



PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES

MAY 27, 2020 4 PM

VIRTUAL MEETING:

[PPLD Board of Trustees Web Meeting](#)

PASSWORD: 003287

- I. CALL TO ORDER
- II. DECISION 20-5-1: RESOLUTION APPROVING TELEPHONE OR WEB-BASED PARTICIPATION IN MEETINGS OF THE PIKES PEAK LIBRARY DISTRICT'S BOARD OF TRUSTEES
- III. ITEMS TOO LATE FOR THE AGENDA
- IV. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- V. CORRESPONDENCE AND PRESENTATIONS
 - A. Correspondence- YALSA letter
- VI. BUSINESS ITEMS
 - A. Decision 20-5-2: Minutes of the February 26, 2020 Meeting
 - B. Consent Items
*Consent items shall be acted upon as a whole, unless a specific item is called for discussion.
Any item called for discussion shall be acted upon separately as "New Business".*
 - C. Unfinished Business
 - D. New Business
 1. Decision 20-5-3: Requiring facial coverings in Pikes Peak Library District facilities (D. English)
- VII. REPORTS
 - A. Friends of the Pikes Peak Library District Report
 - B. Pikes Peak Library District Foundation Report (L. James)
 - C. Financial Report (M. Varnet)
 - D. Public Services Report (T. Shainidze Krebs)
 - E. Library Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Safety, Social Services & Security Report
 - F. Chief Librarian's Report (J. Spears)
 - G. Board Reports
 1. Governance Committee Report
 2. Internal Affairs Committee Report
 3. Public Affairs Committee Report
 2. Adopt-a-Trustee Reports
 3. Board President's Report
- VIII. EXECUTIVE SESSION
Executive Session to discuss Relocation of Manitou Springs Library as authorized by CRS 24—6-402(4)(a)
- IX. NEW BUSINESS CONTINUED:
 1. Decision 20-5-4: Relocation of Manitou Springs Library
- X. ADJOURNMENT

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

Providing resources and opportunities that impact individual lives and build community

Resolution Approving Telephone or Web-Based Participation in Meetings of the Pikes Peak Library District's Board of Trustees

Whereas, due to unprecedented public health concerns, the Governor of Colorado has issued various Executive Orders requiring that residents of the State limit their in-person contacts and/or stay at home; and

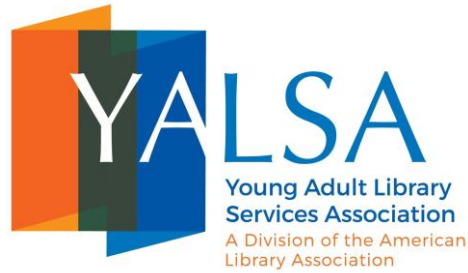
Whereas, the Pikes Peak Library District seeks to comply with all applicable Executive Orders;

Now, therefore, the Board of Trustees for the Pikes Peak Library District ("Board") hereby:

1. Authorizes each Trustee to participate by telephone or web-based technology in Board meetings between now and December 31, 2020, and to vote on any item appearing on the action agenda for those meetings;
2. Solely in connection with the authorization above, waives the provisions of Article IV.10 of the Bylaws of the Board of Trustees of the Pikes Peak Library District ("Bylaws") and any other provision of the Board's Bylaws or Policies, or the Board's practices to the extent such provision or practice may prohibit telephone or web-based participation in Board meetings, including telephone or web-based voting; and
3. Solely in connection with the authorization above, due to the current unusual circumstances, waives any provision of the Board's Bylaws or Policies, or the Board's practices to the extent such provision or practice may prohibit items from appearing on the action agenda without previously appearing on the discussion agenda.

Adopted, this 27th day of May, 2020

Debbie English
President
Board of Trustees



Joanna Nelson Rendon
Director of Young Adult Services
Pikes Peak Library District
Jrendon@ppld.org

2/24/2020

Dear Joanna:

For the past year, Cameron Riesenberger has served on the Young Adult Library Services Association's 2020 Michael L. Printz Committee. This professional commitment on the part of your staff member is indeed a tremendous donation of time and talent to young adult readers in this country. YALSA and I, as the chair of the committee for the past year, greatly appreciate your cooperation in supporting your staff member's commitment to identifying excellent library resources for young adults.

Between January 2019 and January 2020, committee members read and evaluated more than 300 books. During the ALA Annual Conference and Midwinter meeting we spent many hours discussing these books before choosing a final list. The annotated list is now available at www.ala.org/yalsa/booklists.

Membership on this committee requires not only expertise in young adult literature, but many hours of work during evenings, weekends, and holidays; and committee members have attended two national meetings, often at their own expense.

Again, thank you for your support of Cameron's commitment to professional excellence and to ensuring that today's young adults have access to excellent library resources. We hope that the many books Cameron has received free of charge from his/her work on this committee make a valuable donation to your library and have enriched its holdings. To learn more about the work of YALSA, or to access national guidelines for libraries and teen services, visit www.ala.org/yalsa.

Sincerely,

Kim Keown Farnsworth
Chair, 2020 Michael L. Printz Award
farnsworthk@gmail.com

**PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
February 26, 2020
4 p.m.
Penrose Library**

BOARD MEMBERS, PIKES PEAK LIBRARY DISTRICT STAFF & OTHERS PRESENT

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

Chief Safety, Social Services, & Security Officer Michael Brantner, Director of the West Region Michael Doherty, Assistant to the Chief Librarian Sue Hammond, Chief Development Officer & Foundation Executive Officer Lance James, Manitou Art Center Executive Director Natalie Johnson, Community Partnership Coordinator Elyse Jones, Chief HR & OD Officer Heather Laslie, Chief Information Officer Rich Peters, Chief Communications Officer Michelle Ray, Director of Adult Services Amy Rodda, Chief Facilities Management Officer Gary Syling, Chief Financial Officer Michael Varnet, El Paso County Commissioner Holly Williams (4:10 pm)

BOARD MEMBERS ABSENT

Trustee Cathy Grossman

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President English called the February 26, 2020 regular meeting of the Pikes Peak Library District Board of Trustees to order at 4:02 p.m.

ITEMS TOO LATE FOR THE AGENDA

There were no items to add to the agenda.

PUBLIC COMMENT

Manitou Art Center (MAC) Executive Director Natalie Johnson addressed the Board. Ms. Johnson said that she wished to provide an update related to the Manitou Art Center Board creating an exploratory report and continuing the conversation on the possibility of a partnership between PPLD and MAC with the PPLD Board of Trustees. She noted that the MAC Board expects to have a report for both Boards to discuss in June 2020.

CORRESPONDENCE AND PRESENTATIONS

Presentation: Pikes Peak Culture Pass

Community Partnership Coordinator Elyse Jones introduced the Pikes Peak Culture Pass. The Pikes Peak Culture Pass will be available to PPLD 400 series cardholders who are over twelve years of age and to PowerPass Student Access cardholders beginning Monday, March 2, 2020. Library patrons can login to an online reservation page and book a pass up to thirty days in advance. PPLD has partnered with the following local museums and institutions to provide free passes:

- Colorado Springs Fine Arts Center

- ProRodeo Hall of Fame
- Rock Ledge Ranch Historical Site
- Space Foundation Discovery Center
- The Money Museum
- U.S. Olympic and Paralympic Training Center
- Western Museum of Mining and Industry

BOARD PHOTOS

Board photos have been rescheduled for March 18, 2020.

BUSINESS ITEMS

Board Minutes

Decision 20-2-1: Minutes of the January 22, 2020 Meeting

The minutes of the January 22, 2020 regular meeting of the Pikes Peak Library District Board of Trustees were included in the Board packet.

Motion: Scott Taylor moved to approve the minutes of the January 22, 2020 regular meeting of the Pikes Peak Library District Board of Trustees as presented.

Second: Ned Stoll 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

Decision 20-2-2: Policy Update – Filming, Recording, and Photography Policy

Pikes Peak Library District reviews policies on an ongoing basis. The *Filming, Recording, and Photography Policy* was reviewed recently and updates were made to Board Policy that added descriptions about limited and traditional public forums.

Motion: Mina Liebert moved that the Pikes Peak Library District Board of Trustees approve Board Policy in the updated *Filming, Recording, and Photography Policy* as presented.

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was unanimously approved.

Decision 20-2-3: Adoption of Board Volunteer Agreement

A Board Volunteer Agreement is being utilized by other library boards in Colorado. PPLD's *Board Volunteer Agreement* discusses the role of the Board, the conduct of the Board, and expectations of Board members.

Motion: Dora Gonzales moved that the Pikes Peak Library District Board of Trustees adopt the *Board Volunteer Agreement* as it is presented.

Second: Ned Stoll seconded the motion.

Vote: The motion was unanimously approved.

Decision 20-2-4: Actions Relevant to the Chief Librarian's Annual Performance Evaluation

The Board of Trustees completed an annual performance evaluation of Chief Librarian John Spears in Executive Session on January 22, 2020. Governance Committee Chair Scott Taylor reported that based upon that performance evaluation, the Board feels that Chief Librarian Spears's performance should be rewarded with a 3% salary increase retroactive to January 1, 2020.

Motion: Scott Taylor moved that the Pikes Peak Library District Board of Trustees approve a three percent (3%) salary increase for Chief Librarian John Spears and that that increase be retroactive to January 1, 2020.

Second: Ned Stoll seconded the motion.

Vote: The motion was unanimously approved.

Decision 20-2-5: Selection of Auditor for Audit of 2019 Financial Records

Five proposals were received in response to an RFP for the selection of an independent auditor for fiscal years 2019 – 2023. PPLD management believes that PPLD will be best served by selecting a firm that has a local presence, has significant governmental and nonprofit experience, and that can add value through training and assistance with new accounting standards. Based upon these criteria, management recommends BKD ,LLP as the firm that is best suited to address PPLD's needs.

Motion: Ned Stoll moved that the Pikes Peak Library District Board of Trustees select BKD, LLP as the auditor to conduct the audit of the District's 2019 financial records at a cost of \$31,500 for the audit of PPLD's financial records plus \$8,000 for the audit of the PPLD Foundation's financial records and that the Board of Trustees approve the option of up to four additional fiscal year audits by BKD, LLP subject to annual approval of the Board.

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was unanimously approved.

Decision 20-2-6: E-Rate Project – Selection of Vendor for East Cabling

PPLD issued an RFP for East Cabling. Although four vendors attended the mandatory pre-bid meeting, only one vendor, Springs Hosting, submitted a bid. Springs Hosting met all RFP technical requirements.

The Information Technology staff conducted a reasonable cost analysis and recommends that Springs Hosting be selected as the vendor for the E-Rate Cabling Project at East Library.

Motion: Scott Taylor moved that the Pikes Peak Library District Board of Trustees approve Springs Hosting as the vendor for the E-Rate Cabling Project at East Library with the cost to Pikes Peak Library District of \$12,573.24

Second: Ned Stoll seconded the motion.

Vote: The motion was unanimously approved.

Decision 20-2-7: E-Rate Project – Selection of Vendor for Penrose Cabling

PPLD issued an RFP for Penrose Cabling. Although four vendors attended the mandatory pre-bid meeting, only one vendor, Springs Hosting, submitted a bid. Springs Hosting met all RFP technical requirements. The Information Technology staff conducted a reasonable cost analysis and recommends that Springs Hosting be selected as the vendor for the E-Rate Cabling Project at Penrose Library.

Motion: Scott Taylor moved that the Pikes Peak Library District Board of Trustees approve Springs Hosting as the vendor for the E-Rate Cabling Project at Penrose Library with the cost to Pikes Peak Library District of \$12,186.68.

Second: Ned Stoll seconded the motion.

