

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES

May 19, 2021 4 pm

[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

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

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

REGULAR MEETING OF THE BOARD OF TRUSTEES

- I. CALL TO ORDER
- II. DECISION 21-5-1: Ratify decision of Board President and CEO to hold the May 19, 2021 Regular Meeting of the Board of Trustees online.
- III. ITEMS TOO LATE FOR THE AGENDA
- IV. CORRESPONDENCE AND PRESENTATIONS
 - A. Correspondence
 1. Patron Thank you letter (p. 3)
 - B. Presentations
 1. Staff Promotions and New Hires
 - a. Christine Layton, Adult Education Manager (T. Sayles)
 - b. Janina Goodwin, Director of Adult Services (T. Shainidze Krebs)
 2. Panorama Park Presentation (A. Simpson)
- V. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- VI. BUSINESS ITEMS
 - A. Decision 21-5-2: Minutes of the April 21, 2021 Meeting (p. 4)
 - 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
 1. Decision 21-5-3: Changes to the requirement for facial coverings in Pikes Peak Library District facilities (J. Spears) (p. 11)
 - D. New Business
- VII. REPORTS
 - A. Friends of the Pikes Peak Library District Report (S. Adams) (p. 13)
 - B. Pikes Peak Library District Foundation Report (L. James) (p. 15)
 - C. Financial Report (M. Varnet) (p. 16)
 - D. Public Services Report (T. Shainidze Krebs) (p. 39)
 - E. Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, and Safety, Social Services & Security Report (p. 59)
 - 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

VIII. 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

April 27, 2021


John Spears, CEO
PPLD

Mr. Mr. Spears,

I must let you know how much
I enjoy PPLD's Interlibrary loan
department. Amanda Marez-Frutey
and her staff are just wonderful,
and I would especially like to
comment on the excellent service
recently provided to me by
Jeanette D. Kudos!

Thank you,

Betsy Hovermale



DECISION 21-5-2



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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

Chief Librarian and CEO John Spears, Director of Public Relations and Marketing Denise Abbott, Friends of the Pikes Peak Library District Board of Directors President Stephen Adams, Director of Family and Children's Services Melody Alvarez, Chief Safety, Social Services & Security Officer Michael Brantner, West Region Director Michael Doherty, Executive Assistant Laura Foster, Senior Librarian Christa Funke, County Commissioner Carrie Geitner, Penrose Library Manager Alicia Gomori, Chief Development Officer and Foundation Executive Officer Lance James, Manitou Art Center (MAC) Executive Director Natalie Johnson, Chief Human Resources and Organizational Development Officer Heather Laslie, Organizational Development Manager Cody Logsdon, Training Supervisor Sarah Marshall, Chief Information Technology Officer Rich Peters, Chief Communications Officer Michelle Ray, 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 Walters, County Commissioner Holly Williams, Alicia Dougherty, Kim Dealy, Beth Fisher, Thea Jackson, Liz Phillips, Kristi

Absent: Trustee Dr. Ned Stoll

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Vanderschuere called the April 21, 2021 regular meeting of the Pikes Peak Library District Board of Trustees to order at 4:02 p.m.

DECISION 21-4-1: Ratify decision of Board President and CEO to hold the April 21, 2021 Regular Meeting of the Board of Trustees online.

Motion: Debbie English made a motion that the April 21, 2021 Regular Meeting of the Board of Trustees be held online as stated.

Second: Cathy Grossman seconded the motion.

Vote: The motion was approved unanimously.

ITEMS TOO LATE FOR THE AGENDA

There is one item that falls under Correspondence that will be added to the agenda.

CORRESPONDENCE AND PRESENTATIONS

Correspondence

Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting

Chief Financial Officer Mike Varnet received a letter from Michele Mark Levine of the Government Finance Officers Association (GFOA) as notification that Pikes Peak Library District's 2019 Comprehensive Annual Financial Report

qualifies for the GFOA's Certificate of Achievement for Excellence in Financial Reporting for the 29th consecutive year. Several Trustees thanked Mr. Varnet and the Finance Department for their excellent work.

Presentations

Staff Promotions and New Hires

Director of Family and Children's Services Melody Alvarez introduced Christa Funke, the new Tween Senior Librarian.

Director of the West Region Michael Doherty introduced Alicia Gomori, the new Penrose Library Manager.

Chief Communications Officer Michelle Ray introduced Denise Abbott, the new Director of Public Relations and Marketing.

Leadership Program

Organization Development Manager Cody Logsdon and Training Supervisor Sarah Marshall provided an overview of the Leadership Program that is available to District staff. The program began in the Fall of 2019 with 8 participants; the Spring 2021 program includes 33 participants. Two significant changes to the program are that part-time staff are now able to participate and staff are now able to apply for the program versus having to be nominated as in the past. The topics covered in the program include an Introduction to Leadership, Teams & Teamwork, Organization Communication, Conflict Management, and Employee Motivation. The program is a 38-hour commitment with several required assignments including interviewing a leader and an approved book presentation. Participants benefit from connecting with and learning from their peers, receiving a certificate of completion, and including the certification in their professional profile. An advanced Leadership Program is being considered for those who have completed this program.

Dora Gonzales appreciates the changes to the program that allow for any staff member to apply.

PUBLIC COMMENT

Alicia Dougherty, a resident who lives east of Powers Blvd., asked that the library consider expanding service to that area of town. She indicated the population of young families with children in that area has expanded greatly, however the High Prairie Library is the only District location in this area. Although she appreciates that the Mobile Library does provide service in the area, it is not the same as browsing at a physical location. Ms. Dougherty also expressed her concern about the mask policy, as her children will not wear them. She inquired as to why PPLD has stricter rules than the state and expressed her disappointment that the PPLD policy remains in place. President Vanderschuere thanked Ms. Dougherty for her input and stated that the Board of Trustees and Library Leadership recognize the growth in the area in which she lives. A goal of the District's Leadership is developing a Facilities Master Plan that, over the next couple of years, will guide the District's growth and include a facility in the area in which she lives. He invited her to remain as the mask policy will be discussed later in the meeting.

Beth Fisher provided a public comment at the March 17, 2021 meeting, has read the minutes from the March 17 meeting that are included in the April 21 Board meeting packet, and indicated that it is unclear why there has not been a change to the policy. She asked why PPLD continues to follow a policy that is stricter than others and conflicts with Colorado state orders. Ms. Fisher's daughter Faith spoke, sharing that she has asthma, is unable to wear a mask, and wants to be back in the library instead of having to stay outside. President Vanderschuere thanked Beth and Faith for their comments and indicated the mask policy will be discussed later in the meeting.

Thea Jackson provided a public comment at the March 17, 2021 meeting and returned for the April 21, 2021 meeting to share that the Cheyenne Mountain Library has worked with her to arrange visits to that Library after normal operating hours for her family. They are very excited to be back in the library, and she attended today to express her thanks to Tiffany Paisley, Cheyenne Mountain Library Manager, for the special arrangement. Having this access has made a huge difference, and the effort to accommodate her family has touched her heart. Ms. Jackson asked when she could use the studio again and indicated she would be interested in setting up a time after hours if needed. President Vanderschuere thanked her for her comments and stated that accommodations are available at all libraries for anyone who makes a request.

Kristi shared that she reviewed the packet and is confused about why PPLD would continue with a policy more restrictive than the state. Colorado Springs Mayor John Suthers has stated he will not implement a city-wide mask order once the Governor's order expires, and she does not understand why PPLD would not follow suit. Kristi feels this is a subjective decision that unfairly excludes people with medical restrictions and that the library is not a high-risk facility. President Vanderschuere thanked her for her input.

Chief Library John Spears thanked those who have made comments and stated that there was no official county or state mandate when the PPLD Board of Trustees made their decision. Conversations with El Paso County Public Health informed PPLD's decision to follow the CDC guidelines. Currently, PPLD is working to balance differing guidelines from Colorado Public Health, El Paso County Public Health, and the CDC. The Governor's guidelines do allow for local governments to implement stricter guidelines, and as a special district, PPLD has the authority to make that decision. PPLD's guidelines align with or are less restrictive than metro county libraries in Colorado, with the exception of Douglas County.

Commissioner Carrie Geitner shared her appreciation for the public comments made and stated that just because PPLD can implement stricter guidelines does not mean that we should. There is plenty of conflicting information available to justify taking any position. Public comments made at both this and the March Board of Trustees meetings have brought up important concerns, and she feels that the PPLD policy is inappropriate and an overreach of our authority, reminding the Board of Trustees that they are appointed by officials of the City of Colorado Springs and El Paso County who are elected by the public. Access to a public facility should not operate under a different set of rules. Functioning without a mask mandate can be done safely. Commissioner Geitner encouraged PPLD to take this seriously and stated she wants the Board to vote on this decision today. President Vanderschuere responded that a vote cannot be made today as it is not on the agenda. In response to Chief Librarian Spears comment that accommodations are available to anyone who asks, Commissioner Geitner shared her belief that accommodations should not be necessary for children under 11, it should be standard practice.

BUSINESS ITEMS

Decision 21-4-2: Minutes of the March 17, 2021 Meeting

The minutes of the March 17, 2021 regular meeting of the Pikes Peak Library District Board of Trustees were included in the Board packet.

Motion: Debbie English made a motion to approve the minutes of the March 17, 2021 regular meeting of the Pikes Peak Library Board of Trustees as presented.

Second: Cathy Grossman seconded the motion.

Vote: The motion was approved unanimously.

Consent Items

No consent items were presented.

Unfinished Business

There was no unfinished business.

New Business

Decision 21-4-3: Manitou Springs lease

Chief Librarian John Spears explained that the Manitou Springs Library has been operating within the Manitou Art Center (MAC) since March under an approved preliminary lease. The lease provided in the Board packet will supersede the preliminary lease, has been approved by the MAC Board, and has been presented to the Internal Affairs Committee of the PPLD Board of Trustees.

Motion: Dora Gonzales made a motion to approve the Manitou Springs lease as presented.

Second: Mina Liebert seconded the motion.

Vote: The motion was approved unanimously.

Decision 21-4-4: Manitou MOU

The Manitou MOU is the partnership agreement that PPLD has with the MAC and specifically addresses the use of meeting rooms, the obligation of staff from each organization, and the use of maker space equipment. PPLD cardholders can use the maker spaces without MAC membership during the Library's open hours. Chief Librarian John Spears commended West Region Director Michael Doherty for working with the Executive Director of the MAC, Natalie Johnson, to develop the MOU, and thanked Mike Varnet and Rich Peters for reviewing the document. Data is being collected on class attendance, the use of the maker spaces, the time of use, whether those using the spaces are PPLD cardholders or MAC members, and the ZIP codes of PPLD cardholders who are using the spaces. The MAC maker spaces include studios (clay, textiles, and welding) that are popular with patrons and are not available elsewhere in the District. Trustee Cathy Grossman believes collecting this data will inform plans for a potential return to the Manitou Springs Carnegie building as well as planning for future facilities within the District. Chief Librarian Spears indicated that the MAC has seen an increase in membership since the partnership began. Data collected will inform if there is a need to re-evaluate costs associated with the relationship between PPLD and the MAC.

Motion: Scott Taylor made a motion to approve the Manitou MOU as presented.

Second: Dora Gonzales seconded the motion.

Vote: The motion was approved unanimously.

Decision 21-4-5: Paid Medical Leave policy

Chief Human Resources and Organizational Development Officer Heather Lasie explained that the update to the Paid Medical Leave policy is necessary to remain compliant with the Colorado Healthy Families and Workplaces Act which states that paid medical leave needs to be available to all employees, including those who work less than 20 hours per week.

Motion: Cathy Grossman made a motion to approve the Paid Medical Leave policy as presented.

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously.

Discussion: ADA accommodations

Chief Safety, Social Services, and Security Officer Michael Brantner explained that this document includes how PPLD is handling accommodations, what those accommodations are, how we determine the accommodations that are offered, and how the process works.

Accommodations are a result of concerns brought to our attention by patrons. The list of accommodations has grown as new situations arise and PPLD modifies its practices. It is important to understand that PPLD's philosophy is that the library is here to accommodate and allow access to all patrons. PPLD must make sure that we can guarantee the safest environment, and it is a balancing game. President Vanderschuere recognizes that there has been continuous improvement over the last few months and complimented staff on being flexible and adaptive.

There has been no further contact regarding concerns about interactions with PPLD Security Officers that were mentioned in the March Board of Trustees meeting. Mr. Brantner explained that touching a patron is only allowed in a medical emergency or if directed to do so by a 911 operator.

Chief Librarian John Spears shared that public comments made at the March Board of Trustees meeting led to opening library locations after hours and on Sundays for patrons who cannot wear masks. Chief Librarian Spears indicated that there are several patrons who have shared that the Library District is one of the few places where they feel safe.

Trustee Debbie English indicated that the mask policy was the primary conversation at the April Governance Committee meeting and thanked Michael Brantner for providing this summary. Ms. English thanked everyone who has taken the time to attend the Board of Trustees meetings and provide comments.

Commissioner Williams acknowledged the difficulties surrounding mask requirements and appreciates the Security update that was provided. Similar challenges exist elsewhere in El Paso County, and she is aware that there are members of the community who have remained silent about the need to wear masks. Commissioner Williams encouraged the Board and PPLD to move forward, consider the feedback received in the Board meetings and by other means, and hold a wider discussion. President Vanderschuere thanked her for her input and confirmed that discussion will take place.

REPORTS

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District Report was included in the Board packet. Friends of the Pikes Peak Library District Board of Directors President Stephen Adams stated that many members who are book dealers may have allowed their membership to lapse due to book sales being suspended during the pandemic. Membership is expected to increase again as book sales return.

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 reported that the 2021 Library Giving Day exceeded everyone's expectations. A total of \$15,000 was raised in 2020, from approximately 125 donors. Although gifts are still being received, the 2021 campaign currently reflects 985 gifts that total over \$97,000. Of the 985 gifts, 700 are first time donors to the Foundation. Mr. James is hopeful that there will be similar results for the year-end campaign.

Financial Report

The Financial Report for the period ending March 31, 2021 was included in the Board packet. Chief Financial Officer Mike Varnet indicated that both revenue and expenditures are tracking at approximately the same rate as in 2020.

Public Services Report

The Public Services Report was included in the Board packet. Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs pointed out that the statistics comparison between 2021 and 2020 is skewed due to the District closing in March of 2020 for the pandemic.

Director of the Southeast Region Abby Simpson, Director of Diversity, Equity, and Inclusion Shirley Martinez, and Social Worker Kayla Rockhold are working closely with El Paso County Public Health to arrange vaccination clinics at a few of the District libraries. El Paso County Public Health will be providing training to staff about the vaccine and how to help patrons navigate the vaccination process.

Ms. Shainidze Krebs shared her appreciation for Public Services staff who have worked so hard to provide services to the community. Family and Children's Services Director Melody Alvarez and Chief Safety, Social Services and Security Officer Michael Brantner received special thanks for their efforts in making in-person programming available again in some of our libraries. More in-person programming is being planned. Ms. Shainidze Krebs commended Chief Communications Officer Michelle Ray for keeping up with all the Public Services requests while

managing the Public Relations and Marketing Director responsibilities, including media requests, in addition to her own during the hiring process.

Support Services 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.

Chief Librarian's Report

Chief Librarian John Spears reported that capacity in Libraries is increasing, that cleaning responsibilities are being transitioned to patrons, and that study rooms are opening this month.

Mr. Spears is collaborating with the Director of the Estes Valley District Library to send a letter to the American Library Association (ALA) prior to their vote on the *Resolution to Condemn White Supremacy and Fascism as Antithetical to Library Work*. The intention of the letter is to express their belief, along with other Colorado Library Directors, that the resolution infringes on intellectual freedom and that the rights of people to hold dissenting views needs to be honored.

Chief Librarian Spears announced that two PPLD staff members have been nominated for Standing Committees of the Internal Federation of Library Associations (IFLA). Mr. Spears has been nominated to the standing Committee on Metropolitan Libraries and Ms. Shainidze Krebs has been nominated to the Standing Committee on Library Services to Multicultural Populations. Eligible voters have until May 24, 2021 at 12:00 p.m. CEST (Central European Summer Time) to cast their vote. The 2021 Conference will be held virtually, with hopes that the 2022 Conference will be held in-person in Dublin, Ireland. Participation in this conference is primarily funded by the Friends of the Pikes Peak Library District and the Pikes Peak Library District Foundation.

The Manitou Springs City Council selected Ratio Architects to create 2-3 designs for the Manitou Springs Carnegie building renovation for submittal to the City Council. Although PPLD is included in the discussion, the decision will be made by the City of Manitou Springs.

