	1,790,355	296,471	16.6%	2
Total Expenditures	\$ 21,934,819	\$ 21,778,827	\$ 155,991	0.7%	

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.

**Pikes Peak Library District
Statement of Expenditures
General Fund
For the Eight-Month Period Ended August 31, 2021**

Percent of Year 67.0%

Account Description	2021 Budget	YTD Actual	Available Budget	% Used
Personnel Services				
Regular employees	\$ 16,821,878	\$ 9,596,535	\$ 7,225,343	57.0%
Temporary employees	3,800	-	3,800	0.0%
Substitute employees	33,500	25	33,475	0.1%
Work-Study And internship	16,500	607	15,893	3.7%
Social security contributions	1,310,623	704,256	606,367	53.7%
Retirement contributions	1,108,739	639,685	469,054	57.7%
Health Plan contributions	2,300,000	1,502,627	797,373	65.3%
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	37,037	27,963	57.0%
Life A&D insurance	65,000	42,793	22,207	65.8%
Tuition assistance	40,000	22,889	17,111	57.2%
Total Personnel Services	21,860,040	12,610,417	9,249,623	57.7%
Supplies				
General	291,552	60,932	230,620	20.9%
Microform	2,450	103	2,347	4.2%
Software purchases/licenses	296,500	233,518	62,982	78.8%
Computer supplies	44,000	12,523	31,477	28.5%
Processing	85,000	2,235	82,765	2.6%
Office	63,750	13,852	49,898	21.7%
Other	82,663	56,442	26,221	68.3%
Total Supplies	865,915	379,604	486,311	43.8%
Library Materials				
Audio-visual materials	783,300	185,885	597,415	23.7%
Books	1,327,814	555,938	771,876	41.9%
e-materials	1,773,767	1,212,955	560,812	68.4%
Library materials - other	203,000	127,183	75,817	62.7%
Microforms	5,000	-	5,000	0.0%
Periodicals	110,250	97,356	12,894	88.3%
Serials	25,000	8,600	16,400	34.4%
Databases - online services	607,309	515,711	91,599	84.9%
Memorials	-	1,140	(1,140)	0.0%
Total Library Materials	4,835,440	2,704,768	2,130,672	55.9%

**Pikes Peak Library District
Statement of Expenditures
General Fund
For the Eight-Month Period Ended August 31, 2021**

Percent of Year 67.0%

Account Description	2021 Budget	YTD Actual	Available Budget	% Used
Utilities				
Gas	88,643	64,745	23,898	73.0%
Electric	490,236	281,619	208,617	57.4%
Water/sewer	128,086	45,498	82,588	35.5%
Storm water fees	7,844	3,542	4,303	45.2%
Total Utilities	714,809	395,403	319,407	55.3%
Telecommunications				
Data	460,000	332,223	127,777	72.2%
Voice	77,000	50,129	26,871	65.1%
Cellular	104,000	48,604	55,396	46.7%
Total Telecommunications	641,000	430,956	210,044	67.2%
Contractual Services				
Janitorial services	341,000	217,885	123,115	63.9%
Carpet cleaning services	136,000	86,698	49,302	63.7%
Laundry services	5,500	-	5,500	0.0%
Library facility rental	674,558	413,915	260,643	61.4%
Common area maintenance	175,761	92,960	82,801	52.9%
Storage rental	3,000	-	3,000	0.0%
Audit	42,500	43,275	(775)	101.8%
Legal	50,000	20,011	29,989	40.0%
Consultant	293,650	83,449	210,201	28.4%
Cataloging	40,000	24,111	15,889	60.3%
Trash removal	23,345	10,956	12,389	46.9%
Copier services	61,000	8,121	52,879	13.3%
Courier services	224,476	99,803	124,673	44.5%
Liability/property insurance	160,693	153,023	7,670	95.2%
Printing	80,000	37,124	42,876	46.4%
Programming	387,542	118,752	268,790	30.6%
Treasurer fees	462,000	464,143	(2,143)	100.5%
Warrantire	37,000	-	37,000	0.0%
Microfilming services	19,600	7,370	12,230	37.6%
Computer support agreements	111,882	90,097	21,785	80.5%
Computer equipment maintenance	397,000	304,786	92,214	76.8%
Software licenses	78,950	25,549	53,401	32.4%
Software subscriptions	29,307	24,307	5,000	82.9%
Employee Assistance Program	21,218	6,498	14,720	30.6%
Parking	58,000	35,647	22,353	61.5%
Total Contractual Services	3,913,982	2,368,479	1,545,503	60.5%

**Pikes Peak Library District
Statement of Expenditures
General Fund
For the Eight-Month Period Ended August 31, 2021**

Percent of Year 67.0%

Account Description	2021 Budget	YTD Actual	Available Budget	% Used
Repairs and Maintenance				
Grounds maintenance	88,000	58,672	29,328	66.7%
Vehicle operating costs	74,500	60,428	14,072	81.1%
Equipment maintenance	453,300	327,335	125,965	72.2%
Equipment repairs	61,350	6,762	54,588	11.0%
Furniture repairs	35,000	5,095	29,905	14.6%
Building repairs	149,750	50,245	99,505	33.6%
Total Repairs and Maintenance	861,900	508,537	353,363	59.0%
Other Services				
Translation services	300	-	300	0.0%
Advertising	1,000	89	911	8.9%
Bank And trustee Fees	8,000	5,776	2,224	72.2%
School engagement	3,000	54	2,946	1.8%
Mileage/Travel reimbursement	77,250	22,262	54,988	28.8%
Employee recruitment	37,500	8,231	29,269	21.9%
Dues and memberships	63,352	31,892	31,460	50.3%
Merchandising	8,000	6,594	1,406	82.4%
Employee recognition	20,525	13,798	6,727	67.2%
Board of Trustees	7,000	892	6,108	12.7%
Community outreach	161,958	86,476	75,482	53.4%
Training	290,138	61,131	229,007	21.1%
Signage	30,000	1,253	28,747	4.2%
Bindery	5,000	1,825	3,175	36.5%
Book mending	1,500	114	1,386	7.6%
Safety	14,250	2,248	12,002	15.8%
Summer Adventure Club	35,786	22,086	13,700	61.7%
Patron reimbursement	500	-	500	0.0%
Postage	61,500	25,829	35,671	42.0%
Volunteer program	9,500	673	8,827	7.1%
Safety and wellness	7,000	2,865	4,135	40.9%
Other grant/donation expenditures	(58,001)	2,528	(60,529)	-4.4%
Other	92,366	41,791	50,576	45.2%
Total Other Services	877,424	338,408	539,017	38.6%
Capital Outlay				
Other	33,035	111,420	(78,386)	337.3%
Total Capital Outlay	33,035	111,420	(78,386)	337.3%
Operating Transfers to Other Funds				
Fund transfers out	2,086,826	2,086,826	-	100.0%
Total Expenditures	\$ 36,690,372	\$ 21,934,819	\$ 14,755,554	59.8%

**Pikes Peak Library District
Special Revenue Funds
For the Eight-Month Period Ended August 31, 2021**

Fund Balance - January 1, 2021	\$ 105,721
Expenditures	-
Fund Balance - August 31, 2021	<u>\$ 105,721</u>

Fund Balance - By Fund - August 31, 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 Eight-Month Period Ended August 31, 2021**

Account Description	Multi-Year Budget	Activity		Encumbrances	Available Budget
		Prior Years	2021		
Revenues and Other Sources of Funds					
Donation - Foundation	\$ 5,000	\$ -	\$ -	\$ -	\$ (5,000)
Fund transfers in	232,372	148,172	84,200	-	-
Total Revenues and Other Sources of Funds	237,372	148,172	84,200	-	(5,000)
Expenditures					
2021 Projects					
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
Pre-2021 projects					
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
Total Expenditures	\$ 310,596	\$ 152,054	40,625	\$ 1,933	\$ 115,984
Excess Revenues over Expenditures			43,575		
Fund Balance - January 1, 2021			74,342		
Fund Balance - August 31, 2021			<u>\$ 117,917</u>		

**Pikes Peak Library District
Penrose Library Capital Projects Fund
For the Eight-Month Period Ended August 31, 2021**

Account Description	Multi-Year Budget	Activity			Available Budget
		Prior Years	2021	Encumbrances	
Revenues and Other Sources of Funds					
Fund transfers in	\$ 97,224	\$ 96,700	\$ 524	\$ -	\$ -
Expenditures					
2021 Projects					
Open chairs for Adult Education Services	2,500	-	-	-	2,500
Roofing consultant to evaluate existing roof	35,000	-	4,640	14,980	15,380
Install glass wall structure - Executive Assistant area	15,000	-	3,100	6,231	5,669
Building maintenance/minor renovation projects					-
Add office for Manager	20,000	-	-	304	19,696
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
Pre-2021 Projects					
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 Eight-Month Period Ended August 31, 2021**

Account Description	Multi-Year Budget	Activity			Available Budget
		Prior Years	2021	Encumbrances	
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	8,405	11,868	89,523
Total Expenditures	\$ 1,100,592	\$ 682,124	23,987	\$ 57,108	\$ 337,373
Excess Revenues over Expenditures			(23,463)		
Fund Balance - January 1, 2021			417,945		
Fund Balance - August 31, 2021			<u>\$ 394,482</u>		

**Pikes Peak Library District
Library 21c Capital Projects Fund
For the Eight-Month Period Ended August 31, 2021**

Account Description	Multi-Year Budget	Activity		Encumbrances	Available Budget
		Prior Years	2021		
Revenues and Other Sources of Funds					
Fund Transfers In	\$ 1,384,467	\$ 1,219,467	\$ 165,000	\$ -	\$ -
Expenditures					
2021 Projects					
Awning for curbside service	25,000	-	-	-	25,000
Back up generator	105,000	-	-	88,571	16,429
Contingency	25,000	-	455	4,852	19,693
Closet UPS	10,000	-	-	-	10,000
Pre 2021 Projects					
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	34,605	7,339	43,251
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 Eight-Month Period Ended August 31, 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
Total Expenditures	\$ 1,601,787	\$ 1,281,864	47,204	\$ 101,012	\$ 171,707
Excess Revenues over Expenditures			117,796		
Fund Balance - January 1, 2021			189,865		
Fund Balance - August 31, 2021			<u><u>\$ 307,661</u></u>		

**Pikes Peak Library District
Capital Reserve Fund
For the Eight-Month Period Ended August 31, 2021**

Account Description	Multi-Year Budget	Activity			Available Budget
		Prior Years	2021	Encumbrances	
Revenues and Other Sources of Funds					
Fund transfers in	\$ 4,363,542	\$ 2,526,440	\$ 1,837,102	\$ -	\$ -
Tenant improvement reimbursement	61,874	61,695	10,202.00	-	10,023
Donation - Foundation	123,000	-	75,000.00	-	(48,000)
Sale of assets	12,500	12,500	-	-	-
Total Revenues and Other Sources of Funds	4,560,916	2,600,635	1,922,304	-	(37,977)
Expenditures					
Facilities Capital					
2021 Projects					
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	-	1,685	1,885	8,430
Asphalt repairs and maintenance - districtwide allowance	15,000	-	5,943	8,770	287
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	-	-	15,520	480
Elevator electronic access at East and Penrose	3,966	-	-	-	3,966

**Pikes Peak Library District
Capital Reserve Fund
For the Eight-Month Period Ended August 31, 2021**

Account Description	Multi-Year Budget	Activity			Available Budget
		Prior Years	2021	Encumbrances	
Purchase uniform recycling retainers at all facilities	10,000	-	-	-	10,000
Pre-2021 Projects					
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	1,813	5,333	8,613
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 Eight-Month Period Ended August 31, 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	38,136	8,596	171,855
Signage allowance	7,618	7,618	-	-	-
Total Facilities Capital	1,771,815	716,107	336,093	99,289	620,326
Communications Capital					
2021 Projects					
Signage projects	7,550	-	-	-	7,550
Pre 2021 Projects					
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
Total Communications Capital	42,500	168	11,679	150	30,503