Vote: The motion was unanimously approved

At this time, President English took a moment to welcome El Paso County Board of Commissioners Liaison to the Board, Commissioner Holly Williams, who was attending her first meeting of the PPLD Board.

REPORTS

Friends of the Pikes Peak Library District Report

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

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation report was included in the Board packet. Chief Development Officer & Foundation Executive Officer Lance James was pleased to announce that the Foundation has received an invitation from the Google/ALA Entrepreneur Program Grant to advance to round two of the grant application process. Mr. James noted that advancing to round two gives the Foundation about a 30% chance of receiving an award. He offered kudos to PPLD staff members Terry Zarsky and Amy Rodda for assisting Aubrey Fenewald with the grant application.

Mr. James shared the story of a PPLD patron who had built and grown his business at the Entrepreneurial Center at 21c and was extremely grateful for the opportunities that Pikes Peak Library District provided.

Financial Report

The Financial Report for the period ending January 31, 2020 was included in the Board packet. Chief Financial Officer Michael Varnet reported that the District has spent about 5% of its budget. He noted that interest income is about 33% lower than the same period in 2019, with a 6.4% drop in General Fund Revenues for the reporting period. Mr. Varnet explained that Capital Project Funds are presented differently in this month's report, showing carryover balances.

Public Services Report

The Public Services Report was included in the Board packet. Director of Adult Services Amy Rodda reported that PPLD received very positive feedback from the Belarus librarians who visited PPLD in January.

Public Services staff have been assessing the many changes made to programming procedures in 2019. Changes to Young Adult programming procedures saved staff over 2,300 hours in program planning in calendar year 2019.

Knights of Columbus Hall will host grand re-opening events the week of March 9, 2020.

Library Reports

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

A Board member asked if keyboards, tables, and other surfaces in PPLD facilities are being sanitized on a daily basis. Chief Facilities Management Officer Gary Syling said that the cleaning contractor cleans surfaces daily and Director of the West Region Michael Doherty responded that staff wipe down keyboards daily.

Mina Liebert commented that she appreciates the Communications Report each month in the Board packet and she is pleased with the partnerships that PPLD is creating within the community.

Chief Librarian's Report

Mr. Spears was out of the country, so there was no report from the Chief Librarian.

Board Reports

Governance Committee

Governance Committee Chair Scott Taylor reported that the Committee met on February 11, 2020. The Governance Committee discussed the following:

- Chief Librarian Spears's 2020 goals
- The Board Volunteer Agreement
- Board orientation
- The plan for reviewing Board Bylaws

Board orientation is open to all members of the Board. It will take place at Library 21c on March 13, 2020 from 9 am to 4 pm.

Internal Affairs Committee/Public Affairs Committee

The Internal Affairs and Public Affairs Committees met jointly on February 11, 2020. The joint meeting featured a discussion about Macmillan ebooks with a very good presentation by Director of Collection Management Jenny Pierce and a discussion/update of the opportunities and challenges at the Manitou Springs Library.

Adopt-a-Trustee Report

- Wayne Vanderschuere attended the Friends Annual Meeting in January. He attended School District 11's Futures Conference. The conference was the first in a series of community engagements to help inform D11's Facilities Master Plan.
- Mina Liebert attended part of School District 11's Futures Conference. She offered kudos to Director of the Southeast Region Abby Simpson and Sand Creek Library Manager Jake Rundle for their involvement in the Southeast community.
- Ned Stoll attended the February East Library staff meeting and met with East Library Manager Janina Goodwin. He also met with Director of Adult Services Amy Rodda.
- Scott Taylor met with KCH Manager Dustin Booth.

Board President's Report

Board President Debbie English thanked the entire PPLD staff for everything they do. She said that she is constantly astounded that so many different and wonderful things are always happening under the PPLD umbrella and that the Library is reaching out into the community with a positive impact.

ADJOURNMENT

There being no further business to conduct, President English adjourned the February 26, 2020 meeting of the Pikes Peak Library District Board of Trustees at 5:00 p.m.



Foundation Report – April 22, 2020

Received \$30,000 grant (\$10,000 each year 2020, 2021, 2022) from the El Pomar Foundation in support of the Rob Hilbert Nonprofit Resource Center

Received \$25,039 grant from Colorado Department of Education for Adult Education's AEFLA 2019-20 program

Held photo opportunity with Farmers State Bank to celebrate \$1,500 Bucks for Books fundraiser to support Calhan Library

Submitted \$25,000 Community Development Block grant application to the City of Colorado Springs

Submitted \$25,000 2020 Census application to Next50 Foundation

Met with Children's Hospital of Colorado about partnership/sponsorship renewal

Met with Workforce Development Center and Food Service Employers about Food Service Training Program

Held Adopt a Trustee meeting with Mina Liebert and presented at PPLD New Trustees Orientation

Foundation staff met with Becca Cruz to hear Creative Services 2020 plans and priorities

Foundation staff met with Joanna Rendon to hear Young Adult Services 2020 plans and priorities

Foundation staff met with Amy Rodda Adult Services 2020 plans and priorities



Foundation Report – May 27, 2020

Raised more than \$15,000 in charitable and matching gifts in celebration of Library Giving Day as part of National Library Week

Received \$41,250 from State of Colorado for Adult Education's Workforce Diploma grant

Received \$162,344 from Colorado Department of Education for the 2019-2020 State Grants to Libraries

Submitted answers to follow up questions from City of Colorado regarding \$25,000 Community Development Block grant application

Submitted \$25,000 Colorado Now Fund grant application for round one

Submitted 2020 Give! campaign application

Convened prospecting call with Buell Foundation program officer to discuss various PPLD programs that may align with Buell's funding priorities

Continued monitoring CARES Act funding opportunities from Institute of Museum and Library Sciences and from National Endowment for the Humanities

Submitted reimbursement request for \$582 to Colorado's Department of Local Affairs Census Support Fund program

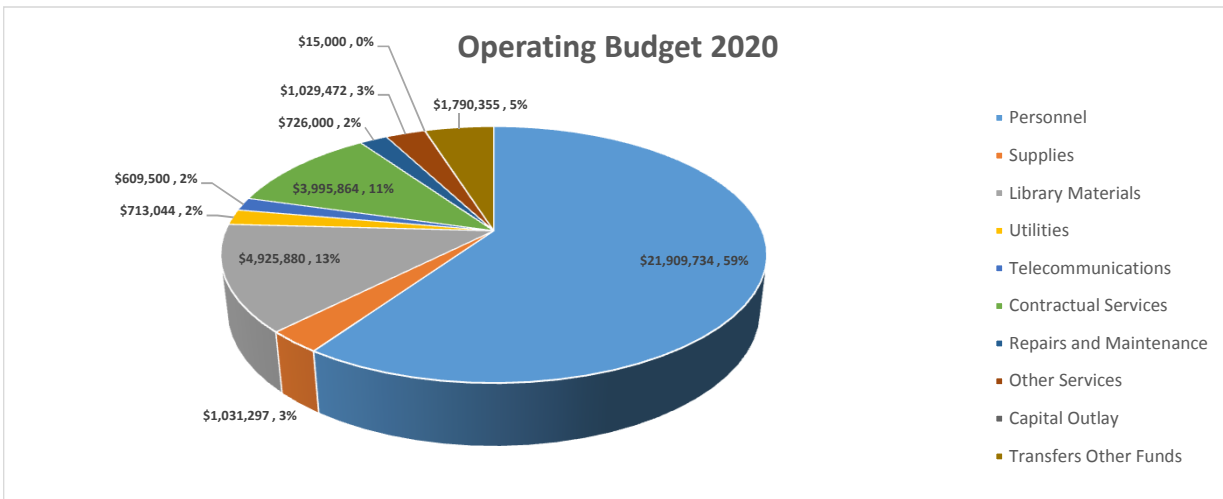
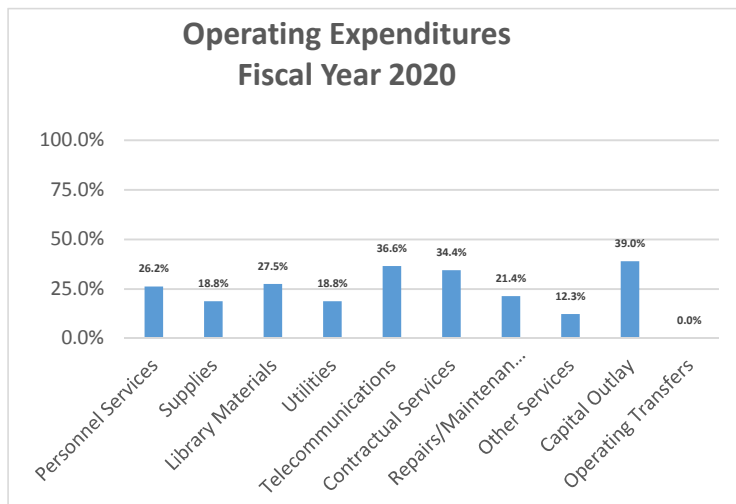
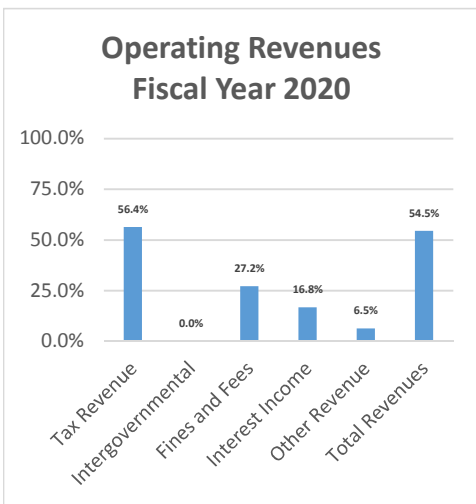
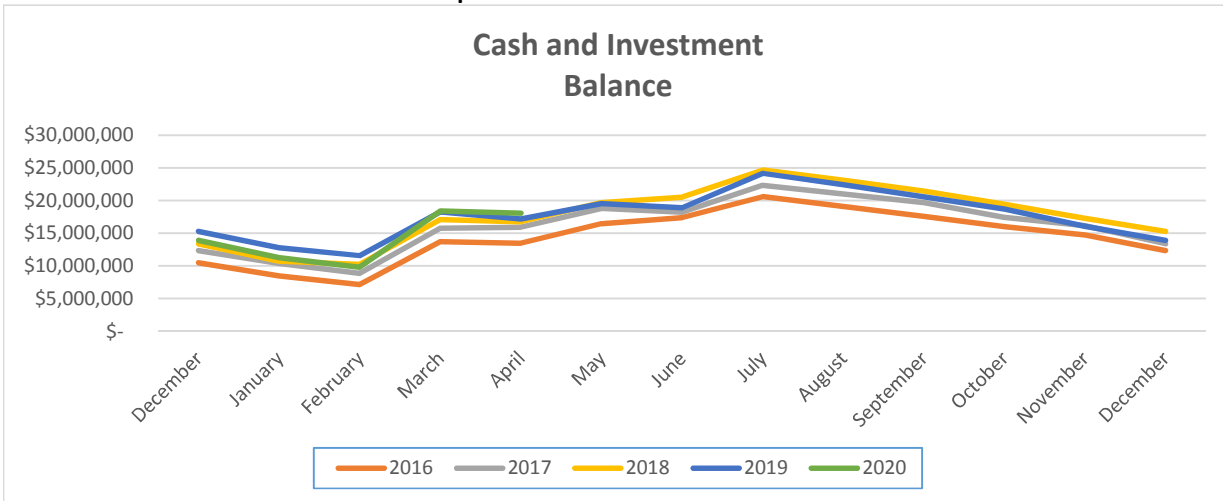
Attended via web call Pikes Peak Area Complete Count Committee meeting and met with PPLD Census Working Committee to discuss submitting outreach activity changes to Colorado Department of Local Affairs for 2020 Census Outreach award

Met via web call with Children's Hospital of Colorado about partnership/sponsorship renewal and talk through changes due to COVID closure and phased reopening

Multiple conference calls with Blackbaud to determine modules offerings for renewal of Raiser's Edge and NXT fundraising database

Pikes Peak Library District Financial Dashboard

April 2020



Pikes Peak Library District

April 2020 Financial Report

Presented to Board of Trustees May 27, 2020

**Pikes Peak Library District
 General Fund Summary
 For the Four-Month Period Ended April 30, 2020**

General Fund	Year-To-Date				Notes
	2020	2019	Change	% Chg.	
Revenues					
Property taxes	\$ 18,033,803	\$ 18,062,106	\$ (28,303)	-0.2%	
Specific ownership taxes	1,026,507	1,079,119	(52,612)	-4.9%	
Fines/fees	27,220	37,628	(10,408)	-27.7%	
Investment earnings	71,429	129,457	(58,028)	-44.8%	
Other	22,529	111,264	(88,735)	-79.8%	
Total Revenues	\$ 19,181,488	\$ 19,419,574	\$ (238,086)	-1.2%	

Note Due to the Coronavirus situation, the District has been closed to the Public since March 16, 2020. The virus has affected the local, national and world economies negatively, and the decreases in the balances from 2019 to 2020 are generally a result of the virus impact.