PPLD looks forward to a mask policy change being implemented by the end of May. PPLD's current mask policy has been modified to raise the age of those required to wear masks to 5 years to align with local school district requirements. Further changes are being discussed, including raising the age requirement for wearing masks to patrons older than 10. A decision is expected to be brought to the Board of Trustees at the May 19 meeting.

Board Reports

Governance Committee Report

Governance Committee Chair Debbie English reported that the Committee met on April 6, 2021. Discussion items included creating a means for the public to communicate with the Board of Trustees through the webpage. This feature has been created and is now available on the [PPLD Board of Trustees webpage](#). A retreat for the Board of Trustees will be held later in the year. Ms. English asked that Trustees contact her with their availability in the next few months in order for a date to be selected that works for everyone.

Internal Affairs Committee Report

President Vanderschuere reported that the Committee met on April 6, 2021. The Committee approved the Manitou Springs lease and the Manitou Springs MAC MOU to be brought to the Board of Trustees as a decision item.

Public Affairs Committee Report

Public Affairs Committee Chair Mina Liebert reported that the Committee met on April 6, 2021. Exploring next steps in investigating a mill levy increase was discussed.

Board President's Report

President Vanderschuere shared that he attended the Board of County Commissioners meeting regarding the Proclamation Recognizing National Library Week.

ADJOURNMENT

There being no further business to conduct, President Vanderschuere adjourned the April 21, 2021 meeting of the Pike Peak Library Board of Trustees at 6:16 PM.

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

As of writing this memo on Friday, May 14, there are many still developing changes that have enormous implications for mask mandates. The Centers for Disease Control and Prevention (CDC) has eliminated mask requirements in nearly all circumstances for those who are fully vaccinated. The Colorado Department of Public Health and Environment (CDPHE) has indicated that new guidance will be coming from the State shortly. Both agencies have announced that they are still working through the policy implications of the changes to these guidelines, but it is our fervent hope that any policies that come from other levels of government—whether local, state, or national—will not infringe on the private medical decisions that our users have made regarding their own vaccination status or place an undue burden on public entities such as PPLD to ascertain the status of our users. Throughout this pandemic, we have strived to navigate the competing guidelines from both CDC and CDPHE in terms of our own mandate and the provision of library services in as safe a manner as possible. El Paso County Public Health has been a phenomenal partner from the beginning, and the conversations we have had with their officials have been a constant source of guidance in our decisions, from our adoption of the CDC guidelines regarding masks to the creation of our internal safety protocols.

Over the past several months, the issue of our mask mandate has been a source of constant conversation, both internally and externally. We are legally obligated to utilize the CDPHE guidelines as the minimum for our requirements, but as they are expected to soon change, we will also need to track and follow any other local requirements that may be enacted, such as those in Manitou Springs, or required by the lessors of our facilities, such as the Manitou Art Center. After the last Board meeting, Trustee Cathy Grossman proposed that the Board approve the following:

PPLD is committed to safely operating our public facilities. PPLD is a special district funded primarily by El Paso County property and specific ownership taxes and primarily services El Paso County residents. As such, PPLD will follow the public health guidelines presented by El Paso County Public Health to ensure the safety and health of staff and patrons.

Discussions at public meetings of the Internal Affairs, Public Affairs, and Governance Committees, led to further refinement of the proposed language:

PPLD is committed to safely operating our public facilities. PPLD is a special district funded primarily by El Paso County property and specific ownership taxes and primarily serves El Paso County residents. As such, PPLD will follow the public health guidelines regarding the COVID-19 pandemic presented by the El Paso County Public Health, unless superseded by the Colorado Department of Public Health and Environment, to ensure the safety and health of staff and patrons. The PPLD Board of Trustees reserves the right to enact stricter policies by vote of a majority of members present at its discretion.

These changes were designed to address concerns regarding the breadth of the proposed language and to recognize and affirm the legal authority of the District to enact operational protocols beyond those mandated by local government. Given the nature of this issue and the intense feelings that it has engendered in our community and at our facilities, we sought the advice of our attorney on both versions. With her permission, I have included her response, unedited and in full, below.

As we discussed, I have several concerns about the initial face mask policy that was proposed for PPLD. First, the proposed policy is too broad in that it is not limited to face masks and not limited to the duration of the COVID pandemic. Second, the proposed policy does not take into

account that EPCPHD guidelines could conflict with CDPHE guidelines or federal, state or local laws. Third, the proposed policy waives any authority PPLD might have to enact stricter face mask requirements in light of the unique needs of PPLD.

The policy proposed by the committee addresses some, but not all of these issues. As a result, I recommend that PPLD consider adopting the policy proposed by the committee with my proposed changes below in red:

*“PPLD **seeks** to safely operate **its** public facilities. PPLD is a special district funded primarily by El Paso County property and specific ownership taxes and primarily serves El Paso County residents. As such, PPLD will **strive** to follow public health guidelines regarding **face masks during the COVID-19 pandemic issued by the El Paso County Public Health Department, unless those guidelines are inconsistent with applicable guidelines issued by the Colorado Department of Public Health and Environment or federal, state or local laws.** The PPLD Board of Trustees reserves the right to enact **stricter face mask policies at its discretion** by vote of a majority of **Board members present.**”*

As you can see, I have limited the proposed policy to face masks since that appears to be the primary area of concern, and changed obligatory language such as “commit” and “will” to “seeks” and “strives.” The reason for the latter change is to reduce the risk that PPLD is guaranteeing the safety of patrons and staff and that it will always comply with EPCDPD guidelines. (Menkins, Deborah. “RE: PPLD Mask Policy.” Received by John Spears, 10 May 2021)

In accordance with the legal advice received by our attorney, it is the recommendation of District administration that the Board approve the following: PPLD seeks to safely operate its public facilities. PPLD is a special district funded primarily by El Paso County property and specific ownership taxes and primarily serves El Paso County residents. As such, PPLD will strive to follow public health guidelines regarding face masks during the COVID-19 pandemic issued by El Paso County Public Health, unless those guidelines are inconsistent with applicable guidelines issued by the Colorado Department of Public Health and Environment or federal, state or local laws. The PPLD Board of Trustees reserves the right to enact stricter face mask policies at its discretion by vote of a majority of Board members present.

Friends of the PPLD April 2021 Report

The board is continuing to overhaul our policies & procedures for handling income and expenses. We are also addressing two other top priorities—communications and declining Friends membership. The former will entail launching a newsletter with new member AnnEliz Harford leading the effort. New member Wendy Stotts is leading the latter, with other members contributing lots of ideas. Next meeting (May 12) will address how branch Friends handle book sales revenue and how our board should earmark donations to PPLD (if at all).

Status of Operations as of April 30, 2021

Sales for April		
	Amazon	\$3,060
	eBay	\$1,357
	Facebook	\$1,910
	Web storefront*	\$2,261
	East Bookstore	\$2,240
	Library 21C	\$1,396
	Penrose	\$251
TOTAL SALES	*\$945 of this amount to be reimbursed to MOA for their purchase of Joe Kenda books to sell	\$12,475

Current volunteer count is 30 for District Friends. April hours totaled 373. Eight experienced volunteers have committed to return to staff the bookstores starting May 1st.

- East bookstore will be attended from 10-4 Monday through Saturday.
- Library 21c will be attended Mondays 10-4, Wednesdays & Thursdays 10-1 and alternate Saturdays 1-4.
- Penrose will be staffed 12-4 on Tuesdays.

During these hours, patrons may bring in small donations up to one grocery-bag size.

- East Library will continue Curbside Service by appointment only for donations up to five boxes on Wednesday mornings and Saturdays. Patrons can make appointments at Library 21c bookstore to drop off up to three boxes by appointment, Monday afternoons. Memberships are being processed and cards are being issued in the bookstores.

- Bookstores remain self-pay via honor box or online ePay links for the time being. Stores will be open whenever the host library is open (“gates up”). After training the bookstore volunteers, staff and Susan Gilbert will start work on converting to cash management through the Square app.
- There will be no May Facebook live sales due to key volunteer unavailability and work load with bringing bookstore volunteers back on board and revamping the cash management system.
- Five hundred boxes of books are packed up and ready for the next book sale.
- Our supply of print materials to hand out regarding donations and membership are exhausted or badly out of date.



REPORT – May 2021

Received 1004 gifts totaling \$98,580 in support of 2021 Library Giving Day

Received \$16,415 grant from the NextFifty Initiative's Community Response Fund for Mobile Library Services Lobby Stop vehicle and large print collection materials

Received \$1110.90 from 114 households from 2020 Q4 King Soopers Community Rewards Program

Submitted application to Council of Library and Information Resources to digitize an archival collections in Regional History & Genealogy

Conducted PPLD Foundation Service Spotlight to introduce PPLD staff to the PPLD Foundation's purpose and operations

Met with Program Officer from the Adolf Coors Foundation to discuss alignment to PPLD workforce development training/programming and future capital needs

Met with Air Force Academy Business Management major cadets to receive results and recommendations from surveys to donors and donor prospects to better understand why people give to PPLD

Met with Temple Hoyne Buell Foundation Program Officer to discuss upcoming application and interim report from current grant cycle

Met with Denver Public Library Foundation representatives to exchange individual giving and event ideas

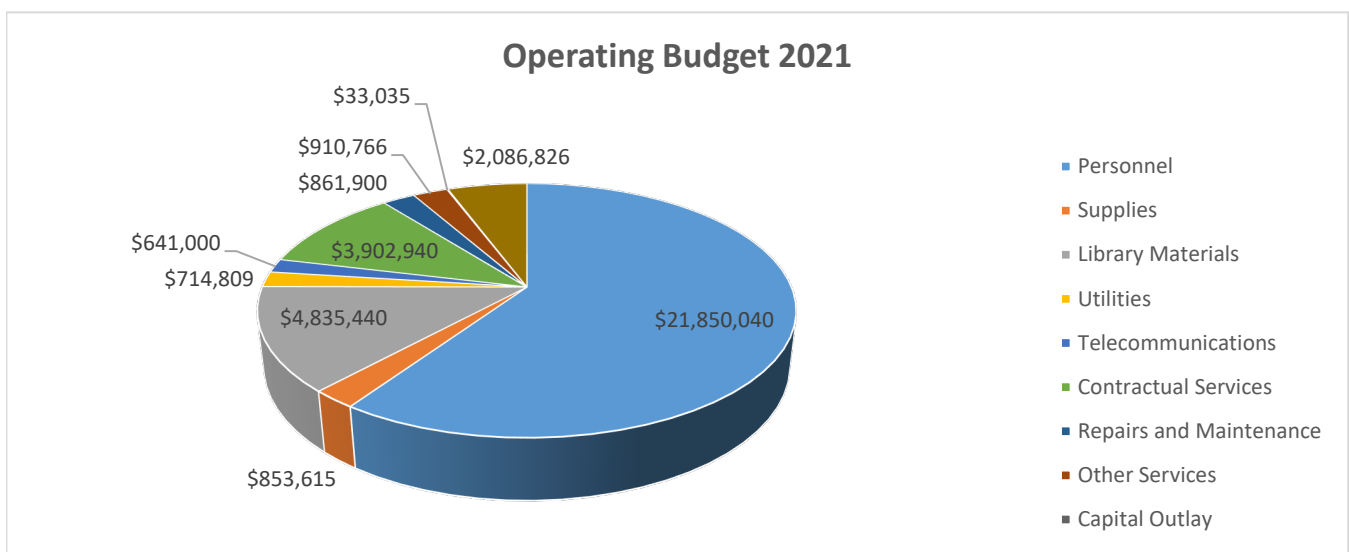
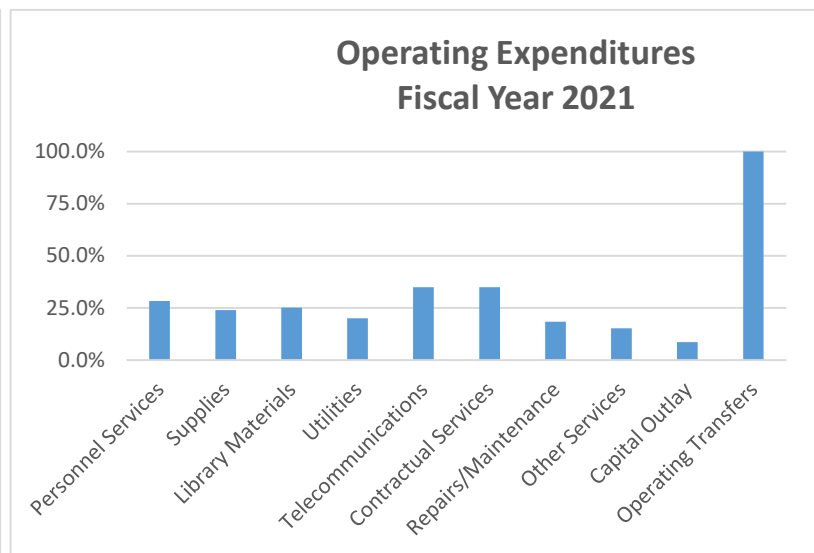
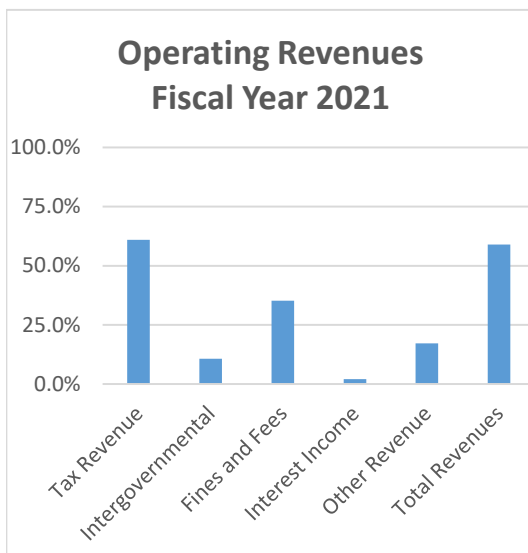
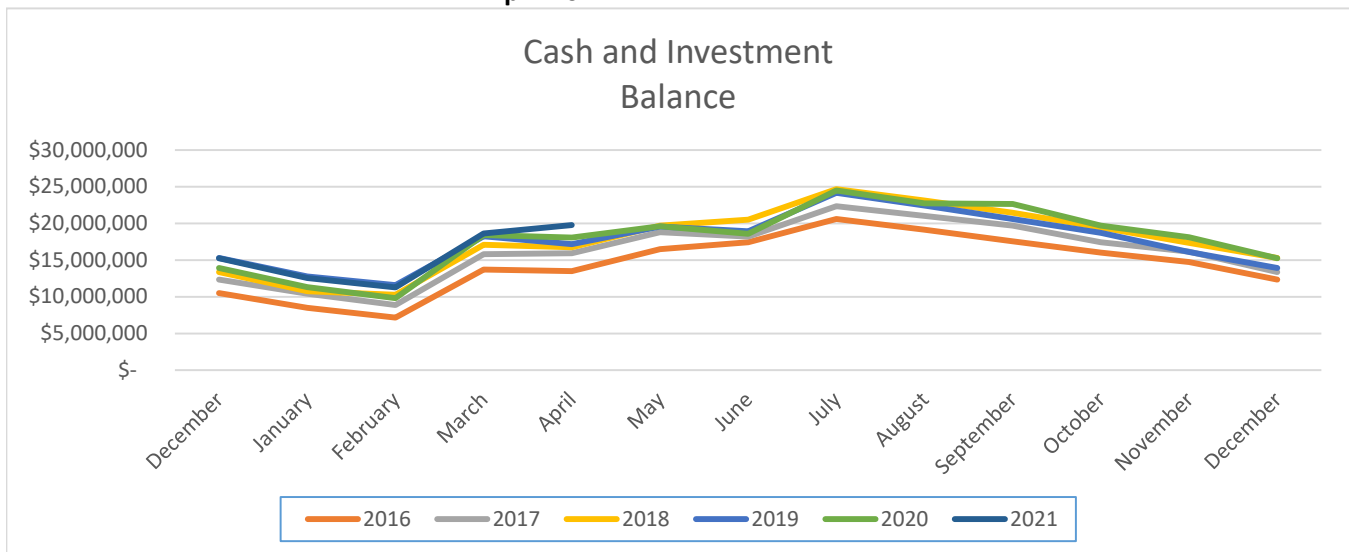
Continue working to submit Corona Virus Relief Fund (CVRF) reimbursement requests to Colorado's Department of Local Affairs

Held PPLD Foundation quarterly board meeting and ad hoc Events Committee meeting

Attended Friends of PPLD monthly board meeting

Pikes Peak Library District Financial Dashboard

April 2021



Pikes Peak Library District

April 2021 Financial Report

Presented to Board of Trustees on May 19, 2021

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

General Fund	Year-To-Date				Notes
	2021	2020	Change	% Chg.	
Revenues					
Property taxes	\$ 19,913,138	\$ 18,033,803	\$ 1,879,335	10.4%	
Specific ownership taxes	1,216,117	1,026,507	189,610	18.5%	
Fines/fees	27,925	27,220	705	2.6%	
Investment earnings	3,896	71,429	(67,533)	-94.5%	
Other	160,181	22,529	137,652	611.0%	
Total Revenues	\$ 21,321,257	\$ 19,181,488	\$ 2,139,769	11.2%	

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 recovery has begun at least in part during 2021. In April 2021, PPLD received a CVRF payment of \$234,403, of which \$101,026 pertained to 2021 activity.