**Pikes Peak Library District
Capital Reserve Fund
For the Eight-Month Period Ended August 31, 2021**

Account Description	Multi-Year Budget	Activity			Available Budget
		Prior Years	2021	Encumbrances	
Information Technology Capital					
2021 Projects					
Telecommunications switches and UPS	576,000	-	-	-	576,000
UPS rotation	96,000	-	-	-	96,000
Router replacement	10,000	-	-	-	10,000
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	360	102,007
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	-	-	-	5,000
Contingency	15,000	-	6,744	3,220	5,036
Access control	60,000	-	-	-	60,000
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	-	35,500
Pre 2021 Projects					
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	-	11,200
Technology refresh (patrons)	131,000	131,000	-	-	-

**Pikes Peak Library District
Capital Reserve Fund
For the Eight-Month Period Ended August 31, 2021**

Account Description	Multi-Year Budget	Activity			Available Budget
		Prior Years	2021	Encumbrances	
Replace computers	38,454	38,209	245	-	-
Technology refresh (patrons)	43,795	21,224	22,571	-	-
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	83,963	173,223	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	19,392	2,155	-
Switches/UPS replacement	40,000	23,165	15,151	1,684	-
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	7,943	1,638	47,255
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	-	-	-
Total Information Technology Capital	4,246,416	1,169,142	376,085	763,762	1,937,427

**Pikes Peak Library District
Capital Reserve Fund
For the Eight-Month Period Ended August 31, 2021**

Account Description	Multi-Year Budget	Activity		Encumbrances	Available Budget
		Prior Years	2021		
Video Studio Capital					
2021 Projects					
Video projector replacements and additions	5,000	-	-	-	5,000
Pre 2021 Projects					
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	-	-	-
Total Video Studio Capital	99,510	65,782	8,193	-	25,535

Pikes Peak Library District
 Capital Reserve Fund
 For the Eight-Month Period Ended August 31, 2021

Account Description	Multi-Year Budget	Activity		Encumbrances	Available Budget
		Prior Years	2021		
Creative Services Capital					
2021 Projects					
3D scanner	3,000	-	-	2,920	80
Pre 2021 Projects					
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
Total Creative Services Capital	108,986	43,806	6,437	2,920	55,823
Total Expenditures	\$ 6,269,227	1,995,005	738,487	\$ 866,121	\$ 2,669,614
Excess Revenues over Expenditures			1,183,817		
Fund Balance - January 1, 2021			2,313,943		
Fund Balance - August 31, 2021			\$ 3,497,760		

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

	COLOTRUST Investments	US Bank Checking	Total Cash
Cash and Investments Balance August 1, 2021	\$ 28,928,817	\$ 273,497	\$ 29,202,314
Receipts			
Property Taxes	711,024	-	711,024
Cash Receipts	-	4,758	4,758
Credit card and other activity	-	5,869	5,869
Foundation distribution	-	138,268	138,268
Interest	623	-	623
Disbursements			
Payment of Bills week of 8/6/2021	-	(270,512)	(270,512)
Payment of Bills week of 8/13/2021	-	(280,836)	(280,836)
Payment of Bills week of 8/20/2021	-	(142,312)	(142,312)
Payment of Bills week of 8/31/2021	-	(373,466)	(373,466)
Payroll 8/6/2021	-	(670,464)	(670,464)
Payroll and end of month 8/20/2021	-	(910,620)	(910,620)
Transfer between funds	(2,300,000)	2,300,000	-
Cash and Investments August 31, 2021	\$ 27,340,464	\$ 74,182	\$ 27,414,646

Public Services Report August 2021

Combatting Loneliness

- This month Sara Gallagher, Manitou Springs and Ute Pass Library Supervisor, has been focusing on having small conversations with patrons of all ages whenever time allows. She remembers what it felt like to be welcomed at “her” library as a child and wants to build those memories for children as well. She has also been finding enrichment in having positive ongoing interactions with computer lab users, who sometimes are either experiencing homelessness or have different other challenges.

Compliments

- Forty patrons rated their Chat Reference, and of those 40 ratings, 35 were rated GREAT!
- Staff who worked on Chat Reference received the following compliments:
Joshua Higgins (East Library) *“I don't know who helped me but he explained everything to me very well with a lot of details. I appreciate this chat service very much. It is very convenient!!! Thank you Thank you Thank you”*
- Meagan Huber (Adult Services) *“Efficient and easy”* and *“PPLD - Best library system ever!”*
- Joe Paisley (Adult Services) *“you did amazing work!”*
- Jake Rundle (Sand Creek Library) *“The librarian personally went onto the app I had issues with and fiddled around with it until they figured it out, and they put good effort into working it out.. Outstanding service and effort.”*
- Jordan Romero (Sand Creek Library) *“The librarian had exactly what I needed in just moments. Thank you!”*
- At the end of an email reference question, a patron told Creative Services staff: *Thank you for working at the library during challenging times.*
- From Greccio Housing: We are so thankful for your donation of children's books. We were able to stock our 25 little libraries and bookshelves all around Colorado Springs.
- From a LENA Start parent: *“My child was only communicating using baby signs before LENA. He's now talking and my mother says it's a night and day difference.”*
- Thea Martinez (East Library) from Contact Us email *“I met a wonderful employee named Taeya (I'm sorry I don't know how to spell it she has short hair) at the east location on north union today who noticed my perceived gender didn't match the name on my account and took the time to ask if I had a preferred name so she could edit my account so I wouldn't have to see my dead name. I took her up on it and it was very appreciated as a trans woman to be treated so thoughtfully please continue hiring staff who are trans friendly and understand trans issues.”*

North Region Community

Calhan Library has officially established a Friends of the Library at its location. Friends will be led by Susan Starr and Carma Gates, local patrons of the Calhan community.

Monument's local paper, Our Community News, is featuring a picture of the ongoing construction of Palmer Lake's ramp in their next issue. We are hoping for the project to be completed within the next two months. We can't wait to reopen our doors to the Palmer Lake community!

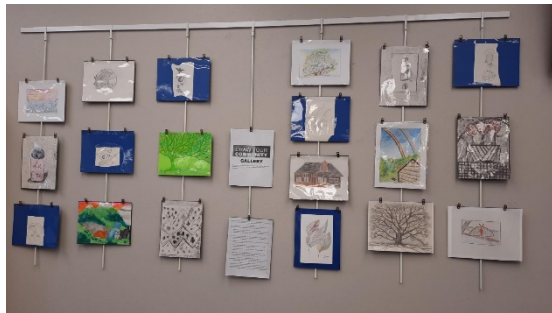
Resources

Monument's Paws to Read volunteers are returning in September! The branch will have two new volunteers, and one returning. Toddler Time is also returning in September! Monument's children specialist (Athena Cazier) has brought in-person crafts back to Storytime, and the response from families has been fantastic. (They love being able to do crafts here, without having to do all the clean up at home! 😊) The first session of Math Tutoring at Monument went really well. There were ten tutors and five students that needed help.

Library 21c has traditionally been a location with robust volunteer activity. Since volunteers have returned, contributed volunteer hours have increased each month. Community adult and teen volunteers contributed 272.25 volunteer hours to Library 21c in August 2021, pulling holds materials, unloading bins, registering patrons for Summer Adventure and providing completion prizes, shelving holds materials, and more. Over recent months, many Library 21c employees have used their vacation leave, and volunteers have provided essential support during this time.

Innovation/Creativity

High Prairie Staff worked throughout the Summer Adventure program to recruit new Summer Adventure sign-ups. The final enrollment total for Summer Adventure for HI was 1070, surpassing our 2019 total of 1054. Congratulations to Susan Grosenheider (HI) for signing up participant number 1055!



Rockrimmon Library in conjunction with Creative Services has begun its return to in-house art class programming with Deb Ross. Classes have been full with many happy patrons creating works of art! Rockrimmon Library was also the first library to host the Draw Your Community art program. Art sets were made available for checkout and patrons were asked to bring in the art they created if they wanted to. We received 19 pieces of art that are now proudly displayed in our lobby.

Service

In August, Library 21c began regularly staffing the teen desk for the first time since the pandemic began. The desk is staffed during peak hours, 3 - 6 p.m. Monday through Thursday, and 3pm-5pm on Friday. YA staff were excited to share that several of our previous regulars have returned to the space. To make the space more engaging and inviting, YA Librarian Cathy Wood created a display asking teens to share what they are excited about this fall. Cathy 3D printed a box to hold slips of paper which is pinned to the board along with push pin clothespins to hold responses. YA staff are preparing for September when they will resume our monthly book displays and video game services return for both teens and adults.

Internal/Staff

Rockrimmon Library is happy to welcome Gabrielle Pantano as our newest Assistant! She will be a welcome addition to our staff and brings us experience with a background in customer service and having an ALA scholarship! She will start at PPLD on September 7th. Troy Roth started this month as Monument's new Senior Library Associate for Young Adult Services. He met with several librarians from YAS to start the onboarding process for the position. He has been doing a great job of getting to know the staff of Monument too. Meredith Moore and Liz Turner, both Senior Library Associates, have also been meeting with Troy to pass on information to him.

Kate Pangelinan (MO) accepted Monument’s open 40-hour Sr. Library Assistant position. She will serve as Monument and Palmer’s circ trainer.

Accountability

In August, a window was installed on the door of the Library 21c Circulation work room. For many years, staff carefully exited the work room, trying to avoid hitting with the door anyone immediately outside of the room. The simple installation of this window provides a safe way for staff to leave the work room without fear of knocking into anyone. Patrons can even peep into the work room to see what is happening “behind the scenes” at their library.

Southeast Region Community

Jordan Romero (Sand Creek, Senior Library Associate) and Jenny Kremyar (Southeast Creative Librarian) hosted two tile making workshops at Back-to-School nights in Harrison School District 2. Tiles were made at Bricker Elementary school and Turman Elementary. In addition to the back-to-school nights, they also hosted a tile making workshop at Stratton Open Space during the Bioblitz. At the end of August, we have officially reached the half-way point, with over 3,500 tiles made, decorated, glazed, and fired.



Mary Gapko (Fountain, Senior Library Associate), Shirley Martinez (Director of EDI), and Meagan Huber (Adult Services, Senior Library Associate) provided outreach at the Fort Carson 1SBCT Brigade Deployment Fair. The fair targeted soldiers and their families of the 1SBCT and other small units to provide information about the Fort Carson installation and community resources.

Resources

The Southeast Express also hosted their first [“Coffee Connect” in August](#) at Sand Creek. This event is livestreamed on KOAA and Facebook and is a forum for residents of the Southeast to connect with others to discuss what’s all happening in the Southeast. Sand Creek looks forward to hosting this ongoing meeting in the coming months.

Shannon Heffner, Adult Librarian, received a Book a Librarian request from a patron who needed to create a PowerPoint for her upcoming 65th high school class reunion. She needed a photo conversion machine and assistance with uploading photos. Shannon had two sessions with her and was able to get her slides, physical, and digital photos all on one flash drive. The

patrons was very grateful for Shannon's help and for the technology we provide to the community

Innovation/Creativity

Marietta Montaine, Library Associate, attended the [Stratton Open Space Bioblitz](#) with the Green Team. They visited with approximately 60 people and doggos.



Service

Each month, a Fountain staff member will put an example of how they promoted a resource or assisted a patron with a resource or service that we provide and at least one person always reports how much a patron appreciates our printing, faxing, and scanning services. This month Mary Gapko (Senior Library Associate) helped a patron copy some very important documents which he said would help to keep him in his house. He told the staff that he sat outside and cried because he was so relieved that it was over and that it was so easy to do at the library.

Thea Martinez (East, Senior Library Associate) presented a monster themed storytime this month. She and kids created photos of the monsters at Storytime. The kids worked in groups and were asked what they wanted their monsters to look like, such as how many eyes, do they have a nose, etc. The first one has five eyes, five arms, stripes, a cowboy hat, fire shooting out of its arms and is named Monster. The second has 3 eyes, 3 arms, spots, 2 big round ears on the top of its head, curly hair and is named George. It was really fun seeing how the two different groups worked together to make 2 different monsters!