Pikes Peak Library District
Statement of Revenues
General Fund
For the Four-Month Period Ended April 30, 2020

Percent of Year 33.3%

Account Description	2020 Budget	YTD Actual	Variance	% Used
Tax Revenue				
Property taxes				
Current	\$ 30,262,651	\$ 18,058,964	\$ 12,203,687	59.7%
Abatements/refunds	(120,000)	(27,529)	(92,471)	22.9%
Omitted properties	7,000	188	6,812	2.7%
Delinquent	18,000	1,803	16,197	10.0%
Penalties/interest	36,000	377	35,623	1.0%
Specific ownership taxes	3,600,000	1,026,507	2,573,493	28.5%
Local government in lieu of prop. taxes	10,000	-	10,000	0.0%
Total Tax Revenue	33,813,651	19,060,310	14,753,341	56.4%
Intergovernmental				
Federal - eRate Funding	106,974	-	106,974	0.0%
State Grant - library materials	250,000	-	250,000	0.0%
Federal funds - other categories	157,445	-	157,445	0.0%
Total Intergovernmental	514,419	-	356,974	0.0%
Fines and Fees	100,000	27,220	72,780	27.2%
Interest Income	425,000	71,429	353,571	16.8%
Other Revenue				
Donations/grants/gifts				
PPLD Foundation	201,100	-	201,100	0.0%
Other	18,000	23	17,977	0.1%
Copier charges/PMS charges	96,000	17,205	78,795	17.9%
Parking lot collections	22,000	2,282	19,718	10.4%
Merchandise sales	-	394	(394)	100.0%
Miscellaneous	4,500	310	4,190	6.9%
Asset sales proceeds	5,000	2,315	2,685	46.3%
Total Other Revenue	346,600	22,529	324,071	6.5%
Total General Fund Revenues	\$ 35,199,670	\$ 19,181,488	\$ 15,860,737	54.5%

**Pikes Peak Library District
General Fund Summary
For the Four-Month Period Ended April 30, 2020**

General Fund	Year-To-Date				Notes
	2020	2019	Change	% Chg.	
Expenditures					
Personnel	\$ 5,740,135	\$ 5,439,186	\$ 300,949	5.5%	
Supplies	196,020	185,645	10,376	5.6%	
Library materials	1,353,847	1,408,007	(54,160)	-3.8%	
Utilities	134,279	142,719	(8,440)	-5.9%	
Telecommunication costs	222,781	126,180	96,601	76.6%	1
Contractual services	1,365,075	1,402,281	(37,206)	-2.7%	
Repairs and maintenance	155,526	144,867	10,660	7.4%	
Other services	124,987	185,718	(60,731)	-32.7%	
Capital outlay	10,125	15,506	(5,381)	-34.7%	
Operating transfers - other funds	-	-	-	0.0%	
Total Expenditures	\$ 9,302,776	\$ 9,050,109	\$ 252,667	2.8%	

Note: Due to health related issues (COVID-19 pandemic), PPLD temporarily closed its operations effective March 16, 2020, and it will remain closed through mid-May 2020. This will have an impact on comparative balances from year to year as the Finance Office staff is working limited hours during this period.

- 1 The primary reason for the increase is due to the timing of payments from 2019 versus 2020. In addition, services to the Calhan facility was added when the facility opened in November 2019.

Pikes Peak Library District
Statement of Expenditures
General Fund
For the Four-Month Period Ended April 30, 2020

Percent of Year 33.3%

Account Description	2020 Budget	YTD Actual	Available Budget	% Used
Personnel Services				
Regular employees	\$ 16,736,495	\$ 4,243,482	\$ 12,493,014	25.4%
Temporary employees	6,375	-	6,375	0.0%
Substitute employees	360,500	79,677	280,823	22.1%
Work-Study And internship	35,000	-	35,000	0.0%
Social security contributions	1,270,590	316,498	954,092	24.9%
Retirement contributions	1,025,635	278,936	746,699	27.2%
Health Plan contributions	2,200,000	730,564	1,469,436	33.2%
Unemployment insurance	50,000	11,207	38,793	22.4%
Workers compensation	73,500	40,327	33,173	54.9%
Vision Plan insurance	65,000	19,860	45,140	30.6%
Life A&D insurance	65,000	19,585	45,415	30.1%
Tuition assistance	40,000	-	40,000	0.0%
Total Personnel Services	21,928,095	5,740,135	16,187,960	26.2%
Supplies				
General	367,158	49,535	317,623	13.5%
Microform	950	-	950	0.0%
Software purchases/licenses	377,800	105,684	272,116	28.0%
Computer supplies	44,000	14,170	29,830	32.2%
Processing	100,000	2,551	97,449	2.6%
Office	72,700	12,917	59,783	17.8%
Other	82,690	11,164	71,526	13.5%
Total Supplies	1,045,298	196,020	849,278	18.8%
Library Materials				
Audio-visual materials	783,300	110,915	672,385	14.2%
Books	1,463,600	242,298	1,221,303	16.6%
e-materials	1,741,450	678,163	1,063,287	38.9%
Library materials - other	254,000	42,524	211,476	16.7%
Microforms	5,000	-	5,000	0.0%
Periodicals	110,250	91,435	18,815	82.9%
Serials	25,000	8,106	16,894	32.4%
Databases - online services	543,280	179,358	363,921	33.0%
Memorials	-	1,048	(1,048)	0.0%
Total Library Materials	4,925,880	1,353,847	3,572,033	27.5%
Utilities				
Gas	91,288	23,767	67,521	26.0%
Electric	493,855	99,485	394,370	20.1%
Water/sewer	121,450	9,067	112,384	7.5%

Pikes Peak Library District
Statement of Expenditures
General Fund
For the Four-Month Period Ended April 30, 2020

Percent of Year **33.3%**

Account Description	2020 Budget	YTD Actual	Available Budget	% Used
Storm water fees	7,844	1,961	5,883	25.0%
Total Utilities	714,438	134,279	580,158	18.8%

Telecommunications

Data	420,000	162,972	257,028	38.8%
Voice	110,000	46,190	63,810	42.0%
Cellular	79,500	13,619	65,881	17.1%
Total Telecommunications	609,500	222,781	386,719	36.6%

Contractual Services

Janitorial services	335,500	109,494	226,006	32.6%
Carpet cleaning services	136,000	46,071	89,929	33.9%
Library facility rental	582,033	236,600	345,434	40.7%
Common area maintenance	160,194	65,798	94,396	41.1%
Storage rental	8,400	6,750	1,650	80.4%
Audit	46,000	-	46,000	0.0%
Legal	75,000	4,187	70,813	5.6%
Consultant	488,720	30,117	458,603	6.2%
Cataloging	45,000	-	45,000	0.0%
Trash removal	23,488	5,035	18,453	21.4%
Copier services	61,000	30,966	30,034	50.8%
Courier services	226,231	46,481	179,751	20.5%
Liability/property insurance	175,000	167,371	7,629	95.6%
Collection agency fees	30,000	5,853	24,147	19.5%
Printing	105,000	21,740	83,260	20.7%
Programming	423,025	80,892	342,134	19.1%
Treasurer fees	445,000	270,920	174,080	60.9%
Microfilming services	19,600	-	19,600	0.0%
Computer support agreements	110,504	64,974	45,530	58.8%
Computer equipment maintenance	383,014	134,719	248,295	35.2%
Software licenses	13,000	14,066	(1,066)	108.2%
Employee Assistance Program	20,600	3,792	16,808	18.4%
Parking	54,000	19,252	34,748	35.7%
Total Contractual Services	3,966,310	1,365,075	2,601,235	34.4%

Repairs and Maintenance

Grounds maintenance	84,000	11,283	72,717	13.4%
Vehicle operating costs	70,000	20,144	49,856	28.8%
Equipment maintenance	336,150	93,059	243,091	27.7%
Equipment repairs	55,850	8,310	47,540	14.9%
Furniture repairs	32,000	2,144	29,856	6.7%
Building repairs	148,000	20,587	127,413	13.9%

Pikes Peak Library District
Statement of Expenditures
General Fund
For the Four-Month Period Ended April 30, 2020

Percent of Year **33.3%**

Account Description	2020 Budget	YTD Actual	Available Budget	% Used
Total Repairs and Maintenance	726,000	155,526	570,474	21.4%
Other Services				
Translation services	500	-	500	0.0%
Advertising	1,750	264	1,486	15.1%
Bank And trustee Fees	11,600	1,732	9,869	14.9%
School engagement	1,000	271	729	27.1%
Mileage/Travel reimbursement	83,700	9,677	74,023	11.6%
Employee recruitment	57,000	3,232	53,768	5.7%
Dues and memberships	63,339	11,043	52,296	17.4%
Merchandising	14,500	6,105	8,395	42.1%
Employee recognition	20,525	1,196	19,329	5.8%
Board of Trustees	7,000	-	7,000	0.0%
Community outreach	135,210	10,151	125,059	7.5%
Training	316,183	43,088	273,095	13.6%
Signage	27,000	8,138	18,862	30.1%
Bindery	5,000	829	4,171	16.6%
Book mending	1,500	-	1,500	0.0%
Safety	9,000	-	9,000	0.0%
Summer Adventure Club	34,500	19,694	14,806	57.1%
Patron reimbursement	500	-	500	0.0%
Postage	62,500	5,136	57,364	8.2%
Volunteer program	5,800	412	5,388	7.1%
Safety and wellness	11,000	912	10,088	8.3%
Other grant/donation expenditures	109,875	700	109,175	0.6%
Equipment rental	1,000	-	1,000	0.0%
Other	34,354	2,407	31,947	7.0%
Total Other Services	1,014,336	124,987	889,349	12.3%
Capital Outlay				
Other	25,932	10,125	15,807	39.0%
Total Capital Outlay	25,932	10,125	15,807	39.0%
Operating Transfers to Other Funds				
Fund transfers out	1,790,355	-	2,428,411	0.0%
Total Expenditures	\$ 36,746,144	\$ 9,302,776	\$ 28,081,424	25.3%

**Pikes Peak Library District
Special Revenue Funds
For the Four-Month Period Ended April 30, 2020**

Fund Balance - January 1, 2020	\$ 119,486
Expenditures	1,500
Fund Balance - April 30, 2020	<u><u>\$ 117,986</u></u>