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

Percent of Year 33.3%

Account Description	2021 Budget	YTD Actual	Variance	% Used
Tax Revenue				
Property taxes				
Current	\$ 31,312,948	\$ 19,960,343	\$ (11,352,605)	63.7%
Abatements/refunds	(122,400)	(56,045)	66,355	45.8%
Omitted properties	7,140	1,209	(5,931)	16.9%
Delinquent	18,360	6,575	(11,785)	35.8%
Penalties/interest	36,720	1,056	(35,664)	2.9%
Specific ownership taxes	3,382,500	1,216,117	(2,166,383)	36.0%
Local government in lieu of prop. taxes	10,200	-	(10,200)	0.0%
Total Tax Revenue	34,645,468	21,129,255	(13,516,213)	61.0%
Intergovernmental				
Federal funds - other categories	106,974	101,026	(5,948)	94.4%
Federal - eRate Funding	690,600	-	(690,600)	0.0%
State Grant - library materials	143,445	-	(143,445)	0.0%
Total Intergovernmental	941,019	101,026	(839,993)	10.7%
Fines and Fees	79,200	27,925	(51,275)	35.3%
Interest Income	183,750	3,896	(179,854)	2.1%
Other Revenue				
Donations/grants/gifts				
PPLD Foundation	242,100	31,656	(210,444)	13.1%
Other	-	10,115	10,115	100.0%
Copier charges/PMS charges	80,400	10,430	(69,970)	13.0%
Parking lot collections	12,060	1,580	(10,480)	13.1%
Merchandise sales	-	204	204	100.0%
Miscellaneous	4,523	3,105	(1,418)	68.6%
Asset sales proceeds	5,025	2,065	(2,960)	41.1%
Total Other Revenue	344,108	59,155	(284,953)	17.2%
Total General Fund Revenues	\$ 36,193,545	\$ 21,321,257	\$ (14,872,288)	58.9%

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

General Fund	Year-To-Date				Notes
	2021	2020	Change	% Chg.	
Expenditures					
Personnel	\$ 6,193,326	\$ 5,740,135	\$ 453,190	7.9%	
Supplies	204,909	196,020	8,889	4.5%	
Library materials	1,216,543	1,353,847	(137,303)	-10.1%	1
Utilities	143,026	134,279	8,747	6.5%	
Telecommunication costs	223,570	222,781	789	0.4%	
Contractual services	1,361,644	1,365,075	(3,431)	-0.3%	
Repairs and maintenance	158,635	155,526	3,109	2.0%	
Other services	138,819	124,987	13,833	11.1%	
Capital outlay	2,832	10,125	(7,293)	-72.0%	
Operating transfers - other funds	2,086,826	-	2,086,826	0.0%	2
Total Expenditures	\$ 11,730,132	\$ 9,302,776	\$ 2,427,355	26.1%	

1 The variance in Library Materials expenditures pertained simply to timing of expenditure payments. A payment batch of approximately \$300,000 for library materials was made at the beginning of May 2021.

2 Fund transfers to the Capital Project Funds were made in accordance with the approved 2021 Budget. The fund transfer occurred earlier during 2021 as compared to 2020.

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

Percent of Year 33.3%

Account Description	2021 Budget	YTD Actual	Available Budget	% Used
Personnel Services				
Regular employees	16,811,878 \$	4,692,613 \$	12,119,266	27.9%
Temporary employees	3,800	-	3,800	0.0%
Substitute employees	33,500	-	33,500	0.0%
Work-Study And internship	16,500	-	16,500	0.0%
Social security contributions	1,310,623	342,940	967,683	26.2%
Retirement contributions	1,108,739	325,245	783,494	29.3%
Health Plan contributions	2,300,000	742,626	1,557,374	32.3%
Unemployment insurance	40,000	10,637	29,363	26.6%
Workers compensation	55,000	39,931	15,069	72.6%
Vision Plan insurance	65,000	18,247	46,753	28.1%
Life A&D insurance	65,000	21,087	43,913	32.4%
Tuition assistance	40,000	-	40,000	0.0%
Total Personnel Services	21,850,040	6,193,326	15,656,714	28.3%
Supplies				
General	284,052	36,554	247,498	12.9%
Microform	2,450	-	2,450	0.0%
Software purchases/licenses	296,500	111,861	184,639	37.7%
Computer supplies	44,000	6,388	37,612	14.5%
Processing	85,000	440	84,560	0.5%
Office	63,750	5,196	58,554	8.2%
Other	77,863	44,470	33,393	57.1%
Total Supplies	853,615	204,909	648,706	24.0%
Library Materials				
Audio-visual materials	783,300	86,024	697,276	11.0%
Books	1,327,814	232,490	1,095,324	17.5%
e-materials	1,773,767	513,855	1,259,912	29.0%
Library materials - other	203,000	53,729	149,271	26.5%
Microforms	5,000	-	5,000	0.0%
Periodicals	110,250	89,816	20,434	81.5%
Serials	25,000	7,534	17,466	30.1%
Databases - online services	607,309	232,728	374,581	38.3%
Memorials	-	367	(367)	0.0%
Total Library Materials	4,835,440	1,216,543	3,618,897	25.2%

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

Percent of Year 33.3%

Account Description	2021 Budget	YTD Actual	Available Budget	% Used
Utilities				
Gas	88,643	40,912	47,731	46.2%
Electric	490,236	93,424	396,812	19.1%
Water/sewer	128,086	6,773	121,314	5.3%
Storm water fees	7,844	1,918	5,927	24.4%
Total Utilities	714,809	143,026	571,783	20.0%
Telecommunications				
Data	460,000	168,757	291,243	36.7%
Voice	77,000	33,177	43,823	43.1%
Cellular	104,000	21,636	82,364	20.8%
Total Telecommunications	641,000	223,570	417,430	34.9%
Contractual Services				
Janitorial services	341,000	109,039	231,961	32.0%
Carpet cleaning services	136,000	45,344	90,656	33.3%
Laundry services	5,500	-	5,500	0.0%
Library facility rental	674,558	205,698	468,860	30.5%
Common area maintenance	175,761	45,224	130,537	25.7%
Storage rental	3,000	-	3,000	0.0%
Audit	42,500	-	42,500	0.0%
Legal	50,000	2,624	47,376	5.2%
Consultant	293,650	31,213	262,437	10.6%
Cataloging	40,000	14,927	25,073	37.3%
Trash removal	23,345	5,436	17,909	23.3%
Copier services	61,000	-	61,000	0.0%
Courier services	224,476	6,842	217,634	3.0%
Liability/property insurance	160,693	125,445	35,248	78.1%
Printing	80,000	14,655	65,345	18.3%
Programming	376,500	44,557	331,943	11.8%
Treasurer fees	462,000	299,538	162,462	64.8%
Warrantire	37,000	-	37,000	0.0%
Microfilming services	19,600	2,495	17,105	12.7%
Computer support agreements	111,882	78,769	33,113	70.4%
Computer equipment maintenance	397,000	278,735	118,265	70.2%
Software licenses	78,950	8,140	70,810	10.3%
Software subscriptions	29,307	24,307	5,000	82.9%
Employee Assistance Program	21,218	1,047	20,171	4.9%
Parking	58,000	17,609	40,392	30.4%
Total Contractual Services	3,902,940	1,361,644	2,541,296	34.9%

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

Percent of Year 33.3%

Account Description	2021 Budget	YTD Actual	Available Budget	% Used
Repairs and Maintenance				
Grounds maintenance	88,000	20,972	67,028	23.8%
Vehicle operating costs	74,500	24,073	50,427	32.3%
Equipment maintenance	458,300	85,541	372,759	18.7%
Equipment repairs	55,350	1,517	53,833	2.7%
Furniture repairs	35,000	2,380	32,620	6.8%
Building repairs	150,750	24,153	126,597	16.0%
Total Repairs and Maintenance	861,900	158,635	703,265	18.4%
Other Services				
Translation services	300	-	300	0.0%
Advertising	1,000	89	911	8.9%
Bank And trustee Fees	8,000	2,779	5,221	34.7%
School engagement	3,000	48	2,952	1.6%
Mileage/Travel reimbursement	77,250	8,665	68,585	11.2%
Employee recruitment	37,500	1,735	35,765	4.6%
Dues and memberships	63,352	12,011	51,341	19.0%
Merchandising	8,000	-	8,000	0.0%
Employee recognition	20,525	9,878	10,647	48.1%
Board of Trustees	7,000	488	6,512	7.0%
Community outreach	135,500	26,526	108,974	19.6%
Training	290,138	27,802	262,336	9.6%
Signage	30,000	1,154	28,846	3.8%
Bindery	5,000	1,132	3,868	22.6%
Book mending	1,500	-	1,500	0.0%
Safety	14,250	1,453	12,797	10.2%
Summer Adventure Club	35,786	10,830	24,956	30.3%
Patron reimbursement	500	-	500	0.0%
Postage	61,500	15,050	46,450	24.5%
Volunteer program	6,500	550	5,950	8.5%
Safety and wellness	7,000	1,880	5,120	26.9%
Other grant/donation expenditures	4,799	-	4,799	0.0%
Other	92,366	16,749	75,618	18.1%
Total Other Services	910,766	138,819	771,947	15.2%
Capital Outlay				
Other	33,035	2,832	30,203	8.6%
Total Capital Outlay	33,035	2,832	30,203	8.6%
Operating Transfers to Other Funds				
Fund transfers out	2,086,826	2,086,826	-	100.0%
Total Expenditures	\$ 36,690,372	\$ 11,730,132	\$ 24,960,241	32.0%

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

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

Fund Balance - By Fund - April 30, 2021

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

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

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
Revenues and Other Sources of Funds						
Donation - Foundation	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ (5,000)
Fund transfers in	232,372	139,627	8,545	84,200	-	-
Total Revenues and Other Sources of Funds	237,372	139,627	8,545	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	5,944	914	-
Convert sound booth room to storage	3,000	-	-	-	-	3,000
Replace emergency lighting generator	97,224	1,950	95,274	-	-	-
Furniture	30,000	-	-	-	5,038	24,962
Reading room furniture	20,000	-	15,640	-	-	4,360
Shared workstation - 4-person	2,765	2,765	-	-	-	-
Additional study room chairs	3,547	3,547	-	-	-	-
Contingency	17,143	-	-	8,715	-	8,428
IT equipment	2,071	-	253	-	-	1,818
Total Expenditures	\$ 310,596	\$ 22,549	\$ 129,505	35,003	\$ 5,952	\$ 117,587
Excess Revenues over Expenditures				49,197		
Fund Balance - January 1, 2021				74,342		
Fund Balance - April 30, 2021				<u>\$ 123,539</u>		

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

Account Description	Multi-Year Budget	Expenditures			Encumbrances	Available Budget
		2019	2020	2021		
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	-	-	-	-	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
Add messinine door structure	15,000	-	-	-	-	15,000
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
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	23,500	-	22,390	-	-	1,110
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	-	1,064	-	-	936
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	-	11,757	-	-	3,243
Power For moving catalog computers	1,000	-	-	-	-	1,000
Replace existing parking meters	50,000	-	-	-	-	50,000

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

Account Description	Multi-Year Budget	Expenditures			Encumbrances	Available Budget
		2019	2020	2021		
Penrose campus renovation project	568,006	551,856	8,525	-	-	7,625
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	-	12,458	-	-	542
Replace computer lab tables (8)	10,000	-	-	-	-	10,000
Stages for two Columbine rooms	12,000	-	-	-	-	12,000
Contingency	42,875	2,513	10,152	-	9,140	21,070
Total Expenditures	\$ 1,100,592	\$ 608,450	\$ 73,674	-	\$ 9,140	\$ 409,328
Excess Revenues over Expenditures				524		
Fund Balance - January 1, 2021				417,945		
Fund Balance - April 30, 2021				<u>\$ 418,469</u>		

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

Account Description	Multi-Year Budget	Expenditures			Encumbrances	Available Budget
		2019	2020	2021		
Revenues and Other Sources of Funds						
Fund Transfers In	\$ 1,384,467	\$ 1,156,100	\$ 63,367	\$ 165,000	\$ -	\$ -
Expenditures						
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						
Courtyard improvements	19,916	19,916	-	-	-	-
Roof replacement	712,758	712,758	-	-	-	-
Replace skylight/repairs	104,560	104,560	-	-	-	-
Children's shelf movers	2,500	-	-	-	-	2,500
Signage	5,000	-	4,850	-	-	150
Add gas supply to kitchen	25,000	-	22,491	-	-	2,509
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
Acoustic improvements to editing office	8,000	-	-	-	-	8,000
Culinary Lab equipment	86,020	-	10,829	10,004	23,678	41,509
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	-	874	-	-	126
Audio booth	-	-	-	-	-	-
Replace tables and chairs - training room	9,500	-	-	-	-	9,500
Boiler replacement	275,000	-	291,744	-	-	(16,744)

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

Account Description	Multi-Year Budget	Expenditures			Encumbrances	Available Budget
		2019	2020	2021		
Contingency	84,061	69,474	13,172	-	-	1,415
Install additional lights	1,200	-	-	-	-	1,200
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	\$ 924,181	\$ 367,687	10,004	\$ 23,678	\$ 276,237
Excess Revenues over Expenditures				154,996		
Fund Balance - January 1, 2021				189,865		
Fund Balance - April 30, 2021				<u><u>\$ 344,861</u></u>		

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

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
Revenues and Other Sources of Funds						
Fund transfers in	\$ 4,363,542	\$ 1,050,984	\$ 1,475,456	\$ 1,837,102	\$ -	\$ -
Tenant improvement reimbursement	61,874	-	61,695	-	-	(179)
Donation - Foundation	123,000	-	-	-	-	(123,000)
Sale of assets	12,500	-	12,500	-	-	-
Total Revenues and Other Sources of Funds	4,560,916	1,050,984	1,549,651	1,837,102	-	(123,179)

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	-	-	-	-	4,000
Chetenne 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	-	-	1,685	1,885	8,430
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

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

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
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						
District-wide - asphalt maintenance	7,628	7,628	-	-	-	-
Landscape allowance	40,000	-	37,354	-	2,506	140
Ruth Holley - replace meeting room carpet	17,401	13,000	-	-	-	4,401
Ruth Holley - repaint interior	10,000	10,000	-	-	-	-
Update service points	5,000	4,421	-	-	-	579
Ruth Holley - add electricity In storage	2,078	2,078	-	-	-	-
Monument - replace bulbs	1,200	864	-	-	-	336
Old Colorado City - replace floor main level	75,000	-	-	70,390	-	4,610
Roof inspection	25,000	-	8,992	-	-	16,008
Cheyenne Mountain - replace entry tile with carpet	5,000	-	1,980	-	-	3,020
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	284,202	266,865	1,578	-	-	15,759
Ruth Holley leasehold improvements	61,874	-	-	-	-	61,874
Manitou Arts Council (MAC) project	203,971	-	24,480	137,376	34,309	7,806
MAC - intrusion alarms	12,559	-	6,279	-	6,280	-
MAC - furniture	33,669	-	18,543	10,173	3,567	1,386
Improvements other than buildings	15,111	-	14,263	-	848	-
District-wide - concrete replacement	23,560	5,630	-	-	-	17,930
District-wide - asphalt repairs	47,072	716	20,107	-	-	26,249
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	15,000	-	6,880	-	-	8,120
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	11,887	1,001	3,610