Internal/Staff

Storytime has returned! A co-worker commented on how much more excitement and energy was present in the East Children's office area after Thea Martinez, Senior Library Associate,

and Jami Dykema, Senior Library Associate, had just finished our Storytime. It really does make staff happy (happier?) to be able to interact with our little patrons.

Accountability

Marion Robert (East, Supervisor) was able to help a homebound patron over the phone with many inquiries. The patron was so thankful that Marion took my time with her and answered all her questions in such detail. This was a very fulfilling interaction for both Marion and the patron.

At the end of August, all four Southeast Libraries added additional services hours totaling up to 20 hours per week.

West Region

Community

From Debbie Vitulli, West Region Senior Regional Library Associate, "I wanted to tell you a wonderful thing I observed today while at the Mobile Library Services' Broadmoorings stop, with January Fairfield (Library Associate). I observed January being so patient, interactive, and just super kind with one of our patrons. Miss Phyllis is in her 90's and was at our stop for the entire time. She is a lovely lady and after checking out a few items, she stood there and talked with January the rest of the time...at least 30 minutes. Wonderful stories and memories. January gave her full attention and I could see the happiness radiating from Phyllis's face having someone to speak to and be [heard]. This was so heartwarming to witness. Not only do we bring items to our patrons, but we bring them joy and the comfort of being seen and heard."

Resources

Many Lobby Stop patrons are unable to leave their facilities because they no longer drive. Several have mentioned, this past month, how thankful they are we can come to them, so they are able to continue reading and enjoying the other services offered by the library.

Kayla Rockhold, Safety, Social Services and Security's Social Worker, who is vital to the success of Penrose Library, had two new interns start this past month, Bridget Roberts and Macie Campbell. We are very happy to welcome them.

Innovation/Creativity



Pam Contreras, Mobile Library Services' Senior Library Associate, and Trevor Elmore, Library Associate, provided two story times and craft program at Switchback Coffee Roaster's Hillside location which reached 20 people.

Mobile Library Services' Lobby Stops were able to experience the "show and tell" of Pam Contreras's daughter Kaitlyn and her guide dog, Bea. Kaitlyn gave a short explanation of the guide dog training process and patrons were given time to ask questions. Mobile Library Services plans to offer the program

at another facility during the holidays when Kaitlyn and Bea are home from college.

Mobile Library Services offered a painting program at the Myron Stratton Lobby Stop this month. The residents had a great time painting, being in nature, and loved the stories the ranger told them while they were painting!

Service

To diversify the collection and further support the Old Colorado City community, Annie Spencer, Young Adult Services Senior Associate, has begun the process of working with Collection Management staff and Cathy Wood, Library 21C Young Adult Librarian, to establish Old

Colorado City Library's first ever board game collection! The collection is intended to launch in 2022 – a new collection, for a new year.

After identifying a significant need for menstrual supplies, Young Adult Services expanded their Menstrual Supply Pilot Program to include Old Colorado City Library.

Internal/Staff

Vanessa Nash, formerly of PPLD's EA, HI, FO and RO libraries, joined the Old Colorado City team as Library Supervisor on August 23, 2021.

Adult Education

Community

Adult Education and Creative Services are working with Pikes Peak Workforce Center (PPWFC) to provide Food Industry Training. This cohort is funded with PPWFC grant funds from the Walmart Foundation. The program started on Mon., Aug. 30 with 10 students. 21 individuals applied to the program and 10 are enrolled. Lacey Miller, Scott Crum, and Lauren Fellers hosted 4 informational meetings to give a program overview and meet potential students. Program orientation included representation from Pikes Peak Workforce Center, PPLD, and the local American Culinary Federation chapter president, John Casto, C.E.C. The program is taking place in Library 21c's Kitchen, Monday to Friday from 9 a.m. - 1 p.m. until Fri., Sep. 24. Interest in this program is high. PPWFC reported high social media engagement for their FIT Facebook post, which reached 2,749 people, 135 engagements, 3 shares, 4 public comments, and 20 private messages.

Christine Layton and Lacey Miller are working with School District 49 to engage their parent population in learning English with Voxy EnGen. Adult Education is part of a statewide digital literacy initiative led by the Colorado Workforce Development Council's Office of the Future of Work and the Department of Education's Adult Education Initiatives office. We are participating in a yearlong pilot program with the CWDC and the CDE to help English language learners increase their language skills and digital literacy skills. As part of this pilot, we have access to 25 reusable licenses in the Voxy EnGen learning platform. Seven people have completed our program interest form and will be invited to an upcoming orientation.

Service

We hosted 10 orientation sessions the week of August 9th. High School Equivalency (HSE) had 35 students participate. English as a Second Language (ESL) had 33 students participate. Classes began August 24, 2021. 93 students are enrolled in the fall semester. We have been able to offer both face to face and distance education platforms to students, depending on their preference.

Internal/Staff

Christine Layton volunteered with Creative Services "Kids Con" table at Comic Con August 28, 2021.

Adult Services

Community

Janina Goodwin and Shirley Martinez supported the City of Colorado Springs Human Relations Commission to host a roundtable on homelessness at Sand Creek Library on August 24. PPLD provided the meeting room and set-up and a videographer to produce a video and audio recording. The HRC provided two speakers and connected with Food for Thought to facilitate conversations at the tables. About 20-30 people overall participated. Throughout the event,

Janina and Shirley observed a patron who was watching in the doorway but would not come in – even though she was invited in. During the facilitated table conversations, we engaged with her and her young daughter, and she had some questions about how to find help for her specific situation. She is a single mom, she is undocumented, and facing homelessness due to her rent being increased beyond her budget. Janina was able to provide her the contact information for the library’s social worker and the patron was quite relieved and left confident that she could take the next steps. This was an unexpected result of this event.

Resources

Deb Hamilton attended the Renter’s Rights in the Park event hosted by the Justice Center. She spoke with 24 people at the event regarding library services. Deb also presented on library services at the Renter’s Rights 101 session on August 24. This event is a collaboration between the City of Colorado Springs, Colorado Legal Services, the Justice Center, Colorado Housing Connects and PPLD. We had 13 attendees for the virtual event. The next workshop will happen in November.

Innovation/Creativity

Bryan Matthews organized a program for East Library that took place on August 26 with 14 attendees. Stewart Green, a Colorado Springs native and photographer/journalist, presented a program in celebration of the 150th anniversary of the founding of Colorado Springs. Stewart presented many of his personal photographs from over the past 50 plus years.

Melissa Mitchell assisted with the Outdoor Movie program on August 21. Unfortunately, the movie was cancelled due to weather after they had set everything up. This program was an awesome idea but the weather does not seem to be very cooperative this year!

Service

Katie Edson held a hybrid workshop with Kristen Faith on, “How to engage you community online”. They ended up with one in-person participant and nine online. She is continuing to provide hybrid events to facilitate individuals who prefer in-person and virtual.

Sandy Hancock completed the Business Basics for ELL Class and learned a lot about what would make it relevant and helpful to future participants. She is exploring the practical needs that this class can address with the community.

Internal/Staff

Deb Hamilton, Heidi Buljung, Sandy Hancock and Joe Paisley all worked to implement our first ever In-Service Day on August 23. Deb Hamilton assisted with the planning of the day and helped to build the schedule on the staff Intranet (complete with links to classes and additional materials), set-up zoom meet rooms, coordinated with other presenters, and processed recorded sessions. She co-presented on LibGuides and The Reference Interview Sessions. Heidi Buljung co-presented on the PPLD Website and The Reference Interview. Sandy Hancock co-presented on the LibGuides. Joe Paisley was the zoom “producer” for these sessions and facilitated admitting participants, recording the sessions, and monitoring the chat. The hard work of these staff provided excellent training and resulted in interesting conversations during each session.

Accountability

Heidi Buljung arranged for the make-up program for Free for All Shakespeare in the Park performance at MA on 8/7. Heidi helped host and we had about 40 people in attendance. The

original scheduled date for the program was rained out. Heidi worked with the organizers to reschedule, repromoted, and then with the Manitou staff to host it and it was a success! While Library 21C is working to hire a new Librarian, Meagan Huber stepped up to assist them with an ongoing book club that the librarian will facilitate. She did this in August and will in September as well.

Collection Management

Community

Several Girl Scouts toured Collection Management in August. They were enthusiastic about every aspect of the acquisition and removal of materials from the collection and had great questions.



Resources

In August, 1,248 magazines and 6,430 items were added to the collection. August checkouts included 348,598 physical materials and 209,942 OverDrive eMaterials.

While not quite back to pre-pandemic levels, Collection Management staff are seeing more large order shipments arriving from vendors.



Staff met with vendor representatives from Hoopla, Midwest Tape, OverDrive, Library Ideas, OCLC, Newsbank, and Uline.

Service

The Interlibrary Loan department is pleased to be fully staffed again. They handled 2,376 borrowing and lending requests in August.

Internal/Staff

Collection Management staff attended the Aug 23, 2021 Inservice Day and presented two of the training sessions: *eLibrary 1: eBooks and eAudiobooks* and *eLibrary 2: Hoopla, Kanopy, Freegal*.

Acquisitions staff had site visits at Monument, Old Colorado City, Cheyenne Mountain, and Calhan libraries.

Interlibrary Loan (ILL) staff attended training on software used in ILL as well as a copyright bootcamp webinar series.

Accountability

The Collection Management and ILL budget projections for 2022 were presented to Finance and Admin on Aug 31.

Creative Services

Community

The Pikes Peak Poet Laureate application period closed on August 15, with ten applications submitted. Staff and the steering committee are ecstatic that the relaunch of the program has garnered this much interest. The jury appointed by the Pikes Peak Poet Laureate Steering Committee will decide who the next Laureate will be from this pool of applicants in September. Dustin Booth is also working with Hear Here Poetry to start a Youth Poet Laureate program in conjunction with the bigger initiative.

Lauren Fellers worked with Shannon Miller to host Draw Your Community event at Rockrimmon Library. Over the course of the month, nine drawing kits were checked out. Patrons submitted 19 drawings to the gallery, which is now on display at RO for the month of September. The theme of the program was to draw what you most love about your community, and a wide range of ages participated.

Resources

Dustin Booth began working with Poetry Heals to provide free weekly poetry writing workshops at KCH, which will begin in September. This program will follow roughly the same format as InRich by providing creative and therapeutic opportunities to underprivileged members of our community.

Innovation/Creativity

Creative Services staff helped make items showcasing how the makerspaces could be used for cosplay at Colorado Springs Comic Con. Several staff also helped at the table throughout the weekend.

Jennifer Eltringham created and distributed 300 Take and Makes to twelve locations on zines.

Denise Abbott arranged for KOAA coverage on the makerspaces. Becca Cruz was interviewed. Ben Dahlby made a custom KOAA sign on the CNC and laser cutter that could be featured in the piece.

Service

Lauren Fellers and Lacey Miller from Adult Education interviewed applicants to PPLD's Food Industry Training (FIT) program. Nine of the 21 applicants were selected for the first class. With

Scott Crum, they also held informational sessions and orientation. Scott began teaching the class on Monday, August 30.

Internal/Staff

Creative Services staff are offering the full makerspace training program to all the new creative staff in the District.

Nawal Shahril, the floating senior library associate, has begun traveling to different locations to cover makerspace shifts allowing for those spaces to be open.

Jennifer Eltringham continues as chair of the Communications Committee for the Colorado Association of Libraries, and edited and sent out the quarterly CAL Newsletter.

Accountability

Sarah Holland, Scott Crum, and Becca Cruz worked to update the five-year replacement schedule for the budget process. Dustin Booth and Becca presented the budgets for KCH and Creative Services to Library leadership.