Fund Balance - By Fund - April 30, 2020

Annual Fund	\$ 212
Cheyenne Mountain Library Fund	812
Fountain Branch Library Fund	3,768
High Prairie Library Fund	92,626
Sand Creek Library Fund	14,083
1905 Carnegie Library Facility Fund	4,374
Carnegie Garden Support Fund	998
Special Collections Support Fund	1,113
	<u><u>\$ 117,986</u></u>

**Pikes Peak Library District
 East Library Capital Projects Fund
 For the Four-Month Period Ended April 30, 2020**

Account Description	Multi-Year Budget	Expenditures			Available Budget
		2019	2020	Encumbrances	
Revenues and Other Sources of Funds					
Fund transfers in	\$ 8,545	\$ -	\$ -	\$ -	\$ 8,545
Total Revenues and Other Sources of Funds	8,545	-	-	-	8,545
Expenditures					
Chiller roof structure over pit	23,438	12,380	-	-	11,058
Roofing evaluation & design	30,000	-	-	-	30,000
External filtration system	1,907	1,907	-	-	-
Renovate security office	5,750	-	1,920	3,830	-
Replace aging fire panel	32,000	-	-	-	32,000
Convert sound booth room to storage	3,000	-	-	-	3,000
Replace emergency lighting generator	80,465	1,950	38,759	56,514	(16,758)
Reading bay area furniture	50,000	-	15,640	-	34,360
Shared workstation - 4-person	2,765	2,765	-	-	-
Additional study room chairs	-	3,547	-	-	(3,547)
IT equipment	2,071	-	-	-	2,071
Total Expenditures	\$ 231,396	\$ 22,549	56,319	\$ 60,344	\$ 92,184
Excess Revenues over Expenditures			(56,319)		
Fund Balance - January 1, 2020			195,302		
Fund Balance - April 30, 2020			<u>\$ 138,983</u>		

**Pikes Peak Library District
Penrose Library Capital Projects Fund
For the Four-Month Period Ended April 30, 2020**

Account Description	Multi-Year Budget	Expenditures			Available Budget
		2019	2020	Encumbrances	
Revenues and Other Sources of Funds					
Fund transfers in	96,700	-	-	-	(96,700)
Expenditures					
Asphalt crack fill	15,764	15,764	-	-	-
Roofing evaluation	30,000	-	-	-	30,000
Roof inspection and repair	5,130	-	-	-	5,130
Carnegie-add wall to separate public area from staff area	5,000	-	-	-	5,000
KCH-movable walls/partitions	3,000	-	-	-	3,000
KCH-interior paint	15,000	-	-	-	15,000
KCH-exterior trim paint	8,500	-	-	-	8,500
KCH-replace awning - front entrance	1,500	-	-	-	1,500
Convert Pine/Aspen Room lighting to dimmable	13,000	-	-	-	13,000
Install carpet in vault for meeting room	2,000	-	-	-	2,000
Replace catalog comp to pillars	1,500	-	-	-	1,500
Purchase mural on garage wall	5,250	-	5,250	-	-
Expand lighting controls in lower level	15,000	-	-	-	15,000
Add storefront wall to create office for Adult Education	15,000	-	1,520	380	13,100
Power For moving catalog computers	1,000	-	-	-	1,000
Replace existing parking meters	50,000	-	-	-	50,000
Penrose campus renovation project	568,006	558,554	8,525	-	927
Replace lobby rooftop unit	20,544	20,544	-	-	-
Replace existing fire panel	16,921	16,921	-	-	-
Larger trash receptacles	852	-	-	-	852
Chiller replacement	55,000	-	-	-	55,000
Adjustable height desks	-	852	-	-	(852)
KCH - chairs For mezzanine	2,550	-	-	-	2,550
KCH - work tables (4), mezzanine	6,200	-	-	-	6,200
Additional (9) meeting room tables	3,500	-	-	-	3,500
Replace all wooden chairs in public area	13,000	-	-	-	13,000
Replace computer lab tables (8)	10,000	-	-	-	10,000
Stages for two Columbine rooms	12,000	-	-	-	12,000
Contingency	42,875	2,513	-	-	40,362
Total Expenditures	\$ 938,092	\$ 615,148	15,295	\$ 380	\$ 307,269
Excess Revenues over Expenditures			(15,295)		
Fund Balance - January 1, 2020			484,920		
Fund Balance - April 30, 2020			<u>\$ 469,625</u>		

**Pikes Peak Library District
Library 21c Capital Projects Fund
For the Four-Month Period Ended April 30, 2020**

Account Description	Multi-Year Budget	Expenditures		Encumbrances	Available Budget
		2019	2020		
Revenues and Other Sources of Funds					
Fund Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures					
Courtyard improvements	19,916	19,916	-	-	-
Roof replacement	732,558	677,817	34,941	-	19,800
Replace skylight/repairs	104,560	104,560	-	-	-
Children's shelf movers	2,500	-	-	-	2,500
Signage	5,000	-	4,851	-	149
Add gas supply to kitchen	25,000	-	-	2,000	23,000
Install new service point first floor	20,000	-	-	-	20,000
Install one way window	5,500	-	6,727	-	(1,227)
Revamp Creative Service area	3,000	-	-	-	3,000
Acoustic improvements to editing office	8,000	-	-	-	8,000
Culinary Lab equipment	86,020	-	-	-	86,020
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	-
Add charging tablets/towers	6,000	-	-	-	6,000
Replace desk-Children's Services	6,000	-	-	-	6,000
Three sit/stand converters	1,000	-	-	754	246
Audio booth	2,000	-	-	-	2,000
Replace tables and chairs - training room	9,500	-	-	-	9,500
Contingency	48,431	69,474	2,264	-	(23,307)
Install additional lights	1,200	-	-	-	1,200
Munis record management system	30,000	-	-	-	30,000
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	\$ 1,176,730	\$ 889,240	48,783	\$ 19,754	\$ 218,953
Excess Revenues over Expenditures			(48,783)		
Fund Balance - January 1, 2020			519,123		
Fund Balance - April 30, 2020			<u>\$ 470,340</u>		

**Pikes Peak Library District
Capital Reserve Fund
For the Four-Month Period Ended April 30, 2020**

Account Description	Multi-Year Budget	Expenditures			Available Budget
		2019	2020	Encumbrances	
Revenues and Other Sources of Funds					
Fund transfers in	\$ 1,781,810	\$ -	\$ -	\$ -	\$ (1,781,810)
Donation - Foundation	75,000	-	-	-	(75,000)
Total Revenues and Other Sources of Funds	1,856,810	-	-	-	(1,856,810)

Expenditures

Facilities Capital

District-wide - asphalt maintenance	7,628	7,628	-	-	-
Landscape allowance	40,000	-	-	2,385	37,615
Ruth Holley - replace meeting room carpet	17,401	13,000	-	-	4,401
Ruth Holley - repaint interior	7,008	10,000	-	-	(2,992)
Update service points	5,000	4,421	-	-	579
Ruth Holley - add electricity in storage	2,000	2,078	-	-	(78)
Monument - replace bulbs	1,200	864	-	-	336
Old Colorado City - replace floor main level	75,000	-	-	-	75,000
Roof inspection	25,000	-	-	-	25,000
Cheyenne Mountain - replace entry tile with carpet	5,000	-	-	-	5,000
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	6,000	-	5,000	-	1,000
Calhan project	341,134	266,035	-	-	75,099
Improvements other than buildings	50,000	-	-	-	50,000
District-wide - concrete replacement	23,560	5,630	7,471	-	10,459
District-wide - asphalt repairs	47,072	716	-	22,483	23,873
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	5,000	685	-	-	4,315
District-wide - tree trimming	15,000	-	-	-	15,000
Intrusion alarm system	3,500	2,850	-	-	650
Bookmobile - awning replacement	4,000	-	-	-	4,000
Bookmobile - (2) half wraps	13,000	-	-	-	13,000
Furniture	25,000	-	-	-	25,000
Furniture - prior year	39,357	37,389	-	-	1,968
Cheyenne Mountain - workroom cabinets storage	2,000	-	-	-	2,000
Fountain AV closet meeting room	3,000	-	-	-	3,000
Ruth Holley meeting room furniture	15,176	15,198	-	-	(22)
Ruth Holley study room furniture	2,927	2,962	-	-	(35)
Rockrimmon - redesign Children's area	2,500	-	-	-	2,500
Bookmobile - front desk replacement	2,000	-	-	-	2,000
Cheyenne Mountain circulation desk replacement	15,000	-	-	-	15,000
Fountain - furniture teen gaming area	5,000	-	-	-	5,000
Fountain - chair replacement meeting room	6,500	-	-	-	6,500
Ruth Holley - furniture meeting room	10,000	-	-	6,533	3,467
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
Shelving	15,187	14,428	-	-	759
Replace generator bookmobile	12,500	-	-	-	12,500
Contingency	240,341	61,055	-	10,922	168,364
Signage allowance	10,000	7,615	-	-	2,385
Total Facilities Capital	1,176,157	456,001	12,471	42,323	665,361

Communications Capital

**Pikes Peak Library District
Capital Reserve Fund
For the Four-Month Period Ended April 30, 2020**

Account Description	Multi-Year Budget	Expenditures			Available Budget
		2019	2020	Encumbrances	
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	9,500	-	-	-	9,500
Information Technology Capital					
Servers-East Library data updates	2,000	-	-	-	2,000
Data center redesign	75,000	-	5,169	-	69,831
PC purchases	371,525	-	42,079	140,925	188,521
Technology refresh (staff)	19,000	18,221	-	-	779
Technology refresh (patrons)	131,000	130,845	-	-	155
PCs-video editing	11,114	-	-	-	11,114
Replace computers	39,484	28,497	1,713	240	9,034
Technology refresh (patrons)	68,795	3,279	-	-	65,516
IT Security operations center computers	10,000	-	-	-	10,000
Laptops- Young Adult Services	6,000	5,897	-	-	103
Laptops-Children's iPad	6,000	5,980	-	-	20
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	-	-	-	15,000
Copier replacement	301,000	14,464	-	-	286,536
Network switches/UPS	346,000	82,739	1,957	375	260,929
Surveillance System redesign	30,000	6,922	-	-	23,078
Telephone switches	94,834	61,503	-	-	33,331
Firewall replacement	45,000	14,455	-	15,537	15,008
Switches/UPS replacement	40,000	11,606	913	-	27,481
ILS peripherals	265,000	-	-	-	265,000
IT equipment	54,886	46,368	-	-	8,518
Archival management system	13,400	-	-	-	13,400
AMH bins (2)	20,000	-	-	-	20,000
Genealogy equipment	29,000	15,380	-	-	13,620
East Library teen computers	4,000	-	1,714	-	2,286
Datacenter project	111,399	-	-	-	111,399
Security system	845,000	-	-	-	845,000
Surveillance system	125,000	-	-	-	125,000
AV Equipment - districtwide	50,000	-	-	-	50,000
District wide audio Visual equipment standardization	75,000	-	-	-	75,000
IT management reserve	47,500	-	-	-	47,500
Contingency	6,335	2,320	-	-	4,015
Total Information Capital	3,277,954	448,476	56,045	157,077	2,616,356