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

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
Furniture - prior year	37,389	37,389	-	-	-	-
Cheyenne Mountain - workroom cabinets storage	2,000	-	-	-	-	2,000
Fountain AV closet meeting room	3,000	-	-	-	-	3,000
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	-	-	-	-	2,500
Cheyenne Mountain circulation desk replacement	15,000	-	-	15,035	-	(35)
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	-	7,032	-	-	2,968
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	14,428	14,428	-	-	-	-
Replace tractor	10,000	-	9,975	-	-	25
Replace generator bookmobile	12,500	-	-	-	-	12,500
Contingency	341,609	61,055	85,521	25,792	16,564	152,677
Signage allowance	7,618	7,615	3	-	-	-
Total Facilities Capital	1,771,816	456,831	259,276	272,338	76,528	706,843

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

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
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 Four-Month Period Ended April 30, 2021**

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
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	-	-	19,919	65,962	(881)
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	-	-	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	-	-	6,639	3,220	5,141
Access control	60,000	-	-	-	-	60,000
Surveillance cameras	100,000	-	-	-	100,000	-
District-wide audio-visual equipment standardization	56,000	-	-	212	3,099	52,689
Receipt printers	12,500	-	-	-	-	12,500
Barcode scanners	12,500	-	-	97	-	12,403
Upgrade to Drupal	40,000	-	-	-	-	40,000
Pre 2021 Projects						
Servers-East Library data updates	2,000	-	2,000	-	-	-
Data center redesign	90,000	-	90,000	-	-	-
PC purchases	371,525	-	67,494	99,802	-	204,229
Technology refresh (staff)	44,000	18,221	7,854	7,421	6,095	4,409
Technology refresh (patrons)	131,000	130,845	155	-	-	-

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

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
PCs-video editing	11,114	-	-	-	-	11,114
Replace computers	39,484	28,497	10,618	245	-	124
Technology refresh (patrons)	43,795	3,279	19,153	-	-	21,363
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	-	13,416	-	-	1,584
Copier replacement	301,000	14,464	272,771	1,255	2,755	9,755
Network switches/UPS	346,000	82,739	2,332	11,914	77,617	171,398
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	54,027	-	7,990
Surveillance System redesign	18,473	6,922	11,551	-	-	-
Telephone switches	94,834	61,503	-	-	-	33,331
Firewall replacement	60,537	14,455	24,535	7,541	14,006	-
Switches/UPS replacement	40,000	11,606	11,559	5,892	10,943	-
ILS peripherals	265,000	-	27,434	4,688	50,081	182,797
IT equipment	49,145	46,368	2,777	-	-	-
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	1,530	8,052	47,254
Security system	203,077	-	-	-	190,449	12,628
AV Equipment - districtwide	126,676	-	1,676	-	-	125,000
IT management reserve	13,492	-	-	-	-	13,492
Contingency	2,320	2,320	-	-	-	-
Total Information Technology Capital	4,246,416	448,476	776,766	279,443	593,693	2,148,038

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

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
Video Studio Capital						
2021 Projects						
Video projector replacements and additions	5,000	-	-	-	-	5,000
Pre 2021 Projects						
Wireless mic kit	1,300	748	579	-	-	(27)
Audio recorder	300	-	272	-	-	28
Audio recorder kit	1,200	-	1,064	-	-	136
Microphones	9,000	-	-	8,192	-	808
Video equipment and accessories	1,620	-	-	-	-	1,620
Video projectors replacement and additions	5,000	-	-	-	-	5,000
Cameras - Studio21c	37,500	-	33,960	-	-	3,540
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	-	1,540	-	-	(40)
Tripod system	320	-	-	-	-	320
Photo roller system	1,000	-	1,274	-	-	(274)
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	99,510	24,948	40,834	8,192	-	25,536

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

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
Creative Services Capital						
2021 Projects						
3D scanner	3,000	-	-	-	-	3,000
Pre 2021 Projects						
Equipment initiatives	27,900	-	19,987	-	-	7,913
Cricut machines	1,200	412	-	-	-	788
Sand Creek-larger kiln	3,000	-	-	2,994	-	6
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	-	5,175	158	-	46,053
Total Creative Services Capital	108,986	18,644	25,162	3,152	-	62,028
Total Expenditures	\$ 6,269,227	\$ 948,899	1,102,206	574,804	\$ 670,371	\$ 2,972,947
Excess Revenues over Expenditures				1,262,298		
Fund Balance - January 1, 2021				2,257,843		
Fund Balance - April 30, 2021				<u><u>\$ 3,520,141</u></u>		

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

	COLOTRUST Investments	US Bank Checking	Total Cash
Cash and Investments Balance April 1, 2021	\$ 18,562,180	\$ 61,044	\$ 18,623,224
Receipts			
Property Taxes	3,908,513	-	3,908,513
Cash Receipts	-	22,914	22,914
Credit card and other activity	-	6,494	6,494
CVRF grant receipt	-	234,404	234,404
Interest	938	-	938
Disbursements			
Payment of Bills week of 4/2/2021	-	(2,045)	(2,045)
Payment of Bills week of 04/092021	-	(353,760)	(353,760)
Payment of Bills week of 4/16/2021	-	(52,828)	(52,828)
Payment of Bills week of 4/23/2021	-	(248,573)	(248,573)
Payment of Bills week of 4/30/2021	-	(124,392)	(124,392)
Transfer to FSA fund	-	(37,461)	(37,461)
Payroll 4/2/2021	-	(656,236)	(656,236)
Payroll 4/16/2021	-	(642,563)	(642,563)
Payroll and end of month 4/30/2021	-	(903,232)	(903,232)
Transfer between funds	(2,950,000)	2,950,000	-
Cash and Investments April 30, 2021	\$ 19,521,631	\$ 253,766	\$ 19,775,397

Public Services Report April 2021

Combatting Loneliness

In an effort to create a sense of community and connectedness in the makerspaces while patrons still aren't able to interact in the same ways as pre-pandemic, Share Your Creation stations, or gallery walls, were added to the makerspaces. These areas will also help us feature our patrons and their projects, let others see the cool stuff people are making, and collect qualitative data on the impact of the spaces.

Making routine Mobile Library and Lobby stops provides a sense of normalcy and provides a friendly atmosphere for lonely patrons. Often, patrons will talk with the staff as they would with a longtime friend. Mobile Library Services staff share in patron losses, as with a county patron who recently lost her husband. Regularly a routine library transaction turns into a moment of combating loneliness. For example, Stephanie Beardslee (Associate) answered a patron phone call regarding an account. Stephanie could tell the patron was lonely and shared ten minutes of her time with the patron.

Additionally, Mobile Library Services offers a place for friends to connect. There are two gentlemen who have made it a point to come to the Holiday Village stop together and Black Forest patrons are often seen catching up in the Mobile or just outside the Mobile in the parking lot every Monday during the stop.

Patron comments: "This has been one long year! I would have gone completely crazy without the books you bring me every two weeks."

"Thank you so much for all you and the library do for us. We are always so excited when you come and bring us books!! You have helped us all get through this last year and we are so thankful." (Residents and staff at Brookdale Vista Grande)

North Region Community

Tom Crago, AARP tax representative, reported that a majority of the AARP tax program volunteers worked from home this year, preparing documents stored in the Internet Cloud after being scanned by two or three volunteers at the Calhan Library. The Tax Aide Program operated this way on Wednesdays during the months of February, March, and April. The tax volunteers were extremely grateful for the help and encouragement offered by the Calhan Library staff this year. Comparing FY 2020 data to the FY 2018 data, nationally, the program did just 30 percent as many returns this year as in FY 2018. Some states did less than 10 percent of the number of returns done in FY 2018. In our region, consisting of Texas, New Mexico, and Colorado, the percentage was 32 percent, a bit better than the national average. Colorado stood out, however, and was able to do more than 44 percent of its FY 2018 number during this FY 2020 season. And locally, in Calhan, they are pleased to report that 78 households were served this year, compared with 132 households in FY 2018, 59 percent of the FY 2018 total, which is a very encouraging result. Calhan Library and staff made it possible for patrons to enter a safe and healthy environment to file their 2020 taxes with ease during this pandemic.



Library 21c was one of three PPLD locations to host a month-long display depicting representations of El Paso County deaths due to the COVID-19 pandemic. The display, located at the intersection of Chapel Hills Drive and Jamboree Drive, utilized colored flags to depict each COVID-19 death in El Paso County over the course of the past year. There were also

questions posed to viewers about the impact of the pandemic: “How many families?” and “How will we remember?” This display drew the interest of many patrons who asked 21c staff what the flags meant. Staff reported having largely positive interactions with the public about the display with many patrons pausing to reflect upon those lost due to the pandemic.

Girl Scout Troop 45171 (pictured right) donated 200 boxes of cookies to commemorate PPLD staff as “Hometown Heroes”. Library 21c staff appreciated their share of this kind gesture and mailed to the troop a note expressing their gratitude.



Resources



Rockrimmon Library has returned almost all the furniture to the public spaces. This was done while keeping adequate spacing and only using cleanable furniture. Patrons are using the furniture for much of the same activities pre-pandemic.

Monument is in the process of reopening more services. In April, book displays made a comeback again with poetry books displayed near the adult nonfiction, in the teen area, and in the children’s areas. Also, more of furniture has been moved out into the public space to get ready to

open the meeting room. The inside bookdrop slots are reopened and the cleverly dressed (as a duck) metal bookdrop is now gone.

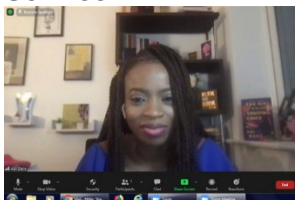
Innovation/Creativity

Rockrimmon’s first scheduled parking lot story time was unfortunately cancelled due to weather, however, another program will take place on May 14th at Christ the King Lutheran Church.

On April 5, Liz Phillips (CA) and Melody Alvarez (PE) held the first ever Outdoor Storytime at CA! Melody brought stories, songs, and rhymes about frogs and bugs. There were 10 people in attendance.

With the support of Creative Services, Discovery Kits launched at Library 21c and Monument Library. These kits provide patrons the opportunity to check out toys and tools that promote creativity and learning. The kits include a fort-building kit, round knitting looms, robots that teach coding, magnet kits, and more. Patron interest for these items has been high; within just a couple of weeks in service, all of Library 21c’s Discovery Kits had circulated at least once.

Service



The Rockrimmon Mostly Fiction Book Group virtually hosted *The Girl with the Louding Voice* author Abi Daré on April 6.

In April, Library 21c staff resumed providing Booktalks at local schools. Young Adult Librarian Cathy Wood visited Coronado High School for three class sessions. Cathy helped present Booktalks and provide information on PowerPass, PPLD’s Tough Topics LibGuide and Safe Place, and homework resources including eLibrary resources such as *Opposing Viewpoints in Context*. One student shared with Cathy that they are thinking about librarianship as a career possibility which raised

questions on librarian job duties and how to get involved in library work.

Internal/Staff

Amanda Franke has started in her Senior YA Associate position at Rockrimmon Library.

HI/CA welcomed their newest Library Assistant, Brianna Temple.

HI/CA want to give a big Thank You to security for posting all trainings in advance on Bridge!

HI/CA were able to get all staff scheduled for required trainings through the end of the year with minimal impact to the schedule and time to plan!

Monument and Palmer Lake Supervisor, Jean Carrier, has come up with a staff plan and potential open hours for Palmer Lake when it does reopen. Hopefully two (one re-allotted and one vacant) positions will be posted soon that will serve as support for both Monument and Palmer Lake.

Accountability

Laura Foye (HI) had a meeting with Soumya Gollapalli (HR) about DEI and the scoring sheets for applications, as HI has recently hired someone and will be hiring another staff member in May. Soumya said that it helped her see some ways that the form is misleading, and that she is going to talk with Heather about possibly having a different form for positions that require a high school diploma vs. a higher education degree. They also talked some about the way that bilingual staff can impact patron experience, and she said she might ask about having that as a part of the scoring, or at least a check box on the form.

Library 21c staff constantly evaluates how service is offered at the branch. Eight staff members from various Public Services work groups have formed a committee to examine and evaluate how service is offered on the lower level of the facility. For the past year, the library has provided one entrance for patrons—the upper level—and the lower-level entrance has been closed. Library 21c's Curbside service has been extremely popular and flows well in its current location on the lower level of the building. While this has accommodated Curbside, staff realize the entrance will at some point be accessible to patrons again and want to prepare for that. This committee hopes to find a way for Curbside and the lower-level service point to work efficiently together.

Southeast Region

Community

East Library became the host of the Donald G Stratton exhibit of the USS Arizona. It was moved to East Library at 3 am on Sunday, April 17 from the Colorado Springs Airport. This exhibit has garnered a ton of attention with several media outlets doing stories about it. Later that week, Donald's son, Randy Stratton, stopped by to place some flowers at the exhibit and his father's coin. Then at the end of the month Randy's daughter Nikki Stratton stopped by to place an additional coin at the exhibit and a model of the new USS Arizona that is going to be built – a submarine. She will christen that submarine with root beer – Donald Stratton's favorite beverage. East is very honored to host this incredible exhibit. It has created so much conversation and has drawn people into the library to see it. We look forward to more stories and special moments.

Fountain hosted an Outdoor Storytime on April 17th. It was a chilly morning, but two families braved the conditions and had a great time! There were seven people total that enjoyed a storytime put together by Senior Library Associate, Melody Philbrick.



Resources

Keagan Kellogg, Sand Creek Senior Library Associate, has been working with a patron who is writing his memoir. The patron is in the printing phase, and Keagan worked with him to get his entire manuscript formatted so that the first page and the last page were printed side by side on a piece of paper so that by folding all the pages in half and nesting them together, you have an entire book that is ready to be bound and read.

Innovation/Creativity

The East Educational Resource Center is OPEN! Our first reservation was on April 22 and there were five reservations total. All together 19 people used the ERC. So far, the ERC 2 seems to be the most popular space (there are two spaces). All staff are trained on letting people into the ERC and preparing it for the next user after the patron reservations. Reservations are picking up – it is gaining popularity!

Service

Jamie Wagner, East Senior Library Associate, prepared for and taught first four face-to-face evening computer classes. These were for Adult Education's Digital Literacy program with D11, on April 6 - 7 and 13 - 14. As the first instructor, he learned and tested the teaching methods, curriculum, teacher notes, room, PCs, AV, etc. Received positive feedback from AE and students. Sent info for sub assistant and trained him at class.

Sand Creek, Fountain, and Ruth Holley applied to host Vaccine Equity Clinics through the state. Sand Creek has received approval for their clinics on 5/5 and 5/26 (second dose). Fountain and Ruth Holley's approvals are pending.

Internal/Staff

Over 60 Southeast and District staff attended the Vaccine Resource Training put on by the El Paso County Health Department. The training included vaccine information and facts, how to register for a vaccine, and resources available to those who may have barriers to getting a vaccine.

On April 26, Rebecca Floyd, University of North Carolina at Greensboro MLIS student, presented on the research project she had been working on as part of her internship at Pikes Peak Library District. For the past 4 months both Brett Lobello, Regional History and Genealogy, and Abby Simpson have been working with Rebecca Floyd. Her project with us was to look deeper into the Knob Hill neighborhood - knowing that it has a rich history, an active art

life, and the lowest life expectancy from birth in El Paso County. Her presentation can be viewed [here](#).

Accountability

Jake Rundle and Lisa Garcia worked to coordinate with Big Friends as well as local Friend Bobbie Yelvington after the passing of longtime volunteer and Friend of Sand Creek, Carl Robert. His family donated his entire collection of books to the Sand Creek library. Working with Bobbie and the Big Friends, we were able to get some books stored at Sand Creek and the Big Friends were able to sell the rest to an interested buyer.

West Region

Community

Alicia Gomori (Penrose Manager) and Tiffany Paisley (Cheyenne Manager) worked with Kayla Rockford (PPLD Social Worker) on the application for both locations to become vaccination clinics in May 2021.

Barbara Huff (Family and Children's Service's Senior Librarian) worked with the Old Colorado City's Sarah Hoelting and the Westside Community Center to reintroduce in-person events to the Old Colorado City library's patrons who were eager to attend! The petting zoo event featured a variety of animals from Wishing Star Farm and brought in 33 attendees. The In-Person Storytime had 10 families register for a total of 25 attendees.

During the first month fully open to the public, Manitou Springs Library continued to reach new patrons! Manitou Springs Library experienced a 54% increase in visits from March to April. MAC also reports an increase with at least 33 new members (88% increase).

Resources

Cheyenne Mountain Library's virtual branch programs continued to be a big success—drawing more people than when these programs were in person. Ten people attended our crochet group and fourteen our Fiction Book Club. These programs have become more inclusive and intergenerational due to the virtual flexibility. Attendees from out of state as well as new residents are participating!