Equity, Diversity, and Inclusion Service Community

Shirley Martinez partnered with Fountain Library and attended the SRP for the Fort Carson Base deployment, over 2,000 soldiers and family members attended. We provided a lot of information about library services for families that are still going to be in the local area and soldiers deploying how to use the library services while away. There were 2,000 service members and their families.



Resources

Yvette Dow-Rose is working with the Aging group from UCCS, partnering to provide classes and information to the 55+ patrons.

Innovation/Creativity

The department will change the title of our team to align with CAL and other libraries to EDI (Equity Diversity Inclusion). We are working with Communications to provide information to PPLD staff.

Service

EDI reviewed office plans. We are working with Facilities, IT, and Regional Manager to move the process forward for an office space for the EDI Department. Ready for RFP.

Internal/Staff

Completed draft of PPLD Equity, Diversity, Inclusion & Belonging Council (EDIBC). Setting up a timeline, and communication to PPLD staff and Leadership Team for the end of September.

Accountability

EDI staff provided updated strategic objectives which were presented in the budget meeting for 2022.

Family and Children's Services

Community

FCS attended many outreach and school events in the community this month! Carol Scheer, Joy Fleishhacker, Barb Huff, and Jenny Gaechter (EA) attended two different Backback Bash's. Melody Alvarez and SarahEllen Hickle (LI) attended the Baby Expo at Evans Hospital at Fort Carson. Carol Scheer provided 100 Olympic themed Take & Makes to the U.S. Olympic and Paralympic Museum for the closing ceremonies. Barb Huff and Shelby Bozlee assisted with the Bioblitz at Stratton Open Space. Betty McDonald has fielded many school requests this month, which included requests for library cards for students or teachers, tours, and requests to attend school events. Kristin Brown (PE), Evan Childress (PE), Jordan Romero (SA), and Alli Brooks (LI) attended events at Stratton, Rogers, Turman, and TCA North. Betty McDonald and Carol Scheer attended events at Coperni2 and Rocky Mountain Classical Academy. Betty McDonald and Jordan Romero (SA) attended Bricker Elementary, and Betty McDonald and Inti Dewey (EA) attended Giberson Elementary. Betty McDonald also gave a virtual tour to K-2nd graders of East Children's. Christa Funke and Mikaela Fortune (YAS) provided training to D20 librarians on PPLD databases and PowerPass. Betty McDonald and Cameron Riesenberger (YAS) gave a brief presentation about how to use the PowerPass on ppld.org to D20 school staff. D20 PowerPass launched on August 30!

Resources

Joy Fleishhacker planned and presented Homeschooling: Where to Begin, a live virtual webinar on August 20 via Zoom. In addition to a basic overview provided by a local homeschool expert, this program included a panel of six parents, each of whom is currently homeschooling with a different method/philosophy. Panelist shared a wide array of experiences, tips, insights, and information. The webinar was attended by 22 individuals, and the recording will provide an invaluable resource for parents considering homeschooling, just getting started, or looking to embrace new methodology. The recording will be posted on the Homeschool Hub landing page.

Innovation/Creativity

Christa Funke led the inaugural Colorado Tween Interest Group meeting. Three other librarians from around Colorado attended and everyone shared ideas and information about serving this age group. Christa is working on figuring out a meeting schedule for the future. Christa used the YAS Teen Advisory Board template to come up with a plan for a Junior Advisory Board (JAB) for tweens. She attended a TAB meeting to get an idea for how it runs virtually. She decided that for tweens, the program would be a social event where tweens can contribute ideas for future programs and give feedback to staff. Christa presented her idea to her tween twist committee for feedback and to see who wants to participate in the pilot program.

Service

Melody Alvarez, Carol Scheer, Shelby Bozlee, and Christa Funke facilitated two LENA Start cohorts. The ten-week class was our largest yet! 35 families graduated. The sessions were virtual, but we held two in-person graduations at East Library. We have three cohorts beginning in the fall.

Carol Scheer has worked to staff Paws to Read volunteers at library locations. She has met and assigned new volunteers, communicated with returning volunteers about timing and options, and passed information about volunteers on to staff.

Internal/Staff

Laura Broderick created *Did You Know?* emails that began going out weekly to FCS staff. We want staff around the district to be being aware of resources and services we offer. We have a lot of new staff in FCS, and these short emails are quick to read and provide a glimpse of what is happening District-wide.

Accountability

Christa Funke reached out to Zoobean, the company who makes Beanstack, the software we use to create and track reading programs, to get a quote for renewal in 2022. Zoobean offered a three-year renewal at a reduced rate for being “loyal, rockstar clients.”

Regional History & Genealogy

Resources

The library possesses a wide range of art pieces including outdoor statuary, paintings, and artwork produced by maker in residence. Library staff members conducted a cursory inventory of art pieces across the district. Goals included identification of what the library holds in possession and updating locations for each piece of artwork. In all, 269 pieces were inventoried. Next steps include a comprehensive analysis of the inventory and a subsequent preservation survey conducted by a trained conservator.

Service

During the pandemic, the RH*G team refocused energies to develop a standardized genealogy curriculum. We currently offer eight unique classes. We strategically decided to build basic skills for people interested in genealogy. However, we discovered these basic classes also provide excellent refreshers for experienced genealogists. To attract a wide variety of people from El Paso County we developed the programs for a virtual audience. An unintended benefit is we are growing a national following with participants from Georgia, Texas, Illinois, Pennsylvania, Hawaii, North Carolina, California, Michigan, Arizona, Oregon.

Internal Staff

The Regional History and Genealogy team has a strong commitment to continuing education. In addition to the district wide in-service training, three staff members attended the annual meeting of the Society of American Archivists. Takiyah Jemison also participated in the California Rare Book School. The virtual course, "Developing and Administering Ethnic and Cultural Heritage Collections," was taught by Tamar Dougherty, Associate Librarian at Cornell University. The course examined the principles and underlying practices of developing and administering rare and distinctive ethnic and cultural heritage collections within the framework of mainstream American libraries and museums. Participating in professional courses and conferences allows staff members to remain current with national trends and even influence professional best practices.

Young Adult Services Community

Academy School District is now a PowerPass school district! We launched on August 30. Mikaela Fortune prepared a presentation to District 20 educators on databases and other resources that can be accessed using the PowerPass. Mikaela will present this information to District 20 on September 3rd with Christa Funke (Family and Children's Services) and Joanna Nelson Rendon. This is an interdepartmental effort with Communications, Collection Management, Family & Children's Services, and Young Adult Services.

Summer Adventure wrapped up in August. Final registrations were at 1300 for ages 13-18. The overall numbers for Summer Adventure doubled from 2020, which was great! We ended up with 9,876 total registrations. There were 447 teens that completed the program. Becca also drew the grand prize winners and sent out the prizes to the libraries to hand out to the winners.



Resources

Becca Philipsen continued to work on All Pikes Peak Reads for 2021. She distributed copies of *Nimona* to libraries as a joint celebration of Free Comic Book Day and All Pikes Peak Reads. She also supported a district-wide outreach to Comic Con by providing giveaway copies of *Nimona* and purchasing sunglasses to giveaway as well. She also finalized the curriculum guide for teachers and sent it out for them to use in their classroom, with one teacher already reaching out to get a classroom set.

Innovation/Creativity

Larissa Powers, Danielle Seltenright, Shannon McDonald (East Library), Cathy Wood (Library 21c), and Britt Bloom collaborated to create a process by which teens could apply to lead programming for other teens. The roadmap developed will be helpful for any young adult staff member to follow should they be approached by a teen who is interested in running a program or wants to be involved in leading a program.

Service

Larissa Powers trained four new Young Adult staff members on the Library's processes and policies for working with teen volunteers. Danielle Seltenright attended the August Virtual Teen Advisory Board (TAB) meeting, hosted by Larissa Powers. Amanda Franke (Rockrimmon Library) is in contact with two new teen volunteers who are interested in joining Rockrimmon's TAB. The first meeting will be held in September. The Teen Advisory Board at Library 21c will be starting in September.

Danielle Seltenright and Kayla Rockhold (Social Worker, Social Services) met to discuss the options for Young Adult Services to create a pilot program of providing branches with various hygiene supplies to give to patrons or have available for patrons' use.

Internal/Staff

Mikaela Fortune started in her new role as the young adult services outreach librarian. Mikaela met with Cameron Riesenberger during the week of August 9 to transition into this position. Mikaela also met with Larissa Powers, Becca Philipsen, Britt Bloom, and Danielle Seltenright to get to know the Young Adult Services team and understand how to work with everyone in this new capacity.

Larissa Powers attended her last meeting and conference planning session as an emeritus member of the steering committee for Colorado Libraries for Early Literacy, on which she was a chair for three years.

Accountability

Danielle Seltenright created Amazon Supply Lists for each of the 17 kits Young Adult Services will offer on the 2022 block 1 menu. This will help to reduce time spent shopping for supplies, reduce unnecessary expenses, and standardize which products are purchased for specific kits. This will also be helpful for if/when a branch runs out of supplies for a given kit and needs a quick restock of any items within that kit.

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	0	0	0	0	205228
Mobile Libraries Total	7799	7874	8576	8284	8378	8448	8847	7916	0	0	0	0	66122
Calhan	1366	1597	1783	1444	1230	1635	1555	1661	0	0	0	0	12271
Cheyenne	18418	24980	29124	23684	22348	23889	25287	24551	0	0	0	0	192281
Fountain	8096	10698	12260	10485	10388	11593	11341	10545	0	0	0	0	85406
High Prairie	13552	17345	20921	19216	17423	21666	22714	21107	0	0	0	0	153944
Holley	11490	13994	15668	14351	14304	16395	16502	15356	0	0	0	0	118060
Manitou	1540	1516	2145	1726	1478	1622	1533	1639	0	0	0	0	13199
Monument	18631	23180	28401	25282	24719	29827	29079	29277	0	0	0	0	208396
Old Colorado City	1736	532	3212	7670	8953	10004	10129	9575	0	0	0	0	51811
Palmer Lake	0	0	0	0	7	0	0	0	0	0	0	0	7
Rockrimmon	18811	22947	26263	23908	23403	26182	26170	24836	0	0	0	0	192520
Sand Creek	9445	12878	14372	12131	11983	14281	14445	13426	0	0	0	0	102961
Ute Pass	1646	1842	1873	2187	1787	2165	2521	2083	0	0	0	0	16104
Senior Van	991	928	1051	939	1129	1196	1763	1325	0	0	0	0	9322
Bookmobiles	6808	6946	7525	7345	7249	7252	7084	6591	0	0	0	0	56800
East	50944	72000	86929	81407	79466	94589	96941	92474	0	0	0	0	654750
Library 21c	36833	49441	57706	50667	52005	66261	66033	66931	0	0	0	0	445877
Parenting	105	90	105	96	95	112	109	99	0	0	0	0	811
Total Physical Materials	220342	288881	340152	307813	302438	354424	359258	346440	0	0	0	0	2519748

YTD CIRC Comparison	2021	2020	% Change
Penrose	205228	176230	16.5%
Mobile Libraries Total	66122	58725	12.6%
Calhan	12271	8289	48.0%
Cheyenne	192281	143008	34.5%
Fountain	85406	68144	25.3%
High Prairie	153944	112461	36.9%
Holley	118060	113698	3.8%
Manitou	13199	13365	-1.2%
Monument	208396	152335	36.8%
Old Colorado City *	51811	74371	-30.3%
Palmer Lake (bookmobile only) **	7	14033	-100.0%
Rockrimmon	192520	148086	30.0%
Sand Creek	102961	107963	-4.6%
Ute Pass	16104	10941	47.2%
Senior Van	9322	7886	18.2%
Bookmobiles	56800	50839	11.7%
East	654750	528195	24.0%
Library 21c	445877	354766	25.7%
Parenting	811	530	53.0%
Total Physical Materials	2519748	2085140	20.84%