**Pikes Peak Library District
Capital Reserve Fund
For the Four-Month Period Ended April 30, 2020**

Account Description	Multi-Year Budget	Expenditures			Available Budget
		2019	2020	Encumbrances	
Video Studio Capital					
Wireless mic kit	1,300	748	578	-	(26)
Audio recorder	300	-	272	-	28
Audio recorder kit	1,200	-	1,064	-	136
Video equipment and accessories	1,620	-	-	-	1,620
Video projectors replacement and additions	5,000	-	-	-	5,000
Cameras - Studio21c	37,500	-	5,976	31,216	308
DSLR cameras - checkout	5,700	-	-	-	5,700
Teleprompter	1,550	-	868	-	682
Video cam kit - checkout	3,000	2,100	135	-	765
GoPro kits	1,500	-	1,541	-	(41)
Tripod system	320	-	-	-	320
Photo roller system	1,000	-	1,273	-	(273)
Checkout equipment - L21c	3,900	2,100	1,142	-	658
Chargeable batteries	1,620	-	-	-	1,620
Isolation booth 21C studio	20,000	20,000	-	-	-
Total Video Studio Capital	85,510	24,948	12,849	31,216	16,497
Creative Services Capital					
Equipment initiatives	27,900	-	-	-	27,900
Cricut machines	1,200	412	-	-	788
Sand Creek-vinyl record cutter	9,000	-	-	-	9,000
Sand Creek-larger kiln	3,000	-	-	-	3,000
East-larger laser cutter	18,000	17,440	-	-	560
New maker kits	1,000	-	-	-	1,000
Equipment replacement	3,500	792	-	-	2,708
Contingency	51,386	-	-	-	51,386
Total Creative Services Capital	114,986	18,644	-	-	96,342
Total Expenditures	\$ 4,664,107	\$ 948,069	81,365	\$ 230,616	\$ 3,404,056
Excess Revenues over Expenditures			(81,365)		
Fund Balance - January 1, 2020			1,811,229		
Fund Balance - April 30, 2020			<u>\$ 1,729,864</u>		

**Pikes Peak Library District
 Receipts and Disbursements by Cash Account
 For the Month of April 2020**

	COLOTRUS T Investments	US Bank Checking	Total Cash
Cash and Investments Balance April 1, 2020	\$ 17,759,980	\$ 639,205	\$ 18,399,185
Receipts April 2020			
Property Taxes	2,218,757	-	2,218,757
Daily Cash Receipts	-	-	-
Credit Card Receipts	-	604	604
Interest	16,688	-	16,688
Disbursements February 2020			
Payment of Bills week of 04/03/2020	-	(268,073)	(268,073)
Payment of Bills week of 04/17/2020	-	(207,759)	(207,759)
Payment of Bills week of 04/24/2020	-	(163,984)	(163,984)
Payment of Bills week of 04/30/2020	-	(310,762)	(310,762)
Payroll 04/03/2020	-	(666,055)	(666,055)
Payroll 04/17/2020	-	(702,822)	(702,822)
Payroll end of month	-	(243,374)	(243,374)
Transfer between funds	(2,500,000)	2,500,000	-
Cash and Investments Balance April 30, 2020	<u>\$ 17,495,425</u>	<u>\$ 576,980</u>	<u>\$ 18,072,405</u>

Public Services Report April 22, 2020

Community

Special Collections printed large images from their collection to be installed in the Cheyenne Mountain Library Children's Area. Thanks go out to Tiffany Paisley and the Cheyenne Mountain staff for their vision and Erinn Barnes and Nina Kuberski for preparing our material for a large format printing.



Mikaela Fortune (Penrose Library) is working with Inside Out Youth Services (IOYS) to develop a virtual book club to serve their teens. This is a neat opportunity for us to work with IOYS and is a goal that Mikaela has for 2020. IOYS uses Discord to communicate with their young adults. It will be helpful for us to have some experience for how that works before we try it at Pikes Peak Library District.

Another successful Library Explorers Music & Movement program was held at Library 21c in early March. Approximately 70 attendees enjoyed music, dancing, and additional sensory elements such as shiny streamers. Attendees were even able to request songs, and several proudly showed off their dance moves! The event was well received with attendees and caregivers excitedly asking when the next program would be held.

Monument's annual quilt display by the Palmer Divide Quilters was cut short due to the closure. However, we've been in talks to keep the quilts up for some additional time once we open back up to the public as it is a highlight every year.

It seems like a lifetime ago but the Human Library was on March 7. It went very well and we had a good turnout. We had many new and different books this year including Deaf, Cougar Mom, Mexican Immigrant, and Queer Woman of Color among others. It is always great to see people from different backgrounds come together and have meaningful conversations.

Resources

In partnership with the Vail Public Library, the High Prairie Library worked to get enough signatures to start a Sustainability Interest group with CAL. This was approved by the CAL board.

Rockrimmon Library had vinyl flooring installed in our meeting space. It looks great and will be much easier to maintain than the carpet that was in there. It may also create more piece of mind when patrons start returning for programs because it can be sanitized better than carpet ever could be.

Barb Huff, Betty McDonald, Joy Fleishhacker, Laura Broderick, Melody Alvarez, Evan Childress (PE), Gigi Holman (EA), Milissa Fellers (EA), Jake Rundle (SA), SarahEllen Hickle (LI), and Tiffany Paisley (CH), along

with Regional Directors Hillary and Abby are working on virtual programming for children and families. We created weekly Storytime for Monday, Wednesday, and Friday's, Cupboard Crafts which consist of arts and science experiments with household items for Tuesday's and Thursday's, and Saturday songs and rhymes for babies and toddlers. While working with Communications we determined to prerecord ourselves and upload our videos to a Google Drive. Betty's spearheading the Cupboard Crafts videos for PPLD Kids Facebook page. Staff that assist with this program send their video to Betty to edit. Betty also post the directions to the projects on *What's New* and *Try It!* sections of PPLD Kids. Laura is scheduling all Facebook posts and sending proper videos to Communications for the main Facebook page and PPLD's YouTube channel. Laura also emails the publishers to notify them that we are using their books for virtual programming.

Innovation / Creativity

The Teen Art Contest Judging happened, with Becca Philipsen spending time preparing for it as well as hosting it. Teens from around the district came to vote on their favorite pieces of art created by their peers. The award reception was cancelled. We hope to display the art in the library when we re-open.

Adult Services has been exploring how we can still offer programs and services virtually. Our strategic services librarians continue to be in touch with patrons via email. They are looking at online tutorials and other ways to help. Deb Hamilton and Delaina Massie worked on an Emergency aid libguide. Katie Edson worked with the Foundation Center to make the Foundation Directory available remotely. Heidi Buljung and Melissa Mitchell are working on virtual programming such as a Virtual Book Club, Interactive Reader's Advisory and community movie discussions. Amy Rodda has been working with several staff members for poetry readings and a virtual community conversation.

Service

North Region's exempt staff provided districtwide support during closures due to the COVID19 pandemic. Managers have continued to meet weekly as a team with Hillary via GoTo Meeting, and they have continued to check-in on their staff via phone and email. Additionally, managers and librarians met weekly with various service groups via GoTo Meetings to plan for our virtual services and our library closure libguides.

Amber Cox, Becca Cruz, and Morgan Sawicki brainstormed ways to serve the community during the COVID-19 pandemic. Topics of discussion included using makerspace equipment to make personally protective equipment for healthcare workers and others, creating a LibGuide of free resources to use from home, and programming efforts during the pandemic.

Becca Cruz worked with Dustin Booth to start making arrangements for the Taz 6 3D printers to get to local makers who would be able to engage in making pieces for face shields. Dustin signed up to be our Make4Covid representative, and started work to coordinate people who would be able to assist. Becca worked with Mike Varnet to develop a form that all makers borrowing a printer would sign.

Internal – Staff

Becca Philipsen created a proposal for a new CAL Interest Group about Summer Reading. It quickly got 8 signatures in support of the idea, and was approved by the CAL board. She will be working with other librarians, including Beth Crist in the State Library, to move this group forward.

Accountability

Children's Services offered a History Colorado kit as part of the Homeschool menu this month. We are able to utilize a resource that we already own in a creative way, save money and time on having to put together a totally new program, and enhance the partnership we have with one of our community organizations.

Public Services Report May 27, 2020

Community

Mikaela Fortune engaged with Inside/Out Youth Services to begin conducting a virtual book club. This has been successful and it is wonderful that in this time of distancing she has built such a valuable and community focused partnership.

Dustin connected with Make4Covid, a statewide organization dedicated to providing Personal Protection Equipment to medical professionals. The essential function of this group is to provide a supply chain of materials and production resources for medical equipment which has been vetted and requested by front line health workers in the face of a shortage of this gear.

Dustin connected four area makers with PPLD owned 3D printers to aid in this effort. He worked closely with Teona Shainidze Krebs and Amber Cox to gather this equipment, make sure it was packaged correctly and made available for pick up by the makers. The equipment contributed to the effort which has been very successful and has helped the major hospitals in El Paso County meet their demand for PPE.

Resources

Training videos were created on how to use JobNow, Testing and Education Reference Center, Adult Learning Center by Adult Education. They also purchased NorthStar Digital Literacy to provide digital literacy training for staff and students, and 74 staff have signed up for training. Essential Education was purchased to provide distance Adult Basic Education and 23 students have been signed up.

Melissa created and coordinated a virtual book club program. Heather Johnson and Shannon Heffner help facilitate the group. It is based on the Silent Book Club model and participants come together and discuss the books they have been reading. One person started participating because she already worked from home but missed going out and talking with people. She said it has helped her start reading again.

Amy coordinated the virtual Community Conversation – Life in the time of Corona. Brett, Catie, and Alicia helped to facilitate. The program went very well and we had very positive feedback from the participants.

Children's Services, Young Adult Services, and Communications worked together to change the Summer Adventure program into a 0-18 program that can be completed either fully digitally or using a paper game card. The collaboration and flexibility that everyone has brought to the table is inspiring and exciting. We have a great program for children and teens to participate in this summer.

Innovation / Creativity

Regional History and Genealogy staff members Tim Morris and Erinn Barnes are using the gamer platform, Twitch, for a virtual program. Twitch allows staff to stream a movie found in the public domain and embed a running commentary for patrons to read while watching the movie. This program debuts on May 7.

Efforts: Children's and YAS worked together as a team to redesign our Summer Adventure game both on the game card and in Beanstack so we have one game for ages 0-18. Both Services worked to update Beanstack training for all front-line staff. We are working with Communications to update the game card, create an outreach kit, and network to businesses to have our game card available at their business.

Outcomes: We have a greatly simplified game that will make it easier for patrons to participate and for the game card to be distributed in the community. We are on track to be ready for Summer Adventure without having to push back the program dates. We have our eLearning training scheduled for Beanstack.

Service

Internal – Staff

Adult Education staff has used this time to complete continuing education credits by completing trainings in teaching adult learners, teacher effectiveness and a variety of test proctoring certificates.

Accountability

As part of the Regional History and Genealogy reengagement strategy, non-exempt staff are working on important projects like transcribing oral histories, fixing cutter numbers, and enhancing photo metadata and descriptions. The team maximized the time away from the building to complete important work but not time sensitive projects.

Creative Service staff spent a good amount of time researching how we could assist with local PPE efforts, which will be in process in May with staff making face masks with the sewing machines and “ear savers” with the 3D printers.