Social Worker, Kayla Rockhold, offered appointments at the Cheyenne Mountain Library assisting patrons with ID Me.

Sara Gallagher (Manitou Supervisor) is the Vice Chair of the MACH (Manitou Arts, Culture & Heritage) Board for the City of Manitou Springs, which, among other things, makes recommendations for the distribution of funding for capital improvements to the Carnegie Building. In May, the board will make a recommendation regarding Hiawatha Gardens' portion of this year's distribution. If the Hiawatha Gardens task force has not made substantial progress in the past few months, the Board will recommend re-allocating this year's funding (about \$40K) to the Carnegie Library project.

Service

During the week of April 5, the Cheyenne Mountain Library offered the first after-hours appointment for a family who had asked for mask accommodations—it went off splendidly! The patrons were so happy and respectful of the process the Cheyenne staff set up.

Sara Gallagher (Manitou Supervisor) worked with Adult Services to establish the Pen Pals program at Ute Pass. She also worked with Friends of the Library to obtain a real mailbox for the display which has helped grow the program to five registered participants.

Internal/Staff

The Old Colorado City Library's core group of six volunteers and Friends returned to the library this month! The group provided 28.75 hours of assistance by pulling and processing holds, tidying the shelves and maintaining the Old Colorado City Friends Book Store.

- Trish Blakey, Old Colorado City Library's Supervisor, retired after 19+ years of service.
- Alicia Gomori started as the manager of the Penrose Library on Monday, April 19th! She is getting to know the staff and learning the processes at Penrose.
- Sara Gallagher was promoted to the position of Library Supervisor at Manitou Springs Library.
- January Fairfield was promoted to Mobile Library's Family and Children's Services staff.
- As part of the Volunteer Action Committee, Karin Swengel assisted in revamping PPLD's volunteer applications and responsibilities. The group reevaluated volunteer duties and how the library district can engage volunteers in new ways.
- Shirley Martinez (Director of Diversity, Equity and Inclusion) met with Michael Doherty and the West Region managers at each of the West Region libraries.

Accountability

Mobile Library services was awarded \$16,415.00 from Nextfifty's Community Response Fund! We will purchase a new lift gate for the Sprinter Van which is used to load and unload book carts into the vehicle. The new lift was approved in the 2021 budget and using awarded funds to purchase the lift will return \$6000 to the vehicle budget.

Additionally, the award will allow PPLD to start a large print book club collection which will include 8 - 10 large print book club sets. We will also purchase an additional amplifier for patrons and staff to use in meeting rooms and study rooms throughout the district.

Adult Education

Community

Lacey Miller participated in the CDLE's Digital Literacy and Inclusion Subcommittee launch and shared promising practices about the Digital Skill Training program with School District 11's Adult & Family Education and Pikes Peak Workforce Center.

Digital Skill Training classes started at Roy J Wasson Campus as part of the pilot program we are working on with School District 11 Adult & Family Education and Pikes Peak Workforce Center.

29 students have enrolled in the program to improve their skills in five areas – Basic Computer Skills, Internet Basics, Email, Microsoft Word, and Career Search Skills. Students have three learning options: in-person classes once a week, online self-directed learning in a staffed computer lab, or online self-directed learning from home.

Deya Rohe and Lacey Miller participated in a three-week Indigo Pathways training to learn more about this resource uses DISC motivators and communications styles for career exploration and planning.

Christine Layton, Drew Goter, Megan Seabron and Deya Rohe participated in the three-week training: Implementing Standards-Based Education for English Learners.

Innovation/Creativity

Lacey Miller and Lauren Fellers (CrS) met with representatives from Qualtek Manufacturing, Spire Manufacturing Solutions, and JPM Advanced Manufacturing to start planning for the Manufacturing Workforce Training program. The first step in the program design is to work with manufacturers to create customized learning pathways for employee training using 180 Skills.

Service

On April 23, a COHS student graduated from Career Online High School. Our current Measurable Skills Gain is at 22.67%, with 31 students post-tested as of May 7, 2021.

Internal/Staff

Christine Layton, our new Adult Education Manager, started her position in April.

Accountability

The AEFLA Continuation Grant Application was submitted for the 2021-22 grant cycle (July 1 - June 30).

Adult Services

Community

Heidi Buljung, Melissa Mitchell, and Bryan Matthews worked the first in-person program on April 29 at Library 21c. It was a great panel presentation about true crime in the Colorado Springs area. Bryan and Heidi found the panelists and coordinated questions with the rest of our team. Though we had almost 30 people register, we only had about 12 attendees. The event was recorded and will be posted to PPLD's YouTube channel soon.

As April saw the end of the Winter Adult Reading Program, Heidi Buljung selected winners for the 3 Chromebooks, one iPad, and 15 branch gift cards. All the winners were very happy. The winner of the iPad was very happy, as she said her son's iPad he uses for school had just quit working.

Resources

Deb Hamilton hosted the monthly Virtual Pro Se Clinic. We had seven attendees. Deb Hamilton had 53 one on one or in-depth legal questions from patrons.

Joe Paisley, and Meagan Huber contributed to TeleGram.

Sandy Hancock taught a marketing segment for Leading Edge for Child Care Providers - Home Based, an SBDC course. She also worked with 14 patrons this month showing them how to use library resources for their businesses.

Innovation/Creativity

Sandy volunteered to present library resources at The Village Cooperative of Briargate, which is a residential community of active older adults over 55 but most in 65-85 range. There were 40 residents who attended. The coordinator of the event said "Thanks so much for today's presentation! As a frequent library patron, I am always amazed at the new stuff I learn about all your resources! Members appreciated your information too! At some point, it might be helpful to learn more about your Senior resources."

Heidi Buljung presented to the SWON Library Consortium in SE Ohio about our Winter Adult Reading Program logistics, game, and program ideas. I shared lots of PPLD Resources and activities.

Service

Deb Hamilton presented at both the Colorado Library Consortium's Spring Workshops and the Southwest Association of Law Libraries. Her panel presentation at SWALL on creating programs for pro se litigants had 26 attendees and her solo presentation at CLiC on eviction information and resources had 25 attendees.

Melissa continued to co-chair for CAL Services and Outreach to Underserved Populations. They hosted a meeting on April 15. Renee Barnes, supervisor of Institutional Library Development from the Colorado State Library gave a presentation on the correctional/prison library service in Colorado.

Katie Edson met with the volunteer grant writer for Palmer Lake, who was contacting Katie about how to find grants to help fund the ramp for the Palmer Lake Library. Katie ultimately connected her with the volunteer grant writer for the Canon City Police Department who has been struggling finding grants. It was great to be able to foster this connection!

Internal/Staff

Deb Hamilton offered a staff training session on Legal Service Providers in Colorado Springs. The training featured representatives from the Family Court Facilitators, the Self-Represented Litigant Coordinators, the Justice Center, and Colorado Legal Services. Seven staff attended the live training and a recording of the class will be available in Bridge for later viewing.

Heidi I taught three Finding Info sessions to staff in April: eBooks and eAudiobooks, Freegal, Hoopla, and Kanopy, and Magazines and Newspapers. This included me updating the handouts for the classes and updating the presentation materials.

Melissa Mitchell was asked by Takiyah Jemison and Heather Jordan to participate in the audiobook version of *The Invisible People of the Pikes Peak Region*. I did my first recordings on April 28.

Accountability

Joe Paisley Facebook – Began posting regularly on Adult Services page and Readers group. Promoted MOA live panel (\$20) to generate interest since Joe Kenda program was overshadowing it.

Collection Management

Community

This year the Colorado Resource Sharing Conference was held virtually and free for all attendees. PPLD Interlibrary Loan (ILL) Manager Amanda Marez-Frutchey is co-chair of the committee and all ILL staff attended and learned about CLIC, Prospector, OCLC updates, and much more. Amanda was part of a panel discussion regarding “Working during COVID-19” which shared how the PPLD ILL department navigated the pandemic (from suspension of services to start up). The conference was a big success and had 150 attendees from various libraries (public, academic, and specialty) throughout the US.

Approximately 300 books removed from the PPLD Collection were donated to a nonprofit that operates in Uganda. A regional mental health program for young adults used several hundred duplicate magazine issues for art therapy and creating vision boards.

Resources

In April, Materials staff processed and sent out approximately 525 feet of material, which is about the height of the San Francisco-Oakland Bay Bridge’s east span tower:

Popular titles that were processed included:

The Four Winds by Kristen Hannah

The Midnight Library by Michael Haig

Nomadland by Jessica Bruder

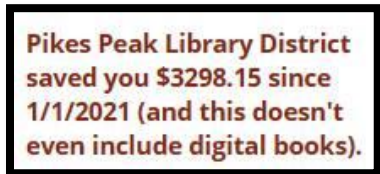


Acquisitions staff worked to create Large Print Book Club Sets, purchased through the recent Nextfifty grant. The sets will include six large print books, a CD book, and DVD adaptation where available, as well as discussion questions. Staff also ordered materials funded through the Colorado State Grant to Libraries, including children's Braille books and "talking" books. International travel guides are updated after a pause in ordering them during the pandemic.

Innovation/Creativity

A new feature in PPLD patrons' online accounts displays how much they have cumulatively saved by using the library since the beginning of 2021.

Example from a frequent user:



Service

Music CDs are being reviewed and reclassified to have only one shelving system. Still a popular item at PPLD, CDs circulated almost 7,000 times in April.

Internal/Staff

Staff training included:

Looking for Mirrors in the Library: Collection Development to Support Indigenous Patrons

2021 Colorado Resource Sharing Conference

Cultural Excellence: Ideas and Discussion

Summer Adventure Ambassador

ILL and the pandemic, learning from the unexpected

Creative Services

Community

Lauren Fellers and Lacey Miller (Adult Education) met with three local manufacturing companies to discuss the launch of 180 Skills, the program the Library subscribed to for our manufacturing workforce development program. They built demo teams and learning paths to show employers how their employee upskilling training could look. A May launch is planned with two employers, while the third has requested to begin in the 4th quarter. They are also working on creating a memorandum of understanding that will be used with the employers.

InRich, hosted at Knights of Columbus Hall, is beginning to see attendance similar to pre-pandemic levels, which is very exciting. InRich provides art therapy sessions for those experiencing homelessness in the Pikes Peak region and has developed a consistent and enthusiastic following.

Resources

The new Discovery Kits launched on April 19 and have been quickly becoming popular. This beta test has rolled out at five locations: Cheyenne Mountain Library, East Library, Library 21c, Monument Library, and Sand Creek Library. In the less than two weeks these were available in April, 38 items were checked out. These kits are an inter-departmental project with Creative Services, Family and Children's Services, and Young Adult Services all offering kits. Collection Management also helped to make these successful with input on procedures and policies, as well as support for entering them into the circulation system.

The Creative Services Take and Makes remain popular with almost all of them being taken by patrons. With April having Earth Day, the theme for this kit was visible mending, teaching people a variety of ways to creatively mend a piece of old clothing so it has new life. The corresponding video received over 1,100 hits.

Innovation/Creativity

The first episode of the second season of the Artist of the Knight debuted on April 28 with painter, Ramon Aguirre. This program is designed to provide an online presence for the Knights of Columbus Hall and will provide synergy once live events are held again within the main hall of the building.

Service

The laser cutter badging video and associated quiz went live this month. This new service allows people to learn how to properly use the laser cutter whenever is convenient for them and will allow staff who previously taught laser badging classes the opportunity to focus on something else with that time. Sarah Holland and Ben Dahlby put in a huge amount of work to make this possible.

Internal/Staff

During the April Creative Services professional learning community meeting, everyone read two articles about diversity, equity, and inclusion in makerspaces, which were discussed as a group. The discussion led to some great ideas about removing more barriers for accessing makerspace services, which are now in discussion with a larger group.

Accountability

A new version of the software for the CNC machine, VCarve Pro Makerspace Edition, was purchased. This version will allow patrons to download the software to use at home, and then be able to fabricate their design on the CNC in Make II. Patrons will then have more time to work on their design in advance before coming into the space to create it.

Diversity, Equity, and Inclusion Service

Community

Diversity Equity and Inclusion continues to work with each department and division to provide resources and communication for opportunities and information about the library's goals and diversity direction.

Delania Massie presented Library Explorers: Online Scattergories to eight patrons and sent out Autism Awareness booklist to branches.

Resources

Delaina Massie, Senior Librarian within Diversity Equity and Inclusion, met with the Community Disability Forum Partners and set up meeting rooms for October's Disability Awareness month training for the community.

Innovation/Creativity

Provided information and resources to Barbara Huff for the September/October Hispanic Heritage month activities

Service

Pikes Peak Library District submitted a request for three libraries to be able to become vaccination sites, Sand Creek Library was approved, awaiting Fountain and Ruth Holly Libraries approval.

Internal/Staff

Shirley Martinez continues to meet with staff with the Library District.

Delania Massie completed audit information gathering for Finance department.

Accountability

Partnering with Human Resources department to provide the first Diversity Equity and Inclusion classes of Unconscious Bias to staff and leadership starting in March and April.

Family and Children's Services

Community

Family & Children's Services started in-person Storytimes this month! We have three options for in-person storytime: Outdoor ST, Drive-In ST, and Indoor ST. April is a tricky month with the weather, and we had to cancel a few programs due to rain or snow. However, we were able to host Drive-In ST at HI, Library 21c, East, and we are partnering with Deerfield Community Center to offer Sand Creek's ST. We held indoor Storytimes at Penrose, East, and collaborating with Meadows Park Community Center to host Cheyenne's program, and West Side Community Center to host Old Colorado City's ST. Outdoor storytimes were offered at FO and CA. We are still offering our virtual storytimes on YouTube, and Storytime @ Home for families who are unable to visit the library. The best part of offering the programs is the expressions of gratitude by the patrons to have in-person programming available again.

Resources

In conjunction with Melody Alvarez, Janina Goodwin, and ERC staff at East, Joy Fleishhacker helped to reopen the Educational Resource Center (ERC), which became accessible by reservation for the first time in more than a year. The team carefully planned strategies and procedures to allow this unique facility to once again be offered to families in a safe and satisfying way.

Christa Funke solicited suggestions, reviewed books, and put together a booklist for Asian Pacific American (APA) Heritage Month. There were enough book recommendations to create both a picture book and a chapter book list. Christa also coordinated with Lisa Thomas (Collection Management) to create an Overdrive booklist for APA Heritage Month

Innovation/Creativity

Melody Alvarez reached out to Beth Crist at the CO State Library to present a webinar on PPLD's prenatal classes. Like hospital classes, the library provides a free six-week class collaborating with local organizations. Local organizations facilitate each session. Unlike hospital classes, we spend one week specifically on the importance of early literacy. We discuss infant's brain development, the importance of reading, singing, and talking with your baby, and we end the session with a Babytime. Milissa Fellers and Melody presented a 1-hour CYS Webinar, *From Womb to Sleepless Nights: Prenatal Programming*, on 4/28/21. 18 were in attendance from Colorado and around the U.S.

Service

Christa Funke assisted Carol Scheer in leading a virtual cohort of LENA Start for parents of young children to learn about the importance of speaking with babies and toddlers for brain and language development. Four families graduated from the program and were very appreciative of all the information and resources the library provided.

Joy Fleishhacker implemented the PPLD Kids at Home Art Show, a virtual exhibit open to homeschooled and regular-schooled students across the Pikes Peak Library District. Submissions to the show, which is hosted on Biblioboard, were added throughout the month of April, and Joy did all the processing and posting. Inspired by the annual Homeschool Art Show at East Library, this event provides a creative outlet for kids and helps build a sense of community. Kids in Kindergarten through high school sent 51 submissions.

Internal/Staff

FCS and YAS are gearing up for Summer Adventure! Christa Funke, Becca Philipsen (YAS), Britt Bloom (YAS), Brenna Hemphill (COMM), and Joy Fleishhacker (FCS) provided two Summer Adventure Ambassador trainings for a total of 65 participants. This training delved into the background and research behind having a summer reading program, introduced staff to the program for 2021, and gave them tips and tools for spreading the word to coworkers and patrons. In addition, Betty McDonald sent a Summer Adventure e-blast to 132 school contacts. We have 17 Summer Enrichment outreach opportunities as of now.

Accountability

Betty McDonald attended an outreach event at Schriever Air Force Base. Betty McDonald repurposed 100 Take and Makes that were left over from D2 and made them into giveaways kits containing three flight crafts. Betty spoke to 55 people about PPLD.