* 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	24964	27904	-10.5%
Mobile Libraries Total	7916	9206	-14.0%
Calhan	1661	1311	26.7%
Cheyenne	24551	25608	-4.1%
Fountain	10545	11593	-9.0%
High Prairie	21107	19827	6.5%
Holley	15356	18578	-17.3%
Manitou	1639	1209	35.6%
Monument	29277	27444	6.7%
Old Colorado City	9575	12390	-22.7%
Palmer Lake	0	380	-100.0%
Rockrimmon	24836	26825	-7.4%
Sand Creek	13426	16914	-20.6%
Ute Pass	2083	2062	1.0%
Senior Van	1325	1255	5.6%
Bookmobiles	6591	7951	-17.1%
East	92474	90430	2.3%
Library 21c	66931	60232	11.1%
Parenting	99	81	22.2%
Total Physical Materials	346440	351994	-1.58%

Circulation Report By Facility August 2021

Current Month Comparison VISITORS	2021	2020*	% Change
Penrose	17641	9233	91.1%
Mobile Libraries Total	2403	1917	25.4%
Calhan	424	301	40.9%
Cheyenne	9167	7408	23.7%
Fountain	4005	3652	9.7%
High Prairie	4217	1757	140.0%
Holley	6158	5437	13.3%
Manitou	1923	314	512.4%
Monument	10561	4763	121.7%
Old Colorado City	5332	2362	125.7%
Palmer Lake (book mobile only)	0	0	
Rockrimmon	9901	9238	7.2%
Sand Creek	7652	5846	30.9%
Ute Pass	591	973	-39.3%
Knights of Columbus Hall	0	0	
East	22515	33023	-31.8%
Library 21c	22642	14687	54.2%
TOTAL	125132	100911	24.0%
Special Collections	718	0	

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

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

Library doors re-opened on July 1, 2020

2021 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	158899	203580	241895	223285	219854	264377	267168	261256	0	0	0	0	1840314
DVD	45907	65152	74691	62754	61068	65140	67336	62326	0	0	0	0	504374
CD Music	5364	7041	7584	6724	6456	7222	7496	6766	0	0	0	0	54653
CD Book	5979	7191	8540	8114	8252	9189	9024	8358	0	0	0	0	64647
Playaway	2359	3293	4165	3886	3846	4899	4607	4240	0	0	0	0	31295
Kit	584	823	1234	1274	1105	1442	1447	1321	0	0	0	0	9230
Game	1250	1801	2043	1738	1778	2076	2116	2123	0	0	0	0	14925
Discovery Kits	0	0	0	38	79	79	64	50	0	0	0	0	310
TOTAL Physical Items	220342	288881	340152	307813	302438	354424	359258	346440	0	0	0	0	2519748
													0
ILL	793	1036	1191	1084	1025	1023	1063	1040	0	0	0	0	8255
CyberShelf-OverDrive	224978	200339	215715	201889	210906	205150	211173	209903	0	0	0	0	1680053
OverDrive eMags	8495	7996	8343	4633	4434	4293	5109	4943	0	0	0	0	48246
eReader	1	1	3	1	3	4	1	0	0	0	0	0	14
Hot Spots	21	13	28	19	27	24	24	19	0	0	0	0	175
Cameras & Equipment	1	20	16	38	45	36	38	55	0	0	0	0	249
													0
TOTAL STATE Circ	454631	498286	565448	515477	518878	564954	576666	562400	0	0	0	0	4256740
Freegal Music	6125	5716	6015	5646	5744	5136	5116	5749	0	0	0	0	45247
Freeding	175	148	110	110	117	89	113	102	0	0	0	0	964
DVD Player	0	0	0	1	3	9	30	29	0	0	0	0	72
Hoopla	2802	3519	3345	3205	3263	2941	3131	3462	0	0	0	0	25668
Comics	506	721	532	524	618	436	410	521	0	0	0	0	4268
Kanopy	2977	2822	3639	2535	2485	2383	2479	2434	0	0	0	0	21754
													0
CLC	5306	6531	6365	5977	5572	6347	6586	6007	0	0	0	0	48691
Laptop Use	2	0	6	7	25	100	114	86	0	0	0	0	340
Active Users	262787	261515	260265	258658	257267	278865	278716	280810	0	0	0	0	2138883

Monthly Circ by Format			
	2021	2020*	Change
Print	261256	238785	9%
DVD	62326	86044	-28%
CD Music	6766	8875	-24%
CD Book	8358	10221	-18%
Playaway	4240	4509	-6%
Kit	1321	1283	3%
Game	2123	2277	-7%
Discovery Kits	50		
TOTAL Physical Items	346440	351994	-1.58%
ILL	1040	1065	-2%
CyberShelf-OverDrive	209903	204116	3%
OverDrive eMags 2021	4943	7140	-31%
eReader	0	11	-100%
Hot Spots	19	17	12%
Cameras & Equipment	55	0	
Total e-materials	214865	211284	2%
Freegal Music	5749	6715	-14%
Freeding	102	84	21%
DVD Player	29	0	
Hoopla	3462	3661	-5%
Comics (included in Hoopla)	521	581	-10%
Kanopy	2434	2310	5%
CLC	6007	7463	-20%
Laptop Use	86	1	8500%
Active Users	280810	269889	4%

*Libraries were closed March 16, 2020 through May 12, 2020
 Curbside service only from May 13, 2020 - June 30, 2020.
 Library doors re-opened on July 1, 2020

Circulation Report By Item Type August 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		556643	-100%
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		4340246	-100%
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					113,509
Mobile Libraries	4,943	5,289	5,379	5,396	5,365	5,189	5,163	4,708					41,432
Calhan	940	819	1,096	816	689	1,019	934	1,021					7,334
Cheyenne	12,129	14,974	16,817	14,459	13,433	15,577	15,925	14,918					118,232
Fountain	5,319	6,297	7,322	6,070	6,258	7,433	6,597	6,184					51,480
High Prairie	8,836	10,638	12,492	11,332	9,896	13,121	13,624	11,952					91,891
Ruth Holley	7,169	7,870	8,556	8,587	8,271	9,917	9,631	8,917					68,918
Manitou Springs	948	983	1,400	857	834	974	945	970					7,911
Monument	11,860	14,473	16,737	15,316	14,762	18,957	17,789	17,270					127,164
Old Colorado City	136	4	2,525	5,041	5,472	6,286	6,347	5,728					31,539
Palmer Lake					5								5
Rockrimmon	12,150	14,143	15,368	14,447	14,098	16,237	16,402	15,075					117,920
Sand Creek	5,926	7,732	7,903	7,081	6,695	8,842	8,465	7,515					60,159
Ute Pass	1,063	1,077	1,214	1,402	1,215	1,518	1,769	1,405					10,663
Senior Van	733	745	743	770	909	991	961	1,008					6,860
East	34,248	41,240	47,695	46,567	45,314	57,409	57,316	51,436					381,225
Library 21c	24,676	29,363	33,055	28,902	30,433	40,941	39,838	38,017					265,225
Total	143,610	170,239	193,707	181,016	176,829	219,306	216,926	199,834	0	0	0	0	1,501,467

YTD CIRC Comparison	2021	2020	% Change
Penrose	113,509	99,479	14.1%
Mobile Libraries	41,432	37,188	11.4%
Calhan	7,334	5,370	36.6%
Cheyenne	118,232	90,125	31.2%
Fountain	51,480	42,083	22.3%
High Prairie	91,891	69,341	32.5%
Ruth Holley	68,918	67,640	1.9%
Manitou Springs	7,911	8,004	-1.2%
Monument	127,164	96,975	31.1%
Old Colorado City*	31,539	46,454	-32.1%
Palmer Lake**	5	8,276	-99.9%
Rockrimmon	117,920	93,227	26.5%
Sand Creek	60,159	61,706	-2.5%
Ute Pass	10,663	7,144	49.3%
Senior Van	6,860	6,203	10.6%
East	381,225	309,310	23.3%
Library 21c	265,225	211,713	25.3%
Total Physical Materials	1,501,467	1,260,238	19.1%

* 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	13710	13254	3.4%
Mobile Libraries	4708	5469	-13.9%
Calhan	1021	788	29.6%
Cheyenne	14918	13912	7.2%
Fountain	6184	6538	-5.4%
High Prairie	11952	10454	14.3%
Ruth Holley	8917	9261	-3.7%
Manitou Springs	970	628	54.5%
Monument	17270	15253	13.2%
Old Colorado City	5728	6793	-15.7%
Palmer Lake			#DIV/0!
Rockrimmon	15075	14901	1.2%
Sand Creek	7515	8606	-12.7%
Ute Pass	1405	1133	24.0%
Senior Van	1008	940	7.2%
East	51436	44743	15.0%
Library 21c	38017	30518	24.6%
Total Physical Materials	199834	183191	9.1%

Current Month e-materials & Summary	2021	2020	% Change
OverDrive	209903	204116	2.8%
OverDrive eMags	4943	7140	-30.8%
eReaders	0	11	-100.0%
Hot Spots	19	17	11.8%
Total e-materials	214865	211284	1.7%
ILL	1040	1065	-2.3%
Cameras/Equip	55	0	
Physical Materials	199834	183191	9.1%
Total Monthly Circ	415794	395540	5.1%

Circulation without Renewals August 2021

Current Month Comparison VISITORS	2021	2020**	% Change
Penrose	17641	9233	91.1%
Mobile Libraries	2403	1917	25.4%
Calhan	424	301	40.9%
Cheyenne	9167	7408	23.7%
Fountain	4005	3652	9.7%
High Prairie	4217	1757	140.0%
Ruth Holley	6158	5437	13.3%
Manitou	1923	314	
Monument	10561	4763	121.7%
Old Colorado City	5332	2362	125.7%
Palmer Lake			
Rockrimmon	9901	9238	7.2%
Sand Creek	7652	5846	30.9%
Ute Pass	591	973	-39.3%
East	22515	33023	-31.8%
21c	22642	14687	54.2%
KCH	0	0	
TOTAL Visitors	125132	100911	24.0%
Special Collections	718	0	

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

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

Library doors re-opened on July 1, 2020

JULY 2021						
	DISTRICT		LIBRARIES		TOTAL	
	Programs	People	Programs	People	PROGRAMS	PEOPLE
ADULT EDUCATION						
Virtual - attended live	2	23	0	0	2	23
Virtual - recorded	4	41	0	0	4	41
In-house/in-person programming	0	0	0	0	0	0
Outside/in-person programming	0	0	0	0	0	0
Digital Literacy			1	5	1	5
LibGuides	6	753	0	0	6	753
Facebook Engagement		99	0	0		99
Facebook Reach		517	0	0		517
VIRTUAL PROGRAM TOTAL	6	64	0	0	6	64
IN-PERSON PROGRAM TOTAL	0	0	1	5	1	5
ENGAGEMENT TOTAL	6	852	0	0	6	852
REACH TOTAL		517		0		517
ADULT SERVICES						
Virtual - attended live	19	456	8	52	27	508
Virtual - recorded	5	92	0	0	5	92
Virtual Outreach (outside program)	1	604	0	0	1	604
All Ages in-house/in-person programming			5	317	5	317
All Ages outside/in-person programming			6	336	6	336
In-house/in-person programming	1	6	6	151	7	157
Outside/in-person programming			6	801	6	801
Outreach program (In-person)	1	123	0	0	1	123
LibGuides	67	9644	0	0	67	9644
Take and Make			8	152	8	152
Telegram (same as Dial-a-Story)			0	0	0	0
Facebook Engagement		155		0		155
Facebook Reach		1386		0		1386
Individual/Passive program (e.g. fun at home/scavenger hunt)			0	0	0	0
VIRTUAL PROGRAM TOTAL	25	1152	16	204	41	1356
IN-PERSON PROGRAM TOTAL	1	6	23	1605	24	1611
ENGAGEMENT TOTAL	67	9799	0	0	67	9799
REACH TOTAL		1386		0		1386
INDIVIDUAL/PASSIVE PROGRAM	0	0	0	0	0	0
OUTREACH PROGRAM (in-person) TOTAL	1	123	1	300	2	423
FAMILY AND CHILDREN'S SERVICES						
Virtual - attended live	18	273	0	0	18	273
Virtual - recorded	15	320	0	0	15	320
In-house/in-person programming	32	1432	27	815	59	2247
Outside/in-person programming	5	173	11	688	16	861
Outreach program (In-person)	6	4010	4	135	10	4145
LibGuides	5	571	0	0	5	571
Tween Challenge			0	0	0	0
Story Walk			0	0	0	0
Summer Adventure Registered		8311	0	0	0	8311
Take and Make	4	1535	43	1475	47	3010
Dial-A-Story			0	0	0	0
Drive-in Storytime			0	0	0	0
Facebook Engagement		3683		0		3683
Facebook Reach		19841		0		19841
VIRTUAL PROGRAM TOTAL	48	14622	47	1610	95	16232
IN-PERSON PROGRAM TOTAL	37	1605	38	1503	75	3108
ENGAGEMENT TOTAL	5	4254	0	0	5	4254
REACH TOTAL		19841		0		19841
OUTREACH PROGRAM (in-person) TOTAL	6	4010	4	135	10	4145