2020 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	46017	41928	21547	0	0	0	0	0	0	0	0	0	109492
Mobile Libraries Total	12345	11546	7907	0	0	0	0	0	0	0	0	0	31798
Calhan	1968	2134	1102	0	0	0	0	0	0	0	0	0	5204
Cheyenne	34646	31373	16483	0	0	0	0	0	0	0	0	0	82502
Fountain	16500	15334	7414	0	0	0	0	0	0	0	0	0	39248
High Prairie	26621	24552	13851	0	0	0	0	0	0	0	0	0	65024
Holley	27844	26229	13812	0	0	0	0	0	0	0	0	0	67885
Manitou	3821	3615	1979	0	0	0	0	0	0	0	0	0	9415
Monument	33995	32315	17901	0	0	0	0	0	0	0	0	0	84211
Old Colorado City	18133	16710	8368	0	0	0	0	0	0	0	0	0	43211
Palmer Lake	4035	3858	2215	0	0	0	0	0	0	0	0	0	10108
Rockrimmon	33473	30728	15936	0	0	0	0	0	0	0	0	0	80137
Sand Creek	28479	25538	13121	0	0	0	0	0	0	0	0	0	67138
Ute Pass	2331	1978	1084	0	0	0	0	0	0	0	0	0	5393
Senior Van	1638	1525	730	0	0	0	0	0	0	0	0	0	3893
Bookmobiles	10707	10021	7177	0	0	0	0	0	0	0	0	0	27905
East	13070	120808	63343	0	0	0	0	0	0	0	0	0	314881
Library 21c	85159	80437	43074	0	0	0	0	0	0	0	0	0	208670
Parenting	101	150	54	0	0	0	0	0	0	0	0	0	305
Total Physical Materials	506198	469233	249191	0	0	0	0	0	0	0	0	0	1224622

YTD CIRC Comparison	2020	2019	% Change
Penrose	109492	118492	-7.6%
Mobile Libraries Total	31798	32882	-3.3%
Calhan	5204		
Cheyenne	82502	93612	-11.9%
Fountain	39248	38381	2.3%
High Prairie	65024	68890	-5.6%
Holley	67885	76897	-11.7%
Manitou	9415	12054	-21.9%
Monument	84211	88765	-5.1%
Old Colorado City	43211	49895	-13.4%
Palmer Lake	10108	9093	11.2%
Rockrimmon	80137	84943	-5.7%
Sand Creek	67138	78086	-14.0%
Ute Pass	5393	6902	-21.9%
Senior Van	3893	6111	-36.3%
Bookmobiles	27905	26771	4.2%
East	314881	315337	-0.1%
Library 21c	208670	212524	-1.8%
Parenting	305	414	-26.3%
Total Physical Materials	1224622	1287167	-4.86%

Current Month Comparison CIRCULATION	2020	2019	% Change
Penrose	21547	52535	-59.0%
Mobile Libraries Total	7907	13478	-41.3%
Calhan	1102	0	
Cheyenne	16483	37279	-55.8%
Fountain	7414	17060	-56.5%
High Prairie	13851	29705	-53.4%
Holley	13812	32016	-56.9%
Manitou	1979	4943	-60.0%
Monument	17901	39250	-54.4%
Old Colorado City	8368	19637	-57.8%
Palmer Lake	2215	3566	-37.9%
Rockrimmon	15936	34924	-54.4%
Sand Creek	13121	34099	-61.5%
Ute Pass	1084	3108	-65.1%
Senior Van	730	1750	-58.3%
Bookmobiles	7177	11728	-38.8%
East	63343	141935	-55.4%
Library 21c	43074	94214	-54.3%
Parenting	54	112	-51.8%
Total Physical Materials	249191	558061	-55.35%

**Circulation Report
By Facility
March 2020**

Current Month Comparison VISITORS	2020	2019	% Change
Penrose		58374	-100.0%
Mobile Libraries Total		3349	-100.0%
Calhan			#DIV/0!
Cheyenne		15965	-100.0%
Fountain		6244	-100.0%
High Prairie		8574	-100.0%
Holley		14630	-100.0%
Manitou		4151	-100.0%
Monument		15704	-100.0%
Old Colorado City		12189	-100.0%
Palmer Lake		1311	-100.0%
Rockrimmon		14952	-100.0%
Sand Creek		21350	-100.0%
Ute Pass		1977	#DIV/0!
Knights of Columbus Hall		0	#DIV/0!
East		45966	-100.0%
Library 21c		46188	#REF!
TOTAL	0	270924	-100.0%
Special Collections		2003	#VALUE!

2020 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	46017	41928	21547	69	0	0	0	0	0	0	0	0	109561
Mobile Libraries Total	12345	11546	7907	3	0	0	0	0	0	0	0	0	31801
Calhan	1968	2134	1102	0	0	0	0	0	0	0	0	0	5204
Cheyenne	34646	31373	16483	50	0	0	0	0	0	0	0	0	82552
Fountain	16500	15334	7414	22	0	0	0	0	0	0	0	0	39270
High Prairie	26621	24552	13851	35	0	0	0	0	0	0	0	0	65059
Holley	27844	26229	13812	21	0	0	0	0	0	0	0	0	67906
Manitou	3821	3615	1979	0	0	0	0	0	0	0	0	0	9415
Monument	33995	32315	17901	34	0	0	0	0	0	0	0	0	84245
Old Colorado City	18133	16710	8368	22	0	0	0	0	0	0	0	0	43233
Palmer Lake	4035	3858	2215	8	0	0	0	0	0	0	0	0	10116
Rockrimmon	33473	30728	15936	39	0	0	0	0	0	0	0	0	80176
Sand Creek	28479	25538	13121	47	0	0	0	0	0	0	0	0	67185
Ute Pass	2331	1978	1084	1	0	0	0	0	0	0	0	0	5394
Senior Van	1638	1525	730	0	0	0	0	0	0	0	0	0	3893
Bookmobiles	10707	10021	7177	3	0	0	0	0	0	0	0	0	27908
East	13070	120808	63343	259	0	0	0	0	0	0	0	0	315140
Library 21c	85159	80437	43074	125	0	0	0	0	0	0	0	0	208795
Parenting	101	150	54	0	0	0	0	0	0	0	0	0	305
Total Physical Materials	506198	469233	249191	735	0	0	0	0	0	0	0	0	1225357

YTD CIRC Comparison	2020	2019	% Change
Penrose	109561	118492	-7.5%
Mobile Libraries Total	31801	32882	-3.3%
Calhan	5204	5204	
Cheyenne	82552	93612	-11.8%
Fountain	39270	38381	2.3%
High Prairie	65059	68890	-5.6%
Holley	67906	76897	-11.7%
Manitou	9415	12054	-21.9%
Monument	84245	88765	-5.1%
Old Colorado City	43233	49895	-13.4%
Palmer Lake	10116	9093	11.3%
Rockrimmon	80176	84943	-5.6%
Sand Creek	67185	78086	-14.0%
Ute Pass	5394	6902	-21.8%
Senior Van	3893	6111	-36.3%
Bookmobiles	27908	26771	4.2%
East	315140	315337	-0.1%
Library 21c	208795	212524	-1.8%
Parenting	305	534	-42.9%
Total Physical Materials	1225357	1287287	-4.81%

Current Month Comparison CIRCULATION	2020	2019	% Change
Penrose	69	50649	-99.9%
Mobile Libraries Total	3	13937	-100.0%
Calhan	0		
Cheyenne	50	36480	-99.9%
Fountain	22	14669	-99.9%
High Prairie	35	28079	-99.9%
Holley	21	31869	-99.9%
Manitou	0	4804	-100.0%
Monument	34	34970	-99.9%
Old Colorado City	22	20086	-99.9%
Palmer Lake	8	3931	-99.8%
Rockrimmon	39	34000	-99.9%
Sand Creek	47	31904	-99.9%
Ute Pass	1	2325	-100.0%
Senior Van	0	2287	-100.0%
Bookmobiles	3	11650	-100.0%
East	259	132781	-99.8%
Library 21c	125	86948	-99.9%
Parenting	0	120	-100.0%
Total Physical Materials	735	527552	-99.86%

**Circulation Report
By Facility
April 2020**

Current Month Comparison VISITORS	2020	2019	% Change
Penrose	0	58374	-100.0%
Mobile Libraries Total	0	3349	-100.0%
Calhan	0		#DIV/0!
Cheyenne	0	15965	-100.0%
Fountain	0	6244	-100.0%
High Prairie	0	8574	-100.0%
Holley	0	14630	-100.0%
Manitou	0	4151	-100.0%
Monument	0	15704	-100.0%
Old Colorado City	0	12189	-100.0%
Palmer Lake	0	1311	-100.0%
Rockrimmon	0	14952	-100.0%
Sand Creek	0	21350	-100.0%
Ute Pass	0	1977	-100.0%
Knights of Columbus Hall	0	0	#DIV/0!
East	0	45966	-100.0%
Library 21c	0	46188	-100.0%
TOTAL	0	270924	-100.0%
Special Collections	0	2003	-100.0%

2020 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	315363	293519	158889	0	0	0	0	0	0	0	0	0	767771
DVD	149235	137622	70305	0	0	0	0	0	0	0	0	0	357162
CD Music	14132	13230	6690	0	0	0	0	0	0	0	0	0	34052
CD Book	14743	13148	7128	0	0	0	0	0	0	0	0	0	35019
Playaway	6793	6081	3272	0	0	0	0	0	0	0	0	0	16146
Kit	1667	1577	824	0	0	0	0	0	0	0	0	0	4068
Game	4265	4056	2083	0	0	0	0	0	0	0	0	0	10404
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Physical Items	506198	469233	249191	0	0	0	0	0	0	0	0	0	1224622
ILL	1960	2090	1067	0	0	0	0	0	0	0	0	0	5117
CyberShelf-OverDrive	189700	175925	183649	0	0	0	0	0	0	0	0	0	549274
RB Digital Magazines	4862	6095	6579	0	0	0	0	0	0	0	0	0	17536
eReader	3	2	2	0	0	0	0	0	0	0	0	0	7
OneClick Audio	427	406	388	0	0	0	0	0	0	0	0	0	1221
Hot Spots	40	31	15	0	0	0	0	0	0	0	0	0	86
Cameras & Equipment	98	69	40	0	0	0	0	0	0	0	0	0	207
													0
TOTAL STATE Circ	703288	653851	440931	0	0	0	0	0	0	0	0	0	1798070
One Play				0	0	0	0	0	0	0	0	0	0
Freegal Music	6130	5868	6492	0	0	0	0	0	0	0	0	0	18490
Freading	109	83	285	0	0	0	0	0	0	0	0	0	477
DVD Player	124	105	42	0	0	0	0	0	0	0	0	0	271
Hoopla	1959	1949	3401	0	0	0	0	0	0	0	0	0	7309
Comics	384	442	648	0	0	0	0	0	0	0	0	0	1474
Kanopy	1664	1549	2048	0	0	0	0	0	0	0	0	0	5261
													0
CLC	11453	10747	5503	0	0	0	0	0	0	0	0	0	27703
Laptop Use	1024	892	492	0	0	0	0	0	0	0	0	0	2408
Active Users	278568	278423	279677	0	0	0	0	0	0	0	0	0	

Monthly Circ by Format			
	2020	2019	Change
Print	158889	332088	-52%
DVD	70305	176680	-60%
CD Music	6690	16143	-59%
CD Book	7128	18322	-61%
Playaway	3272	8369	-61%
Kit	824	1723	-52%
Game	2083	4736	-56%
	0		
TOTAL Physical Items	249191	558061	-55.35%
ILL	1067	2307	-54%
CyberShelf-OverDrive	183649	167363	10%
RB Digital Magazines	6579	6620	-1%
eReader	2	6	-67%
OneClick Audio	388	415	-7%
Hot Spots	15	56	-73%
Cameras & Equipment	40	64	-38%
Total e-materials	190633	174460	9%
Freegal Music	6492	6835	-5%
Freading	285	132	116%
DVD Player	42	95	-56%
Hoopla	3401	2059	65%
Comics	648	405	60%
Kanopy	2048	844	143%
CLC	5503	12635	-56%
Laptop Use	492	1519	-68%
Active Users	279677	254774	10%

MTD Total	2020	2019	Change
January	703288	627141	12%
February	653851	631741	3%
March	440931	734892	-40%
April		691244	-100%
May		706917	-100%
June		741336	-100%
July		766544	-100%
August		712757	-100%
September		676367	-100%
October		687147	-100%
November		655982	-100%
December		642605	-100%

YTD Total	2020	2019	Change
January	703288	627141	12%
February	1357139	1258882	8%
March	1798070	1993774	-10%
April		2685018	-100%
May		3391935	-100%
June		4133271	-100%
July		4899815	-100%
August		5612572	-100%
September		6288939	-100%
October		6976086	-100%
November		7632068	-100%
December		8274673	-100%