Regional History & Genealogy

Community

Brett Lobello led a small group who installed a pandemic art installation at East, 21C, and Penrose Libraries. The installation used 754 colored utility flags to represent each citizen in El Paso County who died from Covid-19. It included a reflective question; how should we remember? Current events are complex, especially considering we are experiencing them through our own lived experience and reality. This visual representation fostered community reflection, questions, and discussion. Library staff shared patron feedback, which was overwhelmingly positive and grateful. One patron observed “so this is why we are wearing these [masks].” Throughout the run of the installation, the community debated when to relax a mask mandate. Brett added fourteen flags at each location during April; those additional flags represented people alive when staff initially set up the display.

During the pandemic, library cardholders can access Ancestry Library Edition off site. The RH&G team built a multiprong learning ecosystem for beginning genealogists. This includes stand-alone tool kits, basic classes, and monthly informal coffee talks. This structure provides resources and a support community for beginning genealogists. Many of whom believe genealogy is easy, yet genealogy is incredibly tedious and filled with dead ends. Cara Ramsey introduces a new class bimonthly and provides basic classes every month.

Service

One of the teams most popular resources is Pikes Peak Newsfinder. This online database is an index of local history articles indexes from the Colorado Springs Gazette and other local newspapers. It contains records from 1871 to the present. Not all the index's articles are digitized. When patrons request undigitized articles, staff members find the article on microfilm, scan it, email it to the patron, and add the article to the database so new researchers have access to the digitized version. Team members also index new content produced by the Gazette daily. Dave Wendel manages this process, with the assistance of RH&G Associates. They completed 163 microfilm requests and indexed 551 articles in April.

Young Adult Services

Community

Becca Philipsen attended two Family Management Risk Factor meetings for the Communities that Cares grant in the Fountain Valley.

Larissa Powers collaborated with the Princeton Review to bring a free SAT strategy session to library patrons. Forty-eight students registered for the event and were able to attend the live session, and three additional students received the recording after the event.

Larissa Powers coordinated an Anime Art class with an instructor from Bemis School of Art, and many local high schools.

In-person outreach started up again April. Cameron Riesenberger scheduled booktalks in April, Staff successfully booktalked for five classes at Coronado High School. These booktalks were led by Becca Philipsen, Britt Bloom, Mikaela Fortune (Penrose), and Cathy Wood (Library 21c). The visits were “strangely normal” and that it was very nice to be around teenagers again.

Cameron Riesenberger spoke on a panel for a Colorado Springs Teach for America event titled “Colorado Springs in a Day.” The other panelists were from the Bee Vradenburg Foundation and Hear Here Poetry.

Resources

Cameron Riesenberger presented on Teen Mental Health for the Young Adult Library Services Association (YALSA) webinar series and the Colorado Library Consortium (CLiC) Virtual Workshop with Beth Crist and Christine Kreger of the Colorado State Library.

Cathy Wood (Library 21c) revised the procedure with feedback from Joanna Nelson Rendon and Shannon McDonald (East Library) and sent it to appropriate staff in Collection Management and IT. Cathy received feedback from those groups and completed final edits.

Innovation/Creativity

Becca Philipsen facilitated the judging of the Teen Art Contest, with Larissa Powers engaging teen volunteers. The program was virtual this year, with teen volunteers judging the art. We had 17 artists participate. See their art [here](#).

Cameron Riesenberger continued working on the project to assign school liaisons to the Young Adult staff members at each PPLD branch. He created a map of all the middle schools and high schools in El Paso County as a first step to aligning the schools with their local branch. ([click here to view map](#)). He also introduced this project at the joint Young Adult meeting in April where he outlined the scope of the project and helped to gather initial feedback from YA staff.

Service

As we start to welcome back teen volunteers, Cathy Wood (Library 21c) revised a volunteer task list and shared it with other young adult staff. Larissa Powers attended Colorado Teen Literature Conference, and with the assistance of Becca Philipsen was able to send three of our teen volunteers to the conference as well as an acknowledgement for their hard work. One volunteer came away as a prize winner in the final trivia competition.

Internal/Staff

Becca Philipsen worked on the Colorado Teen Literature Conference planning committee, which hosted a virtual conference on April 10. We had 70 attendees virtually, with two excellent

keynotes and a wonderful local author panel. She also attended the wrap-up conference meeting before the committee goes on a break.

Larissa Powers began research and meetings for the United Way Quality of Life study as a member of the Education Council. Research will take place over the next several months on various indicators for quality and equity in education in the city.

Accountability

Our most popular post on Instagram let people know that we have books in multiple formats. It had a reach of 5,211 and was liked by 128 people, shared by five, and saved by three.



2021 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	19930	27967	30814	25275	0	0	0	0	0	0	0	0	103986
Mobile Libraries Total	7799	7874	8576	8284	0	0	0	0	0	0	0	0	32533
Calhan	1366	1597	1783	1444	0	0	0	0	0	0	0	0	6190
Cheyenne	18418	24980	29124	23684	0	0	0	0	0	0	0	0	96206
Fountain	8096	10698	12260	10485	0	0	0	0	0	0	0	0	41539
High Prairie	13552	17345	20921	19216	0	0	0	0	0	0	0	0	71034
Holley	11490	13994	15668	14351	0	0	0	0	0	0	0	0	55503
Manitou	1540	1516	2145	1726	0	0	0	0	0	0	0	0	6927
Monument	18631	23180	28401	25282	0	0	0	0	0	0	0	0	95494
Old Colorado City	1736	532	3212	7670	0	0	0	0	0	0	0	0	13150
Palmer Lake	0	0	0	0	0	0	0	0	0	0	0	0	0
Rockrimmon	18811	22947	26263	23908	0	0	0	0	0	0	0	0	91929
Sand Creek	9445	12878	14372	12131	0	0	0	0	0	0	0	0	48826
Ute Pass	1646	1842	1873	2187	0	0	0	0	0	0	0	0	7548
Senior Van	991	928	1051	939	0	0	0	0	0	0	0	0	3909
Bookmobiles	6808	6946	7525	7345	0	0	0	0	0	0	0	0	28624
East	50944	72000	86929	81407	0	0	0	0	0	0	0	0	291280
Library 21c	36833	49441	57706	50667	0	0	0	0	0	0	0	0	194647
Parenting	105	90	105	96	0	0	0	0	0	0	0	0	396
Total Physical Materials	220342	288881	340152	307813	0	0	0	0	0	0	0	0	1157188

YTD CIRC Comparison	2021	2020	% Change
Penrose	103986	109561	-5.1%
Mobile Libraries Total	32533	31801	2.3%
Calhan	6190	5204	18.9%
Cheyenne	96206	82552	16.5%
Fountain	41539	39270	5.8%
High Prairie	71034	65059	9.2%
Holley	55503	67906	-18.3%
Manitou	6927	9415	-26.4%
Monument	95494	84245	13.4%
Old Colorado City	13150	43233	-69.6%
Palmer Lake (bookmobile only)	0	10116	-100.0%
Rockrimmon	91929	80176	14.7%
Sand Creek	48826	67185	-27.3%
Ute Pass	7548	5394	39.9%
Senior Van	3909	3893	0.4%
Bookmobiles	28624	27908	2.6%
East	291280	315140	-7.6%
Library 21c	194647	208795	-6.8%
Parenting	396	305	29.8%
Total Physical Materials	1157188	1225357	-5.56%

Current Month Comparison CIRCULATION	2021	2020	% Change
Penrose	25275	69	36530.4%
Mobile Libraries Total	8284	3	276033.3%
Calhan	1444	0	
Cheyenne	23684	50	47268.0%
Fountain	10485	22	47559.1%
High Prairie	19216	35	54802.9%
Holley	14351	21	68238.1%
Manitou	1726	0	
Monument	25282	34	74258.8%
Old Colorado City	7670	22	34763.6%
Palmer Lake	0	8	-100.0%
Rockrimmon	23908	39	61202.6%
Sand Creek	12131	47	25710.6%
Ute Pass	2187	1	218600.0%
Senior Van	939	0	
Bookmobiles	7345	3	244733.3%
East	81407	259	31331.3%
Library 21c	50667	125	40433.6%
Parenting	96	0	
Total Physical Materials	307813	735	41779.32%

**Circulation Report
By Facility
April 2021**

Current Month Comparison VISITORS	2021	2020*	% Change
Penrose	12069	0	
Mobile Libraries Total	1925	0	
Calhan	316	0	
Cheyenne	8340	0	
Fountain	3375	0	
High Prairie	2467	0	
Holley	4678	0	
Manitou	1024	0	
Monument	7211	0	
Old Colorado City	3974	0	
Palmer Lake (book mobile only)		0	
Rockrimmon	8596	0	
Sand Creek	5256	0	
Ute Pass	437	0	
Knights of Columbus Hall	0	0	
East	20700	0	
Library 21c	9400	0	
TOTAL	89768	0	
Special Collections	525	0	

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

2021 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	158899	203580	241895	223285	0	0	0	0	0	0	0	0	827659
DVD	45907	65152	74691	62754	0	0	0	0	0	0	0	0	248504
CD Music	5364	7041	7584	6724	0	0	0	0	0	0	0	0	26713
CD Book	5979	7191	8540	8114	0	0	0	0	0	0	0	0	29824
Playaway	2359	3293	4165	3886	0	0	0	0	0	0	0	0	13703
Kit	584	823	1234	1274	0	0	0	0	0	0	0	0	3915
Game	1250	1801	2043	1738	0	0	0	0	0	0	0	0	6832
Discovery Kits	0	0	0	38	0	0	0	0	0	0	0	0	38
TOTAL Physical Items	220342	288881	340152	307813	0	0	0	0	0	0	0	0	1157188
													0
ILL	793	1036	1191	1084	0	0	0	0	0	0	0	0	4104
CyberShelf-OverDrive	224978	200339	215715	201889	0	0	0	0	0	0	0	0	842921
OverDrive eMags	8495	7996	8343	4633	0	0	0	0	0	0	0	0	29467
eReader	1	1	3	1	0	0	0	0	0	0	0	0	6
Hot Spots	21	13	28	19	0	0	0	0	0	0	0	0	81
Cameras & Equipment	1	20	16	38	0	0	0	0	0	0	0	0	75
													0
TOTAL STATE Circ	454631	498286	565448	515477	0	0	0	0	0	0	0	0	2033842
Freegal Music	6125	5716	6015	5646	0	0	0	0	0	0	0	0	23502
Freeding	175	148	110	110	0	0	0	0	0	0	0	0	543
DVD Player	0	0	0	1	0	0	0	0	0	0	0	0	1
Hoopla	2802	3519	3345	3205	0	0	0	0	0	0	0	0	12871
Comics	506	721	532	524	0	0	0	0	0	0	0	0	2283
Kanopy	2977	2822	3639	2535	0	0	0	0	0	0	0	0	11973
													0
CLC	5306	6531	6365	5977	0	0	0	0	0	0	0	0	24179
Laptop Use	2	0	6	7	0	0	0	0	0	0	0	0	15
Active Users	262787	261515	260265	258658	0	0	0	0	0	0	0	0	1043225

Monthly Circ by Format			
	2021	2020	Change
Print	223285	572	38936%
DVD	62754	79	79335%
CD Music	6724	25	26796%
CD Book	8114	48	16804%
Playaway	3886	8	48475%
Kit	1274	0	
Game	1738	3	57833%
Discovery Kits	38		
TOTAL Physical Items	307813	735	41779.32%
ILL	1084	273	297%
CyberShelf-OverDrive	201889	221349	-9%
OverDrive eMags	4633	7048	-34%
eReader	1	0	
Hot Spots	19	0	
Cameras & Equipment	38	0	
Total e-materials	206542	228397	-10%
Freegal Music	5646	6574	-14%
Freeding	110	418	-74%
DVD Player	1	0	
Hoopla	3205	4721	-32%
Comics (included in Hoopla)	524	679	-23%
Kanopy	2535	3244	-22%
CLC	5977	12	49708%
Laptop Use	7	0	
Active Users	258658	275496	-6%

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

MTD Total	2021	2020	Change
January	454631	703288	-35%
February	498286	653851	-24%
March	565448	440931	28%
April	515477	229841	124%
May		301866	-100%
June		334184	-100%
July		554885	-100%
August		564757	-100%
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		2329777	-100%
June		2663961	-100%
July		3218846	-100%
August		3783603	-100%
September		4340246	-100%
October		4910693	-100%
November		5432581	-100%
December		5861140	-100%

**Circulation Report
By Item Type
April 2021**

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Penrose	12,534	14,592	15,405	13,973									56,504
Mobile Libraries	4,943	5,289	5,379	5,396									21,007
Calhan	940	819	1,096	816									3,671
Cheyenne	12,129	14,974	16,817	14,459									58,379
Fountain	5,319	6,297	7,322	6,070									25,008
High Prairie	8,836	10,638	12,492	11,332									43,298
Ruth Holley	7,169	7,870	8,556	8,587									32,182
Manitou Springs	948	983	1,400	857									4,188
Monument	11,860	14,473	16,737	15,316									58,386
Old Colorado City	136	4	2,525	5,041									7,706
Palmer Lake													0
Rockrimmon	12,150	14,143	15,368	14,447									56,108
Sand Creek	5,926	7,732	7,903	7,081									28,642
Ute Pass	1,063	1,077	1,214	1,402									4,756
Senior Van	733	745	743	770									2,991
East	34,248	41,240	47,695	46,567									169,750
Library 21c	24,676	29,363	33,055	28,902									115,996
Total	143,610	170,239	193,707	181,016	0	0	0	0	0	0	0	0	688,572

YTD CIRC Comparison	2021	2020	% Change
Penrose	56,504	62,786	-10.0%
Mobile Libraries	21,007	19,448	8.0%
Calhan	3,671	3,312	10.8%
Cheyenne	58,379	52,104	12.0%
Fountain	25,008	23,527	6.3%
High Prairie	43,298	39,306	10.2%
Ruth Holley	32,182	40,836	-21.2%
Manitou Springs	4,188	5,680	-26.3%
Monument	58,386	52,558	11.1%
Old Colorado City*	7,706	26,574	-71.0%
Palmer Lake	0	6,033	-100.0%
Rockrimmon	56,108	49,962	12.3%
Sand Creek	28,642	38,219	-25.1%
Ute Pass	4,756	3,514	35.3%
Senior Van	2,991	3,068	-2.5%
East	169,750	183,969	-7.7%
Library 21c	115,996	124,215	-6.6%
Total Physical Materials	688,572	735,111	-6.3%

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

Current Month CIRCULATION Comparison by Facility	2021	2020	% Change
Penrose	13973	5	279360.0%
Mobile Libraries	5396		
Calhan	816		
Cheyenne	14459		
Fountain	6070		
High Prairie	11332		
Ruth Holley	8587	6	143016.7%
Manitou Springs	857		
Monument	15316		
Old Colorado City	5041		
Palmer Lake			
Rockrimmon	14447		
Sand Creek	7081		
Ute Pass	1402		
Senior Van	770		
East	46567	1	4656600.0%
Library 21c	28902	1	2890100.0%
Total Physical Materials	181016	13	1392330.8%

Current Month e-materials & Summary	2021	2020	% Change
OverDrive	201889	221349	-8.8%
OverDrive eMags	4633	7048	-34.3%
eReaders	1	0	
Hot Spots	19	0	
Total e-materials	206542	228397	-9.6%
ILL	1084	273	297.1%
Cameras/Equip	38	0	#DIV/0!
Physical Materials	181016	13	1392330.8%
Total Monthly Circ	388680	228683	70.0%

Circulation without Renewals April 2021

Current Month Comparison VISITORS	2021	2020**	% Change
Penrose	12069		
Mobile Libraries	1925		
Calhan	316		
Cheyenne	8340		
Fountain	3375		
High Prairie	2467		
Ruth Holley	4678		
Manitou (curbside only)	1024		
Monument	7211		
Old Colorado City (maintena	3974		
Palmer Lake			
Rockrimmon	8596		
Sand Creek	5256		
Ute Pass	437		
East	20700		
21c	9400		
KCH	0		
TOTAL Visitors	89768	0	
Special Collections	525		