AUGUST 2021						
	DISTRICT		LIBRARIES		TOTAL	
	Programs	People	Programs	People	PROGRAMS	PEOPLE
ADULT EDUCATION						
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
VIRTUAL PROGRAM TOTAL	22	133	0	0	22	133
IN-PERSON PROGRAM TOTAL	0	0	5	42	5	42
ENGAGEMENT TOTAL	6	997	0	0	6	997
REACH TOTAL		1388		0		1388
ADULT SERVICES						
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
VIRTUAL PROGRAM TOTAL	27	325	23	340	50	665
IN-PERSON PROGRAM TOTAL	0	0	18	523	18	523
ENGAGEMENT TOTAL	67	11451	0	0	67	11451
REACH TOTAL		277		0		277
INDIVIDUAL/PASSIVE PROGRAM	0	0	0	0	0	0
OUTREACH PROGRAM (in-person) TOTAL	1	24	0	0	1	24
FAMILY AND CHILDREN'S SERVICES						
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
VIRTUAL PROGRAM TOTAL	35	3002	48	1505	83	4507
IN-PERSON PROGRAM TOTAL	28	512	23	535	51	1047
ENGAGEMENT TOTAL	5	2982	0	0	5	2982
REACH TOTAL		13436		0		13436
OUTREACH PROGRAM (in-person) TOTAL	3	675	0	0	3	675

	DISTRICT		LIBRARIES		TOTAL	
	Programs	People	Programs	People	PROGRAMS	PEOPLE
YOUNG ADULT SERVICES						
Virtual - attended live	8	73	4	26	12	99
Virtual Outreach			0	0	0	0
Virtual - recorded	30	2139	0	0	30	2139
In-house/in-person programming			8	36	8	36
Outside/in-person programming			2	21	2	21
Outreach Program (In-person)			0	0		
Individual/Passive program (e.g. fun at home/scavenger hunt)			1	168	1	168
LibGuides	9	13828	0	0	9	13828
Summer Adventure Registered		1254	0	0	0	1254
Take and Make			11	598	11	598
Instagram Engagement		959		0		959
Instagram Reach		14534		0		14534
Facebook Engagement		106		0		106
Facebook Reach		2934		0		2934
VIRTUAL PROGRAM TOTAL	38	3466	15	624	53	4090
IN-PERSON PROGRAM TOTAL	0	0	10	57	10	57
INDIVIDUAL/PASSIVE PROGRAM	0	0	1	168	1	168
ENGAGEMENT TOTAL	9	14893	0	0	9	14893
REACH TOTAL		17468		0		17468
OUTREACH PROGRAM (in-person) TOTAL	0	0	0	0	0	0
CREATIVE SERVICES						
Virtual - attended live			0	0	0	0
Virtual - recorded	8	221	0	0	8	221
In-house/in-person programming			0	0	0	0
Outside/in-person programming			1	16	1	16
LibGuides	20	4823	0	0	20	4823
Email - Contact Us		3		0		3
Take and Make			4	144	4	144
VIRTUAL PROGRAM TOTAL	8	221	4	144	12	365
IN-PERSON PROGRAM TOTAL	0	0	1	16	1	16
ENGAGEMENT TOTAL	20	4823	0	0	20	4823
REQUESTS/REFERENCE TOTAL		3		0		3
REGIONAL HISTORY AND GENEALOGY						
Virtual - attended live			7	136	7	136
Virtual - recorded			3	93	3	93
In-house/in-person programming			0	0	0	0
Outside/in-person programming			1	800	1	800
PPNF requests fulfilled			0	88	0	88
Ref. Questions			0	354	0	354
Facebook Engagement			11	225	11	225
Facebook Reach			11	3523	11	3523
VIRTUAL PROGRAM TOTAL	0	0	10	229	10	229
IN-PERSON PROGRAM TOTAL	0	0	1	800	1	800
ENGAGEMENT TOTAL	0	0	22	3748	22	3748
REACH TOTAL		0		313		313
REQUESTS/REFERENCE TOTAL		0		442		442

	DISTRICT		LIBRARIES		TOTAL	
	Programs	People	Programs	People	PROGRAMS	PEOPLE
YOUNG ADULT SERVICES						
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
VIRTUAL PROGRAM TOTAL	125	1874	18	377	143	2251
IN-PERSON PROGRAM TOTAL	6	111	10	37	16	148
INDIVIDUAL/PASSIVE PROGRAM	0	0	1	131	1	131
ENGAGEMENT TOTAL	0	916	0	0	0	916
REACH TOTAL		17468		0		17468
OUTREACH PROGRAM (in-person) TOTAL	0	0	1	48	1	48
CREATIVE SERVICES						
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
VIRTUAL PROGRAM TOTAL	1	270	12	290	13	560
IN-PERSON PROGRAM TOTAL	0	0	6	60	6	60
ENGAGEMENT TOTAL	20	4948	0	0	20	4948
REQUESTS/REFERENCE TOTAL		2		0		2
REGIONAL HISTORY AND GENEALOGY						
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			0	79	0	79
Ref. Questions		293		0		293
Facebook Engagement		156		0		156
Facebook Reach		3298		0		3298
VIRTUAL PROGRAM TOTAL	10	213	0	0	10	213
IN-PERSON PROGRAM TOTAL	2	14	0	0	2	14
ENGAGEMENT TOTAL	0	156	0	0	0	156
REACH TOTAL		3298		0		3298
REQUESTS/REFERENCE TOTAL		372		0		372

	DISTRICT		LIBRARIES		TOTAL	
	Programs	People	Programs	People	PROGRAMS	PEOPLE
KNIGHTS OF COLUMBUS HALL						
Virtual - attended live			0	0	0	0
Virtual - recorded			15	50	15	50
All Ages in-house/in-person programming			0	0	0	0
All Ages outside/in-person programming			0	0	0	0
In-house/in-person programming			12	151	12	151
Outside/in-person programming			0	0	0	0
LibGuides			0	0	0	0
Take and Make			0	0	0	0
VIRTUAL PROGRAM TOTAL	0	0	15	50	15	50
IN-PERSON PROGRAM TOTAL	0	0	12	151	12	151
ENGAGEMENT TOTAL	0	0	0	0	0	0
Curbside Patrons - Holds					4779	
Curbside Patrons - Printing					58	
Curbside Patrons - Kits					150	
Hours Open					3541.5	
Door Count					116196	
Ref. Questions	4				7845	
Bundles					10	
					PROGRAMS	PEOPLE
					GRAND TOTAL	
VIRTUAL SERVICES PROGRAM TOTAL	125	19525	107	2861	232	22386
IN-PERSON PROGRAM TOTAL	38	1611	86	4137	124	5748
SERVICES INDIVIDUAL PROGRAM TOTAL	0	0	1	168	1	168
SERVICES ENGAGEMENT TOTAL	107	34621	22	3748	129	38369
SERVICES REACH TOTAL		39212	0	0		39212
OUTREACH PROGRAM(in-person) TOTAL	7	4133	5	435	12	4568
REQUESTS/REFERENCE TOTAL	7		8287		8294	
BUNDLES TOTAL			10		10	

	DISTRICT		LIBRARIES		TOTAL	
	Programs	People	Programs	People	PROGRAMS	PEOPLE
KNIGHTS OF COLUMBUS HALL						
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
VIRTUAL PROGRAM TOTAL	0	0	15	0	15	0
IN-PERSON PROGRAM TOTAL	0	0	13	221	13	221
ENGAGEMENT TOTAL	0	0	0	0	0	0
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	
					PROGRAMS	PEOPLE
					GRAND TOTAL	
VIRTUAL SERVICES PROGRAM TOTAL	220	5817	116	2512	336	8329
IN-PERSON PROGRAM TOTAL	36	637	75	1418	111	2055
SERVICES INDIVIDUAL PROGRAM TOTAL	0	0	1	131	1	131
SERVICES ENGAGEMENT TOTAL	98	21450	0	0	98	21450
SERVICES REACH TOTAL		35867		0		35867
OUTREACH PROGRAM(in-person) TOTAL	4	699	1	48	5	747
REQUESTS/REFERENCE TOTAL	395		7787	0	8182	
BUNDLES TOTAL			6		6	

Communications Department: Report for September 2021

NEWS COVERAGE

- Total features and mentions:*
 - **August:** 63
 - **Year-to-date:** 623
 - **Average per month:** 77.9

- Highlighted coverage from last month:
 - KOAA highlighted the **Library's makerspaces** during several newscasts.
 - The upcoming **vacancy for PPLD's Board of Trustees** was covered by [The Gazette](#) and their local weekly editions.
 - Chief Public Services Officers and Deputy Chief Librarian Teona Shainidze Krebs was mentioned in [The Gazette](#) as one of eight **top business leader nominees** for Southern Colorado Women's Chamber of Commerce's annual award.
 - PPLD's **Stroll-a-Story** was highlighted by [The Cheyenne Edition](#) (of *The Gazette*).
 - This month's [Library Limelight column](#) shares why you should **add a library card to your back-to-school list**. It was featured online and in print for three local editions of Pikes Peak Newspapers (the weekly editions with *The Gazette*).



**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 and stories that ran on multiple newscasts. It excludes online or print event/calendar listings, 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/jobs
 - **Monthly totals:** 191,718 sessions; 104,709 visitors, with 93,476 being new users; and 336,712 pageviews
 - **Year-to-date totals:** 1,507,918 sessions; 779,160 visitors, with 668,350 being new users; and 2,670,861 pageviews

- District-wide social media statistics (as of last month):
 - **Facebook:** 13,405 total followers, plus 20,708 daily engagement
 - **Twitter:** 5,190 total followers, plus 536 engagement
 - **Instagram:** 2,719 total followers, plus 1,028 engagement
 - **LinkedIn:** 1,256 total followers, plus 198 engagement

- Highlights:
 - **Pikes Peak Poet Laureate:** Promotion of the renewed project and call for applications
 - **Colorado Day:** Celebrating with upcoming PPLD programs and resources
 - **Other high-performers on social media:** Free Comic Book Day, PPLD at Comic Con, take and make kits, upcoming programs, testimonials, quotes, memes, and more

Performance for Your Post		
2,734 People Reached		
84 Reactions, Comments & Shares		
50 Like	50 On Post	0 On Shares
19 Love	19 On Post	0 On Shares
14 Comments	14 On Post	0 On Shares
1 Shares	1 On Post	0 On Shares
87 Post Clicks		
12 Photo Views	0 Link Clicks	75 Other Clicks
NEGATIVE FEEDBACK		
0 Hide Post	0 Hide All Posts	
0 Report as Spam	0 Unlike Page	

OTHER UPDATES & HAPPENINGS

Community engagement:

- **Library experience survey available from Sept. 7-30:** PPLD is conducting their annual survey in September 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. The short, in-the-moment survey is available online and via paper, in English and Spanish, for those visiting a library facility and using our website, mobile app, or virtual library. It is optional, and all responses will be anonymous and confidential. Patrons can also opt-in to receive email news and updates from PPLD.