Circulation Report
By Item Type
March 2020

2020 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	315363	293519	158889	572	0	0	0	0	0	0	0	0	768343
DVD	149235	137622	70305	79	0	0	0	0	0	0	0	0	357241
CD Music	14132	13230	6690	25	0	0	0	0	0	0	0	0	34077
CD Book	14743	13148	7128	48	0	0	0	0	0	0	0	0	35067
Playaway	6793	6081	3272	8	0	0	0	0	0	0	0	0	16154
Kit	1667	1577	824	0	0	0	0	0	0	0	0	0	4068
Game	4265	4056	2083	3	0	0	0	0	0	0	0	0	10407
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Physical Items	506198	469233	249191	735	0	0	0	0	0	0	0	0	1225357
													0
ILL	1960	2090	1067	273	0	0	0	0	0	0	0	0	5390
CyberShelf-OverDrive	189700	175925	183649	221349	0	0	0	0	0	0	0	0	770623
RB Digital Magazines	4862	6095	6579	7048	0	0	0	0	0	0	0	0	24584
eReader	3	2	2	0	0	0	0	0	0	0	0	0	7
OneClick Audio	427	406	388	436	0	0	0	0	0	0	0	0	1657
Hot Spots	40	31	15	0	0	0	0	0	0	0	0	0	86
Cameras & Equipment	98	69	40	0	0	0	0	0	0	0	0	0	207
													0
TOTAL STATE Circ	703288	653851	440931	229841	0	0	0	0	0	0	0	0	2027911
One Play				0	0	0	0	0	0	0	0	0	0
Freegal Music	6130	5868	6492	6574	0	0	0	0	0	0	0	0	25064
Freeding	109	83	285	418	0	0	0	0	0	0	0	0	895
DVD Player	124	105	42	0	0	0	0	0	0	0	0	0	271
Hoopla	1959	1949	3401	4721	0	0	0	0	0	0	0	0	12030
Comics	384	442	648	679	0	0	0	0	0	0	0	0	2153
Kanopy	1664	1549	2048	3244	0	0	0	0	0	0	0	0	8505
													0
CLC	11453	10747	5503	12	0	0	0	0	0	0	0	0	27715
Laptop Use	1024	892	492	0	0	0	0	0	0	0	0	0	2408
Active Users	278568	278423	279677	275496	0	0	0	0	0	0	0	0	

Monthly Circ by Format			
	2020	2019	Change
Print	572	316010	-100%
DVD	79	165284	-100%
CD Music	25	15359	-100%
CD Book	48	16817	-100%
Playaway	8	7703	-100%
Kit	0	1986	-100%
Game	3	4393	-100%
	0		
TOTAL Physical Items	735	527552	-99.86%
ILL	273	2123	-87%
CyberShelf-OverDrive	221349	154120	44%
RB Digital Magazines	7048	6885	2%
eReader	0	3	-100%
OneClick Audio	436	415	5%
Hot Spots	0	57	-100%
Cameras & Equipment	0	89	-100%
Total e-materials	228833	161480	42%
Freegal Music	6574	6876	-4%
Freeding	418	124	237%
DVD Player	0	152	-100%
Hoopla	4721	1792	163%
Comics	679	323	110%
Kanopy	3244	1040	212%
CLC	12	11322	-100%
Laptop Use	0	1626	-100%
Active Users	275496	253569	9%

MTD Total	2020	2019	Change
January	703288	627141	12%
February	653851	631741	3%
March	440931	734892	-40%
April	229841	691244	-67%
May		706917	-100%
June		741336	-100%
July		766544	-100%
August		712757	-100%
September		676367	-100%
October		687147	-100%
November		655982	-100%
December		642605	-100%

YTD Total	2020	2019	Change
January	703288	627141	12%
February	1357139	1258882	8%
March	1798070	1993774	-10%
April	2027911	2685018	-24%
May		3391935	-100%
June		4133271	-100%
July		4899815	-100%
August		5612572	-100%
September		6288939	-100%
October		6976086	-100%
November		7632068	-100%
December		8274673	-100%

Circulation Report
By Item Type
April 2020



Communications Department: Report for May 2020

NEWS COVERAGE

- Total features:
 - **March:** 110
 - **April:** 50
 - **Year-to-date:** 320
- Highlighted coverage from past two months: (Access to full interactive reports: [April](#) and [March](#).)
 - Changes to PPLD's services including the launch of virtual programs and use of eLibrary resources were covered by [FOX21 News](#), the [Colorado Springs Gazette](#), and [KRCC](#).
 - Director of Family & Children Services Melody Alvarez appeared on [FOX21 News Living Local](#) to discuss virtual offerings, [and on KRCC](#) to discuss the modifications PPLD made for the COVID-19 pandemic.
 - PPLD's participation in the Make4Covid initiative was covered by [KOAA](#) and the [Colorado Springs Independent](#). (Do note that [KKTU also covered this initiative](#), but the story was released in May).
 - Library participation in the creation of an isolation shelter at City Auditorium was covered by [FOX21 News](#), the [Colorado Springs Independent](#), and the [Colorado Springs Gazette](#).
 - Job search and career development resources at the Library were shared by [KKTU News](#).
 - The installation of a touchless water station was covered by the [Colorado Springs Gazette](#) and [Spot On Colorado](#).
 - This month's Library Limelight column discussed the virtual modifications made to virtual programs and Library resources in the wake of the pandemic. It ran in the [Woodmen Edition](#), [Cheyenne Edition](#), and the [Tri-Lakes Tribune](#).
 - Both the [Colorado Springs Gazette](#) and [KKTU](#) ran a piece on using PPLD's digital resources during the COVID-19 pandemic.
 - The Library's resources were featured as a part of a larger list of online classes for kids and adults [put together by KKTU](#).
 - Tips on using the Library remotely during the pandemic were also shared by [FOX21 News](#), the [Woodmen Edition](#), the [Tri-Lakes Tribune](#), and the [Cheyenne Edition](#).
 - PPLD's participation in the State Park Backpack program was [covered by The Know](#), a features site belonging to the *Denver Post*.
 - The expansion of PPLD's Safe Place participation was [covered by KKTU](#).
 - The [Colorado Springs Independent](#) covered the reopening of PPLD's historic Knights of Columbus Hall.

DIGITAL MARKETING

- PPLD.org website statistics (last month):
 - **March totals:** 201,514 sessions; 106,676 users, with 85,953 being new; and 361,892 pageviews
 - **April total:** 124,263 sessions; 65,109 users, with 51,371 being new; and 226,458 pageviews
 - **Year-to-date totals:** 806,694 sessions; 430,818 users, with 355,924 being new; and 1,469,080 pageviews
 - **Most popular web pages**, besides the home page: ppld.org/covid-19 (March) and ppld.org/elibrary (April)
- District-wide social media statistics (through April):
 - **Facebook:** 9,757 total likes, plus 20,261 engagement
 - **Twitter:** 5,191 total followers, plus 46,500 impressions and 941 engagement
 - **Instagram:** 1,933 total followers, plus 922 engagement
 - **LinkedIn:** 1,095 total followers, plus 1,952 impressions

COVID-19 PANDEMIC

In light of the COVID-19 pandemic, our team handled crisis communication with internal and external action during the initial weeks of our temporary closure. Since then, we have supported PPLD efforts, including the launch of new virtual and in-person service models, in the following ways:

- **Internal communications:**
 - Email communication: Weekly email updates via “The Bookmark,” our internal newsletter, plus a new “Virtual Services Weekly” email updates to all staff
 - Intranet: Dedicated web page and home page spotlight
 - Phone system: Staff phone line updates
 - Handling inquiries: FAQs so staff can address common asked questions by patrons
 - Other tools: Instructional sheets about curbside service, along with use of signage and collateral
 - Social media: Informal Facebook group for staff to socialize virtually (created and moderated in partnership with Public Services)
- **Website features (ppld.org):**
 - COVID-19 response, including:
 - What you can expect from us during the Library’s temporary closure
 - PPLD’s phased reopening approach that prioritizes the health and safety of patrons and staff
 - Public health resources and tips for the public
 - How to use the Library remotely, such as digital resources available 24/7 (Spanish version included)
 - New virtual programs and services for adults, children, families, and young adults
 - How to connect with our librarians by phone, live chat, and email
 - Curbside service that started on May 13 and expanded during the week of May 18:
 - Launch: Holds pickup and 24/7 returns
 - Additions: Wireless printing, Winter Adult Reading prize pickup, and walk-up curation service (piloting at Penrose Library)



- **Notifications to Library cardholder subscribers with timely and relevant updates via:**
 - Weekly email blasts (200,000 subscribers)
 - SMS/text messages (67,000 subscribers)
- **Social media (Facebook, Twitter, Instagram, LinkedIn, and YouTube):**
 - Announcements of Library news and updates
 - Promotion of virtual resources, services, and programs, in addition to curbside service
 - Engagement of followers with questions, memes, and photos
 - Boosted Facebook events to promote new virtual programs offered by PPLD
 - Use of YouTube channel and playlists to host videos of virtual services/programs
 - Sharing of community resources like public health resources and tips, free hotspots and meal sites for kids
- **Media relations:**
 - Pitching story ideas to local news outlets
 - Sharing content like photos, videos, and stats
 - Responding to requests and scheduling interviews
- **Other action by Communications and Public Services:**
 - Signage: Library facilities, book drops, and curbside service
 - Phone system: Main message, special COVID-19 extension, and recorded greetings by library location
 - Public inquiries: Responding via phone, live chat, email, and social media
 - Online calendar listings: Virtual event listings on Library Market, Peak Radar, Colorado Springs Independent, and Macaroni Kids
 - Email newsletters: NextReads (book recommendations to subscribed patrons)

OTHER UPDATES

- **Summer Adventure promotion:**
 - PR & marketing: Advertising, email marketing, and other PPLD-led promotion kicks off the week of May 18
 - Curbside service: Staff are distributing Summer Adventure bookmarks with all pickups.
 - Distribution partnerships: PPLD is partnering with several local businesses and organizations to distribute Summer Adventure game cards, including: Black Bear Diner, Colorado Springs Parks, Recreation & Cultural Services, CPCD, Flipshack, select Little Free Libraries, Once Upon a Child, Royal Crest, and Soccer Buddies. We are also exploring distribution opportunities with summer meal sites across El Paso County.
 - Outreach: A PPLD-created promotional toolkit is being shared with school districts and other community partners.
- **Renaming CyberShelf to eLibrary:**
 - Working in partnership with Public Services and IT, we will start using this new name for our digital offerings publicly. The new URL will be ppld.org/elibrary.
 - The new name was selected for several reasons: It's short, concise, and easily recognizable; it's not susceptible to becoming dated quickly; and it allows us to maintain use of "library" while capitalizing on search engine optimization (SEO).
- **Meeting & Study Rooms:**
 - Online patron requests: 3,529 in March and 859 in April, bringing the YTD total to 15,376
 - Phone & email inquiries: 230 in March and 57 in April, bringing the YTD total to 1,529

Facilities Department Report April 22, 2020

As with many PPLD departments, the COVID19 closure has impacted our operations but Facilities staff have continued to inspect buildings on a regularly scheduled basis, monitor HVAC controls, meet with contractors for required inspections, preventive maintenance on critical building systems, and address snow removal of required surfaces such as public walkways. Also during the closure, Facilities has strived to continue projects where possible and expedite those that have the largest impact on normal library operations.

Projects

The East Library back-up generator replacement project has been completed with the exception of the remote fueling station. That work is scheduled to occur Thursday, April 16. At this time we're expecting owner training and system fire up the week of April 20th pending final inspections by the regional building department and CSFD.