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

MARCH 2021						
	DISTRICT		LIBRARIES		TOTAL	
	Programs	People	Programs	People	PROGRAMS	PEOPLE
ADULT EDUCATION						
Virtual - attended live	5	45	0	0	5	45
Virtual - recorded	5	46	0	0	5	46
In-house/in-person programming						
Outside/in-person programming						
Digital Literacy						
LibGuides	5	806	0	0	5	806
Facebook Engagement		193		0		193
Facebook Reach		429		0		429
PROGRAM TOTAL	10	91	0	0	10	91
IN-PERSON PROGRAM TOTAL						
ENGAGEMENT TOTAL	5	999	0	0	5	999
REACH TOTAL		429		0		429
ADULT SERVICES						
Virtual - attended live	25	561	6	64	31	625
Virtual - recorded	13	534	0	0	13	534
Virtual Outreach (outside program)	3	50	1	5	4	55
All Ages in-house/in-person programming						
All Ages outside/in-person programming						
In-house/in-person programming						
Outside/in-person programming						
LibGuides	67	13058	0	0	67	13058
Take and Make			18	235	18	235
Telegram (same as Dial-a-Story)		26	0	0	0	26
Facebook Engagement		149		0		149
Facebook Reach		336		0		336
Individual/Passive program (e.g. fun at home/scavenger hunt)			2	140	2	140
VIRTUAL PROGRAM TOTAL	41	1171	25	304	66	1475
IN-PERSON PROGRAM TOTAL						
ENGAGEMENT TOTAL	67	13207	0	0	67	13207
REACH TOTAL		336		0		336
INDIVIDUAL/PASSIVE PROGRAM	0	0	2	140	2	140
FAMILY AND CHILDREN'S SERVICES						
Virtual - attended live	13	145	0	0	13	145
Virtual - recorded	7	219	0	0	7	219
In-house/in-person programming	1	500	2	160	3	660
Outside/in-person programming						
Outreach (In-person)	6	311	0	0	6	311
LibGuides	6	910	0	0	6	910
Tween Challenge			0	0	0	0
Story Walk			0	0	0	0
Summer Adventure Registered			0	0	0	0
Take and Make	6	1987	106	531	112	2518
Dial-A-Story	1	12	0	0	1	12
Drive-in Storytime	2	35	2	35	4	70
Facebook Engagement		2552		0		2552
Facebook Reach		16165		0		16165
VIRTUAL PROGRAM TOTAL	29	2398	115	1377	144	3775
IN-PERSON PROGRAM TOTAL	1	500	2	160	3	660
ENGAGEMENT TOTAL	6	3462	0	0	6	3462
REACH TOTAL		16165		0		16165
OUTREACH TOTAL	6	311	0	0	6	311

APRIL 2021						
	DISTRICT		LIBRARIES		TOTAL	
	Programs	People	Programs	People	PROGRAMS	PEOPLE
ADULT EDUCATION						
Virtual - attended live	7	27	0	0	7	27
Virtual - recorded	4	85	0	0	4	85
In-house/in-person programming			1	6	1	6
Outside/in-person programming	1	6	0	0	1	6
Digital Literacy	12	53	0	0	12	53
LibGuides	4	697	0	0	4	697
Facebook Engagement		97		0		97
Facebook Reach		500		0		500
VIRTUAL PROGRAM TOTAL	11	112	0	0	11	112
IN-PERSON PROGRAM TOTAL	13	59	1	6	14	65
ENGAGEMENT TOTAL	4	794	0	0	4	794
REACH TOTAL		500		0		500
ADULT SERVICES						
Virtual - attended live	20	427	6	61	26	488
Virtual - recorded	9	253	0	0	9	253
Virtual Outreach (outside program)	5	137	1	5	6	142
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	1	12	1	8	2	20
Outside/in-person programming			0	0	0	0
LibGuides	67	12756	0	0	67	12756
Take and Make			25	167	25	167
Telegram (same as Dial-a-Story)		4	0	0	0	4
Facebook Engagement		98		0		98
Facebook Reach		2487		0		2487
Individual/Passive program (e.g. fun at home/scavenger hunt)			3	59	3	59
VIRTUAL PROGRAM TOTAL	34	821	32	233	66	1054
IN-PERSON PROGRAM TOTAL	1	12	1	8	2	20
ENGAGEMENT TOTAL	67	12854	0	0	67	12854
REACH TOTAL		2487		0		2487
INDIVIDUAL/PASSIVE PROGRAM	0	0	3	59	3	59
FAMILY AND CHILDREN'S SERVICES						
Virtual - attended live	21	255	0	0	21	255
Virtual - recorded	8	147	0	0	8	147
In-house/in-person programming	4	88	3	60	7	148
Outside/in-person programming	3	55	2	58	5	113
Outreach (In-person)	5	166	0	0	5	166
LibGuides	6	645	0	0	6	645
Tween Challenge			0	0	0	0
Story Walk			1	0	1	0
Summer Adventure Registered			0	0	0	0
Take and Make	9	3452	23	1030	32	4482
Dial-A-Story	1	10	1	0	2	10
Drive-in Storytime	2	44	2	54	4	98
Facebook Engagement		2205		0		2205
Facebook Reach		12416		0		12416
VIRTUAL PROGRAM TOTAL	49	4129	27	1084	76	5213
IN-PERSON PROGRAM TOTAL	7	143	5	118	12	261
ENGAGEMENT TOTAL	6	2850	0	0	6	2850
REACH TOTAL		12416		0		12416
OUTREACH TOTAL	5	166	0	0	5	166

MARCH 2021						
	DISTRICT		LIBRARIES		TOTAL	
	Programs	People	Programs	People	PROGRAMS	PEOPLE
YOUNG ADULT SERVICES						
Virtual - attended live	8	63	0	0	8	63
Virtual Outreach	0	0	1	10	1	10
Virtual - recorded	26	2501	0	0	26	2501
In-house/in-person programming						
Outside/in-person programming						
Individual/Passive program (e.g. fun at home/scavenger hunt)			0	0	0	0
LibGuides	9	2379	0	0	9	2379
Summer Adventure Registered			0	0	0	0
Take and Make			9	252	9	252
Dial-A-Story			0	0	0	0
Instagram Engagement	188	1056	0	0	188	1056
Instagram Reach		15303	0	0		15303
Facebook Engagement	41	445	0	0	41	445
Facebook Reach		11956	0	0		11956
VIRTUAL PROGRAM TOTAL	34	2564	10	262	44	2826
IN-PERSON PROGRAM TOTAL						
INDIVIDUAL/PASSIVE PROGRAM	0	0	0	0	0	0
ENGAGEMENT TOTAL	238	3880	0	0	238	3880
REACH TOTAL		27259		0		27259
CREATIVE SERVICES						
Virtual - attended live			0	0	0	0
Virtual - recorded	6	52	0	0	6	52
In-house/in-person programming						
Outside/in-person programming						
LibGuides	19	4864	0	0	19	4864
Email - Contact Us		7	0	0		7
Take and Make	0	0	4	134	4	134
VIRTUAL PROGRAM TOTAL	6	52	4	134	10	186
IN-PERSON PROGRAM TOTAL						
ENGAGEMENT TOTAL	19	4864	0	0	19	4864
REQUESTS/REFERENCE TOTAL		7		0		7
REGIONAL HISTORY & GENEALOGY						
Virtual - attended live	9	253	0	0	9	253
Virtual - recorded			0	0	0	0
All Ages in-house/in-person programming						
All Ages outside/in-person programming						
In-house/in-person programming						
Outside/in-person programming						
PPNF requests fulfilled		122	0	0	0	122
Ref. Questions		256	0	0	0	256
Facebook Engagement	6	125	0	0	6	125
Facebook Reach		1014	0	0	0	1014
VIRTUAL PROGRAM TOTAL	9	253	0	0	9	253
IN-PERSON PROGRAM TOTAL						
ENGAGEMENT TOTAL	6	125	0	0	6	125
REACH TOTAL		1014		0		1014
REQUESTS/REFERENCE TOTAL		378		0		378

APRIL 2021						
	DISTRICT		LIBRARIES		TOTAL	
	Programs	People	Programs	People	PROGRAMS	PEOPLE
YOUNG ADULT SERVICES						
Virtual - attended live	10	160	0	21	10	181
Virtual Outreach			0	0	0	0
Virtual - recorded	33	2836	0	0	33	2836
In-house/in-person programming			0	0	0	0
Outside/in-person programming	5	81	0	0	5	81
Individual/Passive program (e.g. fun at home/scavenger hunt)			0	0	0	0
LibGuides	9	2379	0	0	9	2379
Summer Adventure Registered			0	0	0	0
Take and Make			17	413	17	413
Dial-A-Story			0	0	0	0
Instagram Engagement	183	640	0	0	183	640
Instagram Reach		29974	0	0		29974
Facebook Engagement	30	221	0	0	30	221
Facebook Reach		6068	0	0		6068
VIRTUAL PROGRAM TOTAL	43	2996	17	434	60	3430
IN-PERSON PROGRAM TOTAL	5	81	0	0	5	81
INDIVIDUAL/PASSIVE PROGRAM	0	0	0	0	0	0
ENGAGEMENT TOTAL	222	3240	0	0	222	3240
REACH TOTAL		36042		0		36042
CREATIVE SERVICES						
Virtual - attended live			0	0	0	0
Virtual - recorded	3	763	0	0	3	763
In-house/in-person programming			0	0	0	0
Outside/in-person programming			0	0	0	0
LibGuides	20	5994	0	0	20	5994
Email - Contact Us		4	0	0		4
Take and Make			4	140	4	140
VIRTUAL PROGRAM TOTAL	3	763	4	140	7	903
IN-PERSON PROGRAM TOTAL	0	0	0	0	0	0
ENGAGEMENT TOTAL	20	5994	0	0	20	5994
REQUESTS/REFERENCE TOTAL		4		0		4
REGIONAL HISTORY AND GENEALOGY						
Virtual - attended live	7	117	0	0	7	117
Virtual - recorded			0	0	0	0
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			0	0	0	0
Outside/in-person programming			0	0	0	0
PPNF requests fulfilled		163	0	0		163
Ref. Questions		440	0	0		440
Facebook Engagement	14	266	0	0	14	266
Facebook Reach		7280	0	0		7280
VIRTUAL PROGRAM TOTAL	7	117	0	0	7	117
IN-PERSON PROGRAM TOTAL	0	0	0	0	0	0
ENGAGEMENT TOTAL	14	266	0	0	14	266
REACH TOTAL		7280		0		7280
REQUESTS/REFERENCE TOTAL		603		0		603

MARCH 2021						
	DISTRICT		LIBRARIES		TOTAL	
	Programs	People	Programs	People	PROGRAMS	PEOPLE
KNIGHTS OF COLUMBUS HALL						
Virtual - attended live			13	327	13	327
Virtual - recorded			0	0	0	0
All Ages in-house/in-person programming						
All Ages outside/in-person programming						
In-house/in-person programming						
Outside/in-person programming						
LibGuides			0	0	0	0
Take and Make			0	0	0	0
VIRTUAL PROGRAM TOTAL	0	0	13	327	13	327
IN-PERSON PROGRAM TOTAL						
ENGAGEMENT TOTAL	0	0	0	0	0	0
Curbside Patrons - Holds			12706		12706	
Curbside Patrons - Printing			127		127	
Curbside Patrons - Kits			600		600	
Hours Open			3318		3318	
Door Count			90334		90334	
Ref. Questions	65		9574		9639	
Bundles						
					PROGRAMS	PEOPLE
					GRAND TOTAL	
VIRTUAL SERVICES PROGRAM TOTAL	129	6529	167	2404	296	8933
IN-PERSON PROGRAM TOTAL	1	500	2	160	3	660
SERVICES INDIVIDUAL PROGRAM TOTAL	0	0	2	140	2	140
SERVICES ENGAGEMENT TOTAL	341	26537	0	0	341	26537
SERVICES REACH TOTAL		45203	0	0		45203
OUTREACH (In-person) TOTAL	6	311	0	0	6	311
REQUESTS/REFERENCE TOTAL	450		9639		10089	
BUNDLES TOTAL						

APRIL 2021						
	DISTRICT		LIBRARIES		TOTAL	
	Programs	People	Programs	People	PROGRAMS	PEOPLE
KNIGHTS OF COLUMBUS HALL						
Virtual - attended live			0	0	0	0
Virtual - recorded			10	267	10	267
All Ages in-house/in-person programming			9	37	9	37
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	10	267	10	267
IN-PERSON PROGRAM TOTAL	0	0	9	37	9	37
ENGAGEMENT TOTAL	0	0	0	0	0	0
Curbside Patrons - Holds			10642		10642	
Curbside Patrons - Printing			109		109	
Curbside Patrons - Kits			848		848	
Hours Open			3354		3354	
Door Count			90293		90293	
Ref. Questions	72		8115		8187	
Bundles			15		15	
					PROGRAMS	PEOPLE
					GRAND TOTAL	
VIRTUAL SERVICES PROGRAM TOTAL	147	8938	90	2158	237	11096
IN-PERSON PROGRAM TOTAL	26	295	16	169	42	464
SERVICES INDIVIDUAL PROGRAM TOTAL	0	0	3	59	3	59
SERVICES ENGAGEMENT TOTAL	333	25998	0	0	333	25998
SERVICES REACH TOTAL		58725	0	0		58725
OUTREACH (In-person) TOTAL	5	166	0	0	5	166
REQUESTS/REFERENCE TOTAL	679		8187		8866	
BUNDLES TOTAL			15		15	

Communications Department: Report for May 2021

NEWS COVERAGE

- Total features and mentions:*
 - **April:** 94
 - **Year-to-date:** 310
 - **Average per month:** 77.5

- Highlighted coverage from last month:
 - A local **Girl Scout troop selected PPLD staff as their “Hometown Heroes,”** and their donation of 221 boxes was featured by [FOX21](#), KOAA, and KRDO.
 - PPLD’s **upcoming vaccine clinics, first starting at Sand Creek Library,** was covered by several news outlets, including KRDO, KOAA, KKTV, FOX21, and [Colorado Springs Business Journal](#).
 - The **Don Stratton USS Arizona Survivor exhibit,** now on display at East Library, was picked up by several news outlets including [KRDO](#), KKTV, KOAA, FOX21, KOA Radio, and 9NEWS (Denver).
 - [The Gazette](#) featured **Mountain of Authors** and keynote speaker Joe Kenda.
 - COVID-safe **Storytimes** were highlighted by FOX21, KKTV, and KOAA.
 - An **art therapy program hosted at PPLD’s Knights of Columbus Hall** was spotlighted in [The Gazette](#).
 - Sand Creek Library’s involvement with the **community tile art project for Panorama Park** was featured by [FOX21’s Living Local](#).
 - The monthly Library Limelight column focused on **PPLD’s seed libraries and gardens.** It was featured online and in print for [three local editions of 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 listings, in addition to unknown radio features due to tracking limitations.*

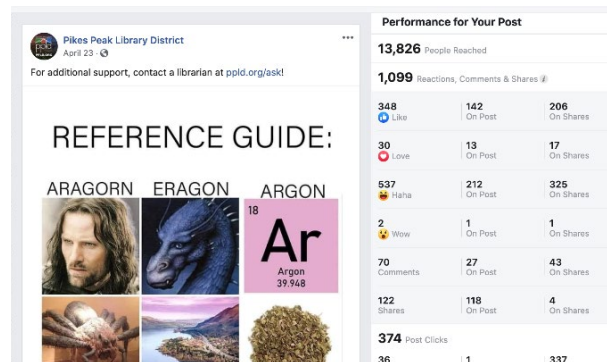
DIGITAL MARKETING

- PPLD.org website statistics (as of last month):
 - **Most popular web page,** besides the home page: ppld.org/kids
 - **Monthly totals:** 181,242 sessions; 91,731 visitors, with 77,314 being new users; and 322,484 pageviews
 - **Year-to-date totals:** 762,417 sessions; 378,746 visitors, with 317,568 being new users; and 1,375,048 pageviews

- District-wide social media statistics (as of last month):
 - **Facebook:** 12,799 total followers, plus 18,889 daily engagement
 - **Twitter:** 5,229 total followers, plus 832 engagement
 - **Instagram:** 2,622 total followers, plus 1,059 engagement
 - **LinkedIn:** 1,227 total followers, plus 180 engagement

- Video & social media highlights:

- **Other high-performers on Facebook:**
Hosting vaccine clinics, recabbling at East Library, National Library Week, Library Giving Day, D.E.A.R. (Drop Everything and Read) Day, videos, testimonials, quotes, and memes
- **New and notable web pages:**
 - PPLD's [vaccine clinics](#) in partnership with Governor Polis' Vaccines for All plan
 - Celebrating [Earth Month](#)
 - Programs and events (not highlighted below): [Mountain of Authors](#)



HAPPENINGS

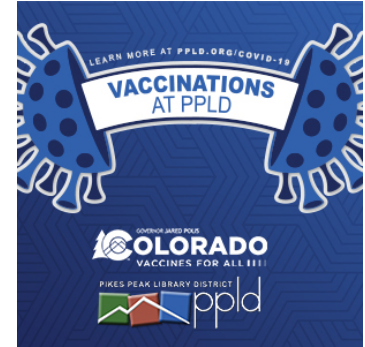
Key updates & other news:

- **COVID-related updates:** The Communications team supported recent changes and public announcements for Library patrons, including:
 - Updated mask requirements, aligning with state guidelines
 - [Hosting vaccine clinics](#) in partnership with Governor Polis' Vaccines for All plan
 - Introduction of self-service cleaning stations at library locations
 - Reopening of more meeting and study rooms across the District
 - Expanded studio hours
- **Launch of Discovery Kits:** The marketing team helped with the naming and launch of PPLD's new kits as of April 19. They're a collection of interactive items that patrons of all ages can check out to explore new topics, hobbies, and interests at home. The kits are currently available at Cheyenne Mountain, East, Monument and Sand Creek libraries, along with Library 21c.
- **Library use survey:** PPLD conducted a short survey from April 5-30 to find out when and how community members would like to use their preferred library location. We received nearly 1,200 responses online and by paper survey (in English and Spanish), which will be analyzed by mid-May.
- **New intranet:** Communications and IT staff, in partnership with a vendor, have worked together to launch a new intranet for PPLD staff that will be easier to navigate and use from anywhere. It's targeted for release on Mon., May 24.
- **Publications:** The next issue of our quarterly magazine, [District Discovery](#), will be dedicated to Summer Adventure for kids, teens, families, and adults. The Summer 2021 edition will be available online and at all PPLD locations beginning Mon., May 24.