Community partnerships & outreach:

- **PowerPass launch with Academy School District 20:** PPLD and ASD20 publicly announced their partnership on Aug. 30, with students gaining access to PPLD's PowerPass starting this school year. This is the third school district in El Paso County partnering with PPLD for the just-for-students digital library card, following D11 and D2. It grants access to the Library's digital collection and resources, in addition to five physical checkouts at a time.
- **Library of Things expansion:** PPLD recently launched new items for checkout from our collection, including garden tools donated by RAWTools. There are four sets available at High Prairie and Manitou Springs libraries.
- **Other partnerships:**
 - Cross-promotion with the Cultural Office of the Pikes Peak Region for **Arts Month**, along with PPLD's All Pikes Peak Makes and Creative Services programming, this October
 - Christian Academy now a participating partner for **LENA Start**
 - Vitalant hosting another **blood drive** at Monument Library on Sat., Oct. 2



- **Upcoming outreach events:**
 - Switchbacks game at Weidner Field (Sept. 25)
 - NAMI's Walk Your Way at Monument Valley Park (Oct. 9)
 - Cool Science Carnival Day at UCCS (Oct. 9)
 - Music on the Mesa at Gold Hills Mesa (Oct. 9)

Current & upcoming programs:

- **All Pikes Peak Reads**

September – November 2021

Pikes Peak Library District's 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

Programs:

- **In-person author visits:** We'll host a [poetry reading and meet-and-greet with local author and educator Nate Marshall](#) on Friday, Sept. 24 from 5-7 p.m. at the Fine Arts Center. There's also a [Q&A event with the *Finna* author](#) on Thursday, Oct. 21 from 7-8 p.m. at Library 21c.
- **Poetry readings and more:** Colorado College's Mobile Arts Truck will visit a few of our libraries with opportunities for a poetry reading with Nate Marshall and a short poetry workshop, along with PPLD poetry craft kits that you can take home. It will be at Library 21c on Thu., Oct. 14 from 6 - 7 p.m. and Penrose Library on Fri., Oct. 15, from 1 - 3 p.m.
- **Virtual author visits:** Join [Hidden Valley Road author](#) on Thu., Oct. 21 at 7:30 p.m. via Zoom. Families and children can visit with the authors of *Indian No More* on Tues., Nov. 2 at [10 - 11 a.m.](#) or [1-2 p.m.](#) via Zoom.

- **Octopus Dance Party**

September – October

Come dance under the sea with us! Twirl, jump, and jam out with family and friends as we celebrate our underwater friends.

When and where:

- Penrose Library: Wed., Sep. 29 from 11 - 11:30 a.m.
- Mobile Library Services at Banning Lewis Ranch: Sat., Oct. 2 from 11 - 11:30 a.m.
- High Prairie Library: Sat., Oct. 9 from 9:30 - 10 a.m.
- Rockrimmon Library: Tue., Oct. 19 from 9 - 9:30 a.m.
- Cheyenne Mountain Library: Sat., Oct 30 from 10:30 - 11 a.m.



- [All Pikes Peak Makes](#)
October 2021

Celebrate making with us during Arts Month! Virtual and in-person opportunities will be available. More information coming soon at ppld.org/appm.

Meeting & study rooms:*

- **Library-hosted programs & room use (including Virtual Library):** 234 for last month, bringing the year-to-date total to 1,404
- **Patron reservations:** 966 for last month, bringing the year-to-date total to 2,9848
- **Online patron requests:** 1,173 during last month, bringing the year-to-date total to 3,537
- **Phone & email inquiries:** 122 for last month, bringing the year-to-date total to 659

**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 have reopened across the District as of late May.*

Internal communications:

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

Facilities Department Report September 22, 2021

Projects

Facilities continues to work on a large number of projects throughout the district. The projects listed here are only a representative list of those projects and not all inclusive.

The new network closet, office for the Director of Regional History and Genealogy and the enclosure of the Executive Assistant's lobby area have been completed and the final walkthrough is scheduled for September 14, 2021.

Final drawings, specifications and cost estimates for the replacement of the Penrose/ Carnegie roofing systems have been completed. We are currently working on the first draft of the RFP to be released for bidding in October. Work would commence in the spring of 2022.

The architectural designs for the new DEI Director's office at East have been completed and final review was completed September 7. We are currently working on an RFQ to be released by the end of September. The Facilities Project Manager is working with the DEI Director and furnishing suppliers at this time in selecting cubicles, desks, chairs and storage units.

We are in the final stages of design for the High Prairie sensory path and will be releasing the project for bidding by the end of October. As noted in previous reports, the path will include stations of musical instruments, small climbing structures, a native American teepee and log seating for outdoor events.

We are still waiting on Colorado Springs Utilities regarding a partnership that would bring electric vehicle charging stations to our East, 21c and Rockrimmon libraries. We haven't received any new information since learning that CSU's leadership team is still reviewing the EV plans internally.

Operations

The recommendation for the award of janitorial and carpet cleaning services will be presented at the September 2021 Board of Trustees meeting.

Staffing

Facilities has two new members. Robert Copeland, Facilities Specialist at Penrose Library has assumed the position vacated by Dan Collins when he was promoted to Facilities Supervisor of the East Facilities office. We also welcome Jacob Davis as Facilities Specialist at East Library. Jacob was formerly with the Penrose Security team. The Facilities Department is currently accepting applications for another vacated position at Penrose Library

Monthly Statistics

In the month of August, 2021, the Facilities department completed a total of (143) 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 August, 2021, Facilities staff completed a total of (138) demand work orders (work orders submitted by PPLD staff) accounting for (196.25 hours) of staff time and (175) preventive maintenance work orders (work orders scheduled for equipment, etc.) to account for (265.47 hours) of staff time. A total of (318) work orders. Along with work orders, Facilities on-call personnel responded to (5) after-hours calls in August, 2021. Emergency calls address issues that cannot wait until the next business day.

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

Human Resources:

Major projects included the following:

- Organizational Development (Cody Logsdon)
 - Met with Catalog Crew to discuss upcoming changes.
 - Met with Greg Roes, Colleen Meddling, Amanda Marez-Frutchey and Kevin Mullis to discuss definitions for tech skills matrix on ILS, Request It, World Cat and PITs.
 - Met with Tech Skills team and finalized definitions for all technologies that were outlined. Now going through each PS position and determining what level (Basic, Intermediate or Advanced) they need to have for their job
 - With only 5 months left in the year, sent all staff learning plan reminder.
 - Added 9 new DEI courses to Bridge
 - Met with Logan from Anythink Library to discuss their training process for their new ILS. Got a lot of great Lessons Learned!
 - Released Chief Librarian Award nomination form
 - Packed and delivered snacks for In-service Day with OET and HR teams
 - Attended Pikes Peak Workforce Center Town Hall on the Lack of Skilled Employees Crisis
 - Uploaded 3 Munis courses into Bridge
 - Reviewed initial CFO applications
 - Worked with staff on In-service Day checkpoint in Bridge. Had to reset quite a few.
 - Uploaded Keynote, Customer Service and LT Q&A recordings from In-service day to Bridge.
 - Met with Kate from Monument and Sarah from 21c who are becoming the new North Region trainers for Computer Basics trainings
 - Met with Employers Council and received update on audit. PPLD is in better place than most organizations our size.
 - Updated recruiters checklist – expanded to include new things Talent Management Supervisor has to do when posting a position.
 - Attended LT meeting for Heather Laslie
 - Employee relations issues
- HRIS/Benefits/Compliance (Cristina Jaramillo)
 - Two Quickstart presentations for new hires/promotions/transfer employees
 - Benefits onboarding paperwork for new hires/promotions/transfers
 - Led Benefits Team meeting; also included editing team charter
 - Worked with Moody Insurance Brokers to get Cigna renewal rates down for 2022 benefits
 - Working with Finance and MUNIS to develop FMLA accrual table for better FMLA tracking
 - Employee Relations issues
 - Worked on documenting ADA interactive process and held two ADA interactive process meetings
 - Working on establishing FMLA policy moving forward with Employers Council and Heather Laslie
 - Working on establishing more required parameters Healthy Families and Workplaces Act policy with Employers Council and Heather Laslie
- Administrative Support Specialist (Laurie Jackson)
 - Preparing to honor service anniversaries for employees at PPLD.com

- Volunteer program (Karen Goates)

August 2021	Total # of Volunteers	Total # of Hours
Adult Volunteers	135	842
Teens: Review Crew and Workforce Readiness	15	95
Friends of the Library	53	608

- Volunteer Impact Stories: *A bicycle repair café was held at the East Library where community members could bring bikes for repair and instruction. Flat tires were fixed, spokes straightened, pedals attached, along with several other adjustments made by five dedicated volunteers.*

- Recruitment (Soumya Gollapalli)

Recruitment / Selection Activity	August 2021
Jobs Posted	22
Newly Hired Employees	3
Promoted Employees	7
Transferred Employees	2
Separated Employees	11

- Created General Recruitment Flyer to all branches for more outreach
- Composed short blurbs for most frequently posted jobs to be used on job sites
- In-service day – Strategic HR and core HR LinkedIn training courses
- Maintained job postings and closed positions
- Assisted applicants with new hire paperwork
- Arranged re-evaluation of POPP tests (Post Offer Pre-Employment Physical test)

- Training (Sarah Marshall)

- Accepted 11 staff members into the Leadership Certificate Program for fall 2021
- Worked with team of staff to review staff proposals for PPLDCon presentations
- Coordinating producers and communicating with presenters regarding PPLDCon
- Collaborated on circulation training at 21c
- Created content for Bridge – transgender inclusivity, Cisco phone training, bed bug training, Tech 101 program

- Other Projects (Heather Laslie)

- Continued with ongoing employee relations, COVID-19 staff issues, and disciplinary issues
- Met with HRIS vendors to explore possible tools
- Wrapping up Equal Pay for Equal Work Act audit
- Beginning to prepare for Market Study initiation
- Continued supporting the amazing team that I'm honored to guide!

HR Stats	August 2021
Total Permanent Employees	402
Total Active Positions	446

Information Technology (IT) Department Report September 2021

Web Team

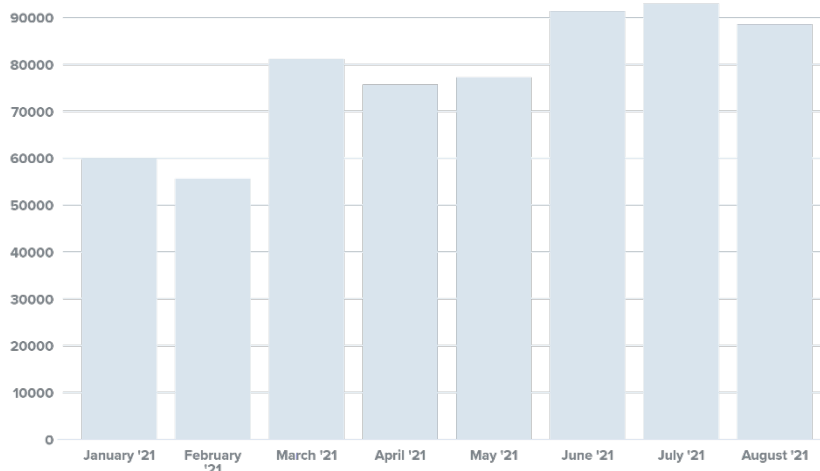
Drupal 8 upgrade. Virginia Franklyn and Cheryl Howard in the final stages of implementation. Successful content migration from Drupal 7 to Drupal 8. Estimate transition to Drupal 8 end of September.

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 Upgrade. On hold. Status update at next board meeting.

Printer Usage (total pages printed)



Statistics.