The construction for the Learning Lab at Ruth Holley Library began on March 30th and is progressing well. Initial completion date was targeted for April 14th but due to coronavirus threat, the general contractor has reduced their daily hours. Additionally, it was determined the HVAC unit serving the new space would require an economizer which has a 3-4 week lead time. However, I anticipate this project will wrap up by early May.

In addition to the learning lab at Ruth Holley and due cost savings realized on that project, we have obtained quotes to replace the entrance lobby ceramic tiles with new a tile and walk-off carpet combination. We anticipate this project getting underway April 22 with demo and target completion by April 29th pending material procurement challenges.

East Security Office expansion project has been awarded to Elder Construction as mentioned in the March report but plans have been held up in review at the regional building department. No issues are anticipated with the plans and we expect the delay is the current "electronic review" only process the department is utilizing during this time. No anticipated date of approval has been determined at this time.

The flooring for the community meeting room at Rockrimmon was completed and we believe both staff and patrons will welcome this improvement.

Design for replacement of the existing fire alarm panel at the East Library has been completed and currently our fire protection contractor is developing replacement costs for consideration.

During the closure, we have been able to work with our asphalt contractor and should complete parking lot repairs, crack-filling and restripe prior to reopening. This is good news as usually these tasks are major coordinating challenges as our largest libraries do not usually close but are open seven days a week.

We have approved the conceptual design for the Calhan Library Landscape improvements. Carla is now working to plant selections and specifications for bidding. Once her work is complete, we will obtain proposals for the upgrade and hopefully get that project moving forward once weather is accommodating.

Facilities Staff

Since our last report the Facilities Department welcomed Loyd Neal as the new Facilities Project Manager. Loyd's start date was April 6th and I have been working with him remotely to familiarize him with current and upcoming projects for the district. I am looking forward to working with Loyd and feel his addition will greatly benefit both the Facilities department and PPLD as a whole.

Monthly Statistics

Due to the closure, no statistics are available at this time.

Facilities Department Report May 27, 2020

COVID-19 Response

The facilities department has been busy throughout the shutdown due to the COVID-19 pandemic. During this period, department staff has routinely visited all library facilities to ensure there were no issues, the building was secure, all systems working properly, and meeting with contractors for regularly scheduled preventive maintenance tasks, etc.

The department also worked to ensure the district secured a sufficient inventory of sanitary cleaning supplies and hand sanitizers, manufacturing protective sneeze-guard type barriers for service points. Each crew also has worked closely in providing support for public services and the PPLD security department in all areas of preparation for the initial phases of operations as we move toward reopening to the public.

Projects

During the closure, we had the opportunity to continue with and complete a number of capital projects throughout the district. The absence of staff and patrons allowed contractors to move quickly with their work.

As part of a lease renewal incentive, we were able to complete the construction of the new Learning Lab at the Ruth Holley Library. This classroom will accommodate upwards of twenty (20) attendees for a wide variety of classes. This will be a welcomed addition to the district's educational facilities.

In addition to this classroom, we took the opportunity to replace the entry lobby ceramic tile and add walk-off carpeting. We are also currently scheduling the replacement of the existing drinking fountain to add the capability to fill water bottles as well as installing an auto-door opening device from the staff area to the public space. This opener will help staff transfer books without the need to hold the door open in order to pass through.

These projects have improved the overall appearance of the Ruth Holley Library.

At Cheyenne Mountain Library, we also took the opportunity of an empty building to remove the existing tiled entry flooring and replaced it with walk-off carpeting.

At the East Library, we completed the expansion of the security office. We are procuring new desks and lockers for the space at this time. This project will provide much needed elbow room for the security staff moving forward.

The flooring for the community meeting room at Rockrimmon was completed and we believe both staff and patrons will welcome this improvement.

As mentioned in April's Board report, the closure allowed us to complete asphalt maintenance throughout the district including repairs, crack filling, and restriping of parking lots at all owned facilities. This is good news as usually these tasks are major coordinating challenges and can be an inconvenience to our patrons and staff when done during normal operating hours.

As mentioned in April's report, our new Facilities Project Manager is on board and I have been working with him on a number of projects moving forward. Those projects include but are not limited to:

- Addition of gas service and space improvements for the café/kitchen area in preparation for the new culinary lab at Library 21c.
- Roof evaluations of East and Penrose to determine life remaining in existing systems.
- Addition of office space for Adult Education at Penrose
- Cheyenne Library's service desk design and replacement
- Coordination of Calhan landscape design, bidding and completion

In addition to his contributions with projects, Loyd has also helped with coordination of our COVID-19 response.

Facilities Staff

I want to recognize the efforts of all facilities personnel during the past couple of months and especially the past three weeks. Their commitment and willingness to step up and help whenever and wherever needed has been another reminder of how privileged I am to work with such a great group of people. It is not possible here to list all of their contributions.

Monthly Statistics

Due to the closure, no statistics are available at this time.

**Human Resources Report
April 2020
Heather Laslie, Chief of HR**

Human Resources:

Major projects included the following:

- Organizational Development (Cody Logsdon)
 - New Training Supervisor was set to start on March 16th (put on pause because of unexpected closing).
 - Second session of the Leadership Program (Spring cohort) was completed. Topics included how to have difficult conversations, conflict management and organizational communication. Teona was a guest speaker.
 - Organizational Excellence Team met to discuss and select 2nd quarter WIZ award winner (announcement put on hold because of unexpected closing).
 - 2nd annual job description review was being conducted (currently on hold as well).
 - Attended the Public Employers HR Conference held by Employers Council.
- HRIS/Benefits/Compliance (Cristina Jaramillo)
 - Continued to onboard new hires that were already in the pipeline, and process their benefits via virtual teleconference.
 - Continued to process promotions, termination and transfers that were already in the pipeline.
 - Continued to document benefits processes for continuity plan.
 - Attended the Public Employers HR Conference held by Employers Council.
- Wellness program (Laurie Jackson)
 - At this time unable to perform duties as nonexempt employee, but prior to COVID-19 was working on records retention process and policies.
- Volunteer program (Karen Goates)
 - Working on Everyone Ready program geared towards CVA certification.
 - Doing online ergonomics course to get certified in ergonomics evaluations.
- Recruitment (Soumya Gollapalli)

Recruitment / Selection Activity	March 2020
Jobs Posted	2
Newly Hired Employees	7
Promoted Employees	3
Transferred Employees	1
Separated Employees	4

- Training (Sarah Marshall)
 - Sarah Marshall was set to begin this position March 16th. She will be onboarded once PPLD is open again.
- Other Projects (Heather Laslie)
 - Continuing to seek strategies for engaging employees via distance and upon reopening.
 - Working toward formulating a performance management program for 2021.
 - Working to stay informed on new COVID-19 legislation including FFCRA and CARES Act.
 - Continued work with Employee Relations issues.

Human Resources Report
May 2020
Heather Laslie, Chief of HR

Human Resources:

Major projects included the following:

- Organizational Development (Cody Logsdon)
 - New Training Supervisor started on March 16th and continues to be onboarded.
 - Second session of the Leadership Program (Spring cohort) was completed. Topics included how to have difficult conversations, conflict management and organizational communication. Teona was a guest speaker.
 - Organizational Excellence Team met to discuss and select 2nd quarter WIZ award winner (announcement put on hold because of unexpected closing).
 - 2nd annual job description review was being conducted (currently on hold as well).
 - Attended the Public Employers HR Conference held by Employers Council.
 - Revamped the Telework policy to support staff working from home.
- HRIS/Benefits/Compliance (Cristina Jaramillo)
 - Continued to onboard new hires that were already in the pipeline, and process their benefits via virtual teleconference.
 - Continued to process promotions, termination and transfers that were already in the pipeline.
 - Continued to document benefits processes for continuity plan.
 - Attended the Public Employers HR Conference held by Employers Council.
 - Created FAQ document regarding new FFCRA (Families First Coronavirus Response Act) legislation
 - Implemented procedures for COVID-19 leave and expanded FMLA to comply with these requirements.
- Wellness program (Laurie Jackson)
 - Prior to COVID-19 was working on records retention process and policies.
- Volunteer program (Karen Goates)
 - Working on Everyone Ready program geared towards CVA certification.
 - Doing online ergonomics course to become certified in ergonomics evaluations.
- Recruitment (Soumya Gollapalli)
 - Continued with hiring new staff who were already in the pipeline.
 - Currently, we are in a hiring freeze for budgetary and logistical reasons.
 - We will continue to hire essential positions as approved by the CEO.
 - Soumya is working on gathering hiring statistics for us to track recruiting numbers.
- Training (Sarah Marshall)
 - Sarah Marshall started in this position during the closure.
 - Sarah has been meeting with Directors to gain an understanding of training needs.
- Other Projects (Heather Laslie)
 - Continuing to seek strategies for engaging employees via distance and upon reopening.
 - Working toward formulating a performance management program for 2021.
 - Working to stay informed on new COVID-19 legislation including FFCRA and CARES Act.
 - Continued work with Employee Relations issues during the closure.

Information Technology Department Report

May 27, 2020

Transition to Virtual Services

Capabilities for library staff including:

- Transition to work from home for key staff requiring accelerating laptop procurement and deployment; repurpose existing patron laptops for staff use
- Expanded Virtual Private Network services to accommodate staff working from home
- Deployed hotspots to some staff with limited or no access to internet services
- Developed additional processes and procedures for staff using their own IT resources at home while maintaining organization cybersecurity posture
- Increased staff access to collaboration tools including GoToMeeting, Zoom and Microsoft Teams (limited for testing prior to deployment)

Capabilities for patron services using:

- WiFi services continued at all library locations without interruption – service limited to patron proximity to library and number of patrons accessing services simultaneously
- Modified existing phone system to allow Public Service staff to accept patron calls at home
- Acquired eighty hotspots for community use taking advantage of no cost services from vendor – will transition to paid service starting June 1

Department staff transitioning to primarily remote workforce

Pandemic IT service priorities

Priority 1 – maintain existing pre-pandemic IT infrastructure

Priority 2 – support Public Service staff transition to virtual services

Priority 3 – pre-pandemic projects previously approved for execution

Discontinuing monthly statistics due to library closure

**Resolution
Relocation of Manitou Springs Library**

WHEREAS, the Pikes Peak Library District (“PPLD”) operates the Manitou Springs Library in the Carnegie Building in Manitou Springs, Colorado, which it currently leases from the City the Manitou Springs;

WHEREAS, PPLD believes that all of its libraries should be physically accessible to all members of the community, including those with disabilities;

WHEREAS, a complaint has been filed against PPLD with the U.S. Department of Education, Office for Civil Rights, alleging that the Manitou Springs Library is not physically accessible to certain individuals with disabilities;

WHEREAS, the Carnegie Building lacks sufficient space to enable PPLD to efficiently operate the Manitou Springs Library; and

WHEREAS, PPLD seeks to provide the City of Manitou Springs an opportunity to evaluate the Carnegie Building to determine whether it is willing and able to make the Carnegie Building physically accessible to individuals with disabilities and provide additional space to allow PPLD to efficiently operate the Manitou Springs Library.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The PPLD Board of Trustees authorizes the relocation of the Manitou Springs Library from the Carnegie Building to the Manitou Art Center in Manitou Springs, Colorado;
2. Such relocation shall be subject to the negotiation of an acceptable agreement with the City of Manitou Springs regarding the move from the Carnegie Building and an acceptable lease with the Manitou Art Center; and
3. The Board of Trustees authorizes PPLD’s CEO and Chief Librarian to negotiate such agreement with the City of Manitou Springs and such lease with the Manitou Art Center.

Adopted, this 27th day of May, 2020.

Debbie English
President
Board of Trustees