- *Worked on 247 tickets and closed 245.*
- *Computer Usage was 17,645 sessions.*
- *Hotspot Circulation to Library Patrons was 19.*
- *Printed Pages 88,619.*
- *Laptop circulation was 86.*
- *AWE Early Literacy Station circulation 1026.*

Infrastructure Team

Network Restructure. The project is completed resulting in removing a significant cybersecurity risk associated with having staff and patrons on the same network domain.

Network Transport Transition (E-Rate Funded). Allstream provisioning challenges caused schedule slip with estimated completed in November 2021 (originally July 2021).

Surveillance System Replacement Project. Installation of surveillance camera cables for six libraries completed. Old Colorado City and Fountain starting this month. Supply issues associated with surveillance cameras will delay project completion until first quarter FY22. We are proceeding with camera cabling in conjunction with cable infrastructure improvements throughout the District.

Special Collections Data Management. IT and Special Collection staff worked together to identify requirements. Justin Goodwin and Dan Stone working with vendor to develop a technical solution to satisfy all the requirements to transition collection to digital storage in line with industry best practice for storage, archival and retrieval.

East Library Cabling Project. Switches have been approved for replacement and are on order.

Cyber Training. The PPLD cybersecurity team is reviewing training objectives for the next phase of cybersecurity training.

Safety, Social Services & Security Department Overview for Board Report

- Security has continued to expand on the fire drills across the district. We are now transitioning into holding fire drills while patrons are in the facilities so staff can be fully prepared to assist in the case of a real emergency.
- Camera installation project continues across district. 3 Facilities remain to be wired for the bridge camera system. We were able to get 6 cameras installed at Palmer Lake and continue to wait for more units to become available.
- Work continues preparing the Badge access system requirements and all surveys with consultants.
- Safety continues to develop bridge classes and provide additional safety training available at any time to staff.
- Security is currently down 5 officers, and we are diligently working to hire quality team members to assist across the district. Staff shortages have required officers to be flexible and condense our coverage areas.
- Officers will begin the completely revamped and redeployed money transfer procedures next week. We are quite happy with the new process and how it has been streamlined and easier for staff security and finance.

Security Board Report Regional Contributions

Southeast Region

- As an officer in the district, it is my responsibility to train other employees of the Pikes Peak Library District on the use of certain safety devices. This picture shows me demonstrating the use of the EvacuScape Chair, an evacuation safety device found across the district. These training events occur monthly across the various library locations where the EvacuScape chairs are deployed. These training events are open to every employee of the district. –Joseph Hurst



- It is the responsibility of Security Officers to respond to sounding alarms 24 hours a day. Whether it is during work hours or after hours through our On-Call Officers



- Security Officer Stephen Smith assists the shelving crew at Ruth Holley by removing the old book ends and replacing them with newer ones.



North Region

- North Region Security conducts random exterior checks so the entire campus of Library 21c is clean and safe from any issues. During these checks, we sometimes encounter trash and that could create a safety issue or cause damage to staff / patron cars. Since trash pick-up is specifically assigned to the vendor CBM and PPLD Facilities team, North Region Security assists with cleanup both inside and throughout the campus of Library 21c as we all have to depend on each other to accomplish the Mission Statement for PPLD



- Kurt received a recommendation from his supervisor after applying for the PPLD Leadership class. As an indicator of his performance, Kurt has been awarded a seat in the class and will be improving and enhancing his skills as a PPLD leader. It should be noted, his supervisor is a big time Denver Broncos fan and if you look closely at the title of the book Kurt is reading it makes for interesting conversations. Kurt is an asset not just to the North Region Security Team but for the entirety of PPLD.



- As a small part of the multi levels of PPLD marketing / outreach taking place each day, North Region Security will sometimes provide a more customized closing announcement for the patrons. These announcements can be best described as informative and entertaining at the same time. Patrons have given positive feedback to include the following quote, “Library 21c has the best announcements!” and also, “you sound like a voice on the radio.” Each of the announcements the Security Team conducts are always professional and adhere to the PPLD Mission Statement.



West Region

- Completed setting up all remote sites for all remote panels within PPLD for the online app.



- Escape ladder wall mounts were hung and filled with second-floor escape ladders for KCH



- Completed our first escape ladder drill and safety checks



Security Coordinator

August 2021

- After taking over the ID/Access badge system earlier this year. We have worked with staff and departments across the district to create new and updated badges. Recently, we received a request for badges from Rockrimmon for their Paws to read volunteers. This request also asked if the volunteer dogs could receive name badges. Knowing that this would be a great opportunity to provide assistance in a way that would please the RO staff, volunteers, and the children that will visit the library, we offered to not only create name badges for the volunteer dogs, but look-alike PPLD ID/Access badges for them, pictures

- included. After discussing this with the RO staff the Badges were created and sent to the location for our new volunteers. PPLD Security is happy to assist with requests we know will bring enjoyment to the staff as well as our patrons.



Social Work

Activities for August 2021 – Kayla Rockhold

- Biweekly Security appeal meetings
- Networking/collaboration meetings with: Andrea (Colorado Community Health Alliance), Unite CO
- Internal meeting/collaboration with: Danielle (YAS, hygiene supplies project),
- 91 separate patron meetings, serving 68 individuals; 44 of which were new clients
- Weekly CE meetings
- HMIS site review
- UCCS intern supervisor training
- BSW and MSW student interns started (Bridget 8/25 and Macie 8/26)
- Open hours: 8 hrs/month at PE, 2 hrs/month at SA, 4 hrs/month at RU
- Weekly Connect Group
 - 8/3: 2
 - 8/10: 2
 - 8/17: 0
 - 8/24: 6
 - 8/31: 5

Accomplishments

- Provided 54 bus passes for patrons to access DHS, job searches, and shelter
- Patron reported getting into sober living home after meeting with MSW and obtaining resources for rehab last month
- Patron reported being chosen for Rapid Rehousing program with Homeward Pikes Peak due to MSW advocating on his behalf
- Awarded 200 bus passes from City of COS 2021 Bus Pass Program (assistance from Lance James with application letter)

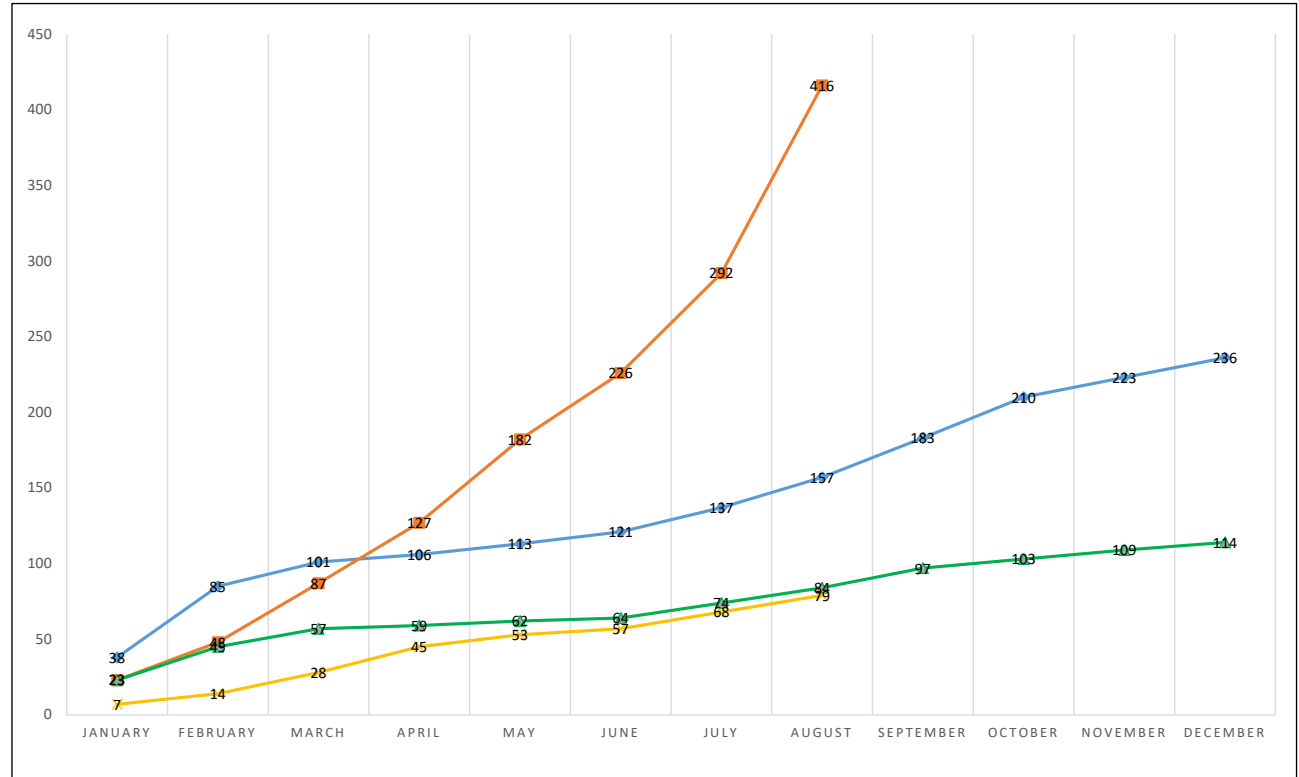
Report & Suspension Increasing Totals

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	-
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	-
OCTOBER	-
NOVEMBER	-
DECEMBER	-

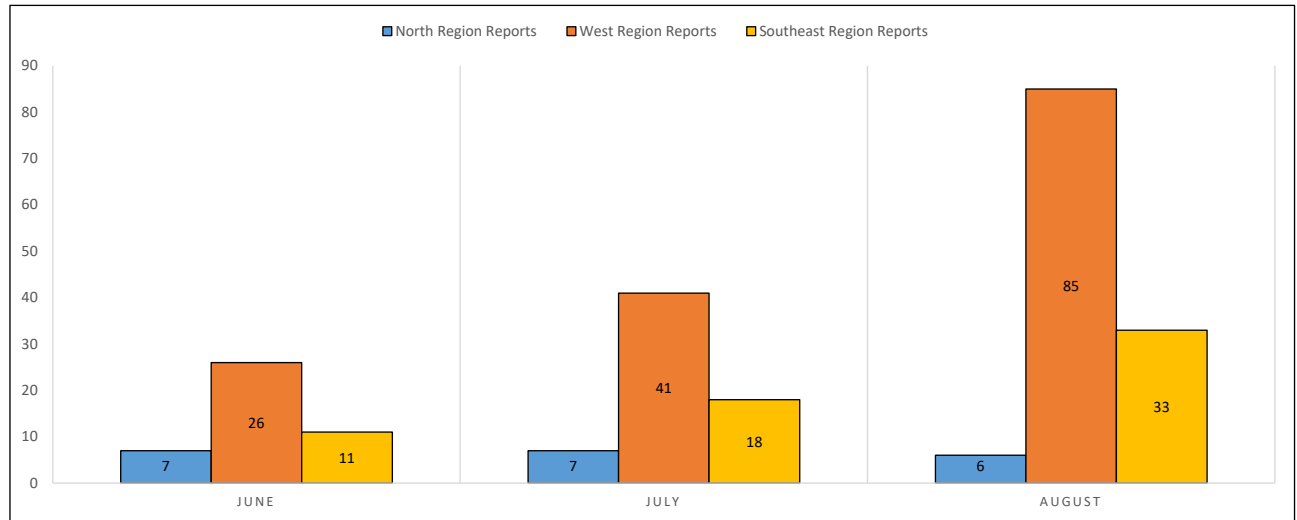


Reports - Regional Monthly Comparison

North Region Reports	
JUNE	7
JULY	7
AUGUST	6

West Region Reports	
JUNE	26
JULY	41
AUGUST	85

Southeast Region Reports	
JUNE	11
JULY	18
AUGUST	33



Suspensions - Regional Monthly Comparison

North Region	
JUNE	1
JULY	0
AUGUST	0

West Region	
JUNE	3
JULY	7
AUGUST	10

Southeast Region	
JUNE	0
JULY	4
AUGUST	1