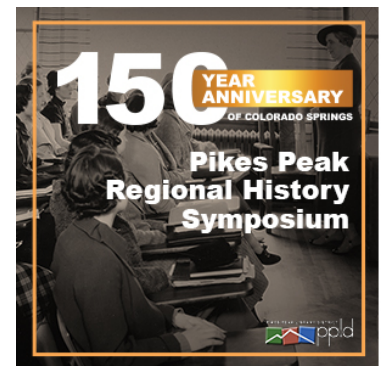
Current & upcoming partnerships:

- **Active community partnerships** (as of last month): 21
- **Vaccine clinics:** PPLD is [hosting COVID-19 vaccine clinics](#) in partnership with Governor Polis' Vaccines for All plan. The first one took place at Sand Creek Library on May 5, and the next is scheduled for Fountain Library on May 19 from 1-5 p.m.
- **Vitalant:** A blood drive is scheduled from 11 a.m. – 3 p.m. on Sat., May 22 at Monument Library. This will be the first drive held at a PPLD location since March 2020.
- **City of Colorado Springs' [Human Relations Commission](#):** As a partner, PPLD will support the production for a series of community roundtable dialogue and forums addressing relevant topics of diversity, equal rights, and equal opportunity priorities that affect underserved communities and populations. The first event is slated to take place at a PPLD location on June 22; more details coming soon.
- **[Avenue Creative Circuit](#):** PPLD will support this initiative led by the Downtown Partnership, Manitou Springs Creative District, and Old Colorado City Partnership.



Current & upcoming programs:

- **[National Week of Making](#)**
May 17-23
Here's an opportunity for individuals in communities throughout the U.S. to participate in Making activities locally, celebrating the innovation, ingenuity, and creativity of Makers! Makers are developing new solutions and products for pressing challenges, engaging students in hands-on, interactive learning of STEM, arts, and design, and enabling individuals to learn new skills in fabrication and manufacturing.
- **[Artists of the Knight](#)**
Final episode premieres May 19
Check out the virtual program from Knight of Columbus Hall featuring artists from the Pikes Peak region. Episodes have premiered every Wednesday at 7 p.m. on PPLD's YouTube and Facebook, beginning April 21. This season's last episode will feature Sharon Carvelle on Wed., May 19.
- **[Pikes Peak Regional History Symposium](#)**
Nice, Naughty, & Notable: Colorado Springs at 150
Part 1: Sat., May 22 at 10 a.m. (virtual)
In a year marking the 150-year anniversary of the founding of Colorado Springs by William Jackson Palmer, PPLD is pleased to offer our 2021 Pikes Peak Regional History Symposium virtually! This year's program has been divided into four separate virtual events, taking place once a month on May 22, June 26, July 24, and August 28, all beginning at 10 a.m.
- **[Summer Adventure](#)**
June 1 – August 15
Have an adventure with Pikes Peak Library District this summer! Presented by Children's



Hospital Colorado, this year's annual program helps kids and teens stay engaged and active over the summer months, despite the COVID-19 pandemic. Anyone ages 0 - 18 can participate and win prizes through reading, moving, and imagining.

New summer opportunities this year include two special programs for teens, presented by Mechanic Shop Femme: [How the Heck Do I Buy a Used Car??](#) (Mon., June 7 at 6 p.m.) and [Be Prepared for Car Ownership: A Class for Teens](#) (Mon., June 14 at 6 p.m.)

Meeting & study rooms:*

- **Library-hosted programs & room use (including Virtual Library):** 164 for last month, bringing the year-to-date total to 580
- **Patron reservations:** 107 for last month, bringing the year-to-date total to 370
- **Online patron requests:** 149 during last month, bringing the year-to-date total to 221
- **Phone & email inquiries:** 91 for last month, bringing the year-to-date total to 220
- **Cancellations (by PPLD):** 356 for last month, bringing the year-to-date total to 1,292

**NOTE: During the ongoing pandemic, a [limited number of rooms reopened](#) to the public on Feb. 9 for reservations. More meeting and study rooms have begun reopening across the District.*

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

COVID-19 PANDEMIC

The Communications team continues to support of key District-wide efforts, as it relates to the ongoing pandemic and service-related changes, in the following ways:

- **Internal communications:**
 - Email communication: The Bookmark, our weekly newsletter
 - Intranet: Dedicated web page and home page spotlight
 - Phone system: Staff phone line updates
 - Handling patron inquiries: FAQs and talking points
- **External communications:**
 - Website: Home page sliders, web pages, and Library Market
 - Email and text notifications: Holds ready for pick up, due date reminders, etc. (for subscribed Library cardholders)
 - Social media: Facebook, Twitter, Instagram, LinkedIn, and YouTube
 - Local media: Pitching story ideas, responding requests, scheduling interviews, etc.
 - Signage: Library facilities (exterior and interior), book drops, and curbside services
 - Phone system: Main message, special extension, and recorded greetings by locations
 - Online calendar listings: [Virtual Library event listings](#) on Library Market, Peak Radar, Colorado Springs Independent, Macaroni Kids, and the State Library's virtual calendar
 - Email newsletters: NextReads (opt-in book recommendations to subscribed patrons)



Facilities Department Report May 19, 2021

Projects

Facilities released a combined RFQ on April 21st for the construction of a network closet, office for the Director of Regional History and Genealogy in the 1905 Carnegie and a partition to enclose the Executive Assistant's lobby area. Bids are due on Friday, May 14, 2021.

An RFQ for consultant services for planning the roof replacement for the Penrose and 1905 Carnegie was released on March 12, 2021. When no bids were received, the Facilities office reissued the RFQ and conducted a second pre-bid conference. Bids were due on April 28, 2021 and this time, three proposals were submitted. After review of the proposals as well as reference checks, the contract was awarded to Roof Tech Consultants in the amount of \$19,620. Facilities will be working with Roof Tech Consultants over the next several months on evaluation, design, budgeting, and preparation of RFP documents to be issued in November. Upon award of the replacement the selected contractor would proceed with replacement in the spring of 2022.

Facilities has been in contact with the city of Colorado Springs and discussed the product they have selected for their parking meter systems. The product chosen has changed from what was previously selected. We are currently evaluating the system specified to ensure it will meet the needs of Penrose Library. Due to the city providing enforcement of our parking meters, we believe keeping the systems the same would be of benefit both from an operational and service standpoint. We have been in touch with the manufacturer who is gathering some requested information. We hope this is the last hurdle in our attempt to replace our antiquated parking meter system at this location.

The partnership will require an agreement between PPLD and city council.

The district's asphalt maintenance and repair bids were due on April 28, 2021. We have delayed award as we clarify some information regarding East Library and will be doing an on-site meeting with a contractor on May 14.

We have awarded GE Johnson the contract to construct a mezzanine structure in the Knights of Columbus Hall for security purposes. We anticipate the construction schedule from GE Johnson the week of May 10.

Facilities has been working closely with the IT department the past month in adding power at a number of locations and network closets including Cheyenne Mountain, Penrose, Knights, Manitou/MAC and Fountain libraries.

Operations

Facilities has completed the draft copy of the RFP for janitorial services to be implemented January 1, 2022. The Finance department has reviewed and provided comments. We are working on addressing those comments and will submit to Finance for final approval by Friday, May 14. This will be a decision item that will be presented to the board later this summer and included in budgeting for 2022.

Staffing

David Garcia, Facilities Supervisor at East Library, overseeing portions of the north and southeast regions, submitted his resignation effective May 31, 2021. His last physical day will be on Tuesday May 25, 2021. David is retiring having spent 34-years with PPLD, all at the East Library facilities department. David was hired at the completion of construction of the East Library in January 1987 and assumed the supervisor position for that department in 1990. He has held that position ever since. David has seen many changes throughout his tenure with PPLD and is a wealth of knowledge of its facilities. That knowledge and experience will be sorely missed.

Currently plans for a sendoff are in the early stages. We anticipate having a gathering at East Library on Tuesday, May 25th. No time has been confirmed at this time.

Monthly Statistics

In the month of April, 2021, the Facilities department completed a total of (147) 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 April 2021, Facilities staff completed a total of (119) demand work orders (work orders submitted by PPLD staff) accounting for (164.12 hours) of staff time and (196) preventive maintenance work orders (work orders scheduled for equipment, etc.) to account for (260.86 hours) of staff time. A total of (315) work orders. Along with work orders, Facilities on-call personnel did not respond to any after-hours calls in April 2021. Emergency calls address issues that cannot wait until the next business day.

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

Human Resources:

Major projects included the following:

- Organizational Development (Cody Logsdon)
 - Met with Employers Council to discuss kicking off the Equal Pay for Equal Work audit.
 - Made presentation on Leadership Program to BOT.
 - Facilitated third session of Leadership Program for cohort B.
 - Continuing to work out Bridge (learning management system) roles and permission, and data management tracking.
 - Started discussions around future in-service days.
 - Employee relations
- HRIS/Benefits/Compliance (Cristina Jaramillo)
 - Worked on mapping workflows to start implementing Personnel Actions (PAs) into MUNIS database
 - Helped address Healthy Families and Workplaces Act guidelines concerning additional sick leave
 - Assisted in employee relations issues (Written Warning and PIPs)
 - Presented at two Quickstarts for April new hires/transfers/promotions and processed subsequent paperwork
 - Leadership Program and SHRM-CP certification preparation
 - Followed up on several worker's comp changes and shared information with all employees
 - Developed content with direct reports for benefits, volunteer management and administrative duties for HR Services Spotlight presentation slides to all employees
 - Took on Tuition Reimbursement responsibilities and changed up processes for tracking information
- Administrative Support Specialist (Laurie Jackson)
 - Continued to work on records retention requirements for HR filing and prepared HR boxes in vault for shredding and relocation
 - Distributed 1st Quarter Preventative Exam gift cards (9)
- Volunteer program (Karen Goates)
 - Two volunteers gave over 100 hours this month assisting with projects in our Regional History/Genealogy Department!
 - Volunteers are now working onsite at eight locations.
 -

April 2021	Total # of Volunteers	Total # of Hours
Adult Volunteers	78	702
Teens: Review Crew and Workforce Readiness	13	130
Friends of the Library	43	445

- Recruitment (Soumya Gollapalli)

Recruitment / Selection Activity	April 2021
Jobs Posted	12
Newly Hired Employees	8
Promoted Employees	4
Transferred Employees	1
Separated Employees	4

- New hire paperwork, background verifications
- POPP test (pre-occupational physicals) – change from CCOM to Concentra

- Interview coaching for employees interested in internal opportunities
- Two Quickstart orientations for the month of April
- Immigrant right to work information updated on PPLD jobs page
- Training (Sarah Marshall)
 - Presented Library Manager Circulation Training results to Circulation Trainers
 - Facilitated third session of Leadership Program for Cohort A
 - Discussed implementing in-service days for staff
 - Scheduled third session of Cultural Excellence: Ideas and Discussions level 1 training for May
 - Updating and promoting learning opportunities for staff:
<https://research.ppld.org/ppldprofessionaldevelopment>
- Other Projects (Heather Laslie)
 - Completed End of Year report with Moody evaluating 2020 medical plan
 - Working with Munis to update EEO codes to match updated guidance from 2020
 - Continued with ongoing employee relations, COVID-19 staff issues, and disciplinary issues
 - Continued supporting the amazing team that I'm honored to guide!

Information Technology (IT) Department Report

May 2021

End User Services (EUS) Team

Staff Transition to Mobile Workforce Project. EUS continues to deploy laptops to staff to provide staff mobility to operate in a pandemic and post-pandemic environment.

Windows 10 Project. The Windows 10 project has resumed and should finish by mid-summer.

Self-Check Upgrade. On-hold pending IT Department staff review of vendor proposal to provide PPLD with cost saving upgrade solution for self-checks and material security gates.

Statistics.

- Worked on 403 tickets and closed 527 tickets.
- Computer Usage was 10,852 sessions.
- Hotspot Circulation to Library Patrons was 24.
- Printed Pages 75,704.
- Laptop circulation was 7.
- AWE Early Literacy Station circulation was 32.

Infrastructure Team

Data Center Transition. Work continues on actions to close East Library Data Center.

Network Transport Transition (E-Rate Funded). Planning continues with Allstream for seamless transition of services starting July 1, 2021.

East Library Cabling Project. Basement and second floor completed. Work continues for staff area and new IT closed on main floor. Project completion scheduled end of May.

Surveillance System Replacement Project. Project planning continues.

Manitou Relocation. IT Department participation with this project closed and lessons learned submitted to Facility Department project manager.

Access Control. IT Department continues work with Security staff to scope this project pending Board approval to proceed with mid-year budget resolution in August.

Phone System. Upgrading system to increase cybersecurity associated with phone system configuration.

Network Restructure. Required to mitigate cybersecurity risk associated with network architecture. Project will have 3 phases with phase 1 starting June 6.

IT Advisory Team. Reviewing IT Technology Plan and review process for FY22 IT capital requests.

Documentation. Exploring software to assist with documenting network ports, computer locations, data centers, and switch configurations to align with IT industry standard.

Web Team

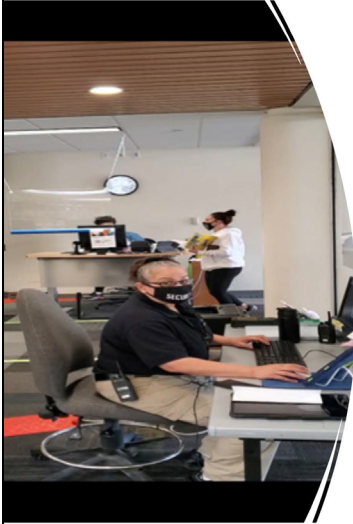
Intranet Transition. IT Department on schedule to close project in May. Dual operations planned with SharePoint intranet and legacy intranet operating simultaneously through month of June.

Safety, Social Services, and Security Monthly Board Report

District-Wide Activities

- This month has brought great progress in the continued cooperation between Security and IT in the installation of the Bridge Camera System. We hope to have all of East installed by the end of May and then move on to the Penrose complex.
- We continue to develop the requirements, installation plans, and plans for integration with current systems for the Access Control System discussed with the Board previously.
- We are nearing completion of mandatory training of CPR/AED across the District.
- We continue to train new staff members and recertify current staff members in Crisis Prevention.
- We have completed a new District-wide fire plan and have produced over 500 updated evacuation maps that are being distributed to our facilities.
- We continue to provide Stop the Bleed, Narcan, and emergency evacuation classes.
- 20 Suspension appeal meetings took place. 17 of the individuals were allowed to return to our facilities, and the remaining three were provided with benchmarks that will allow their safe return.
- Security staff responded to four medical emergencies and provided patrons with assistance. All patrons recovered.
- New employee orientation procedures and training packets were created, and Security worked with HR to update our onboarding process to include information from Safety and Security.
- We continued work on multiple components of our Emergency Operations Plan, with the intent of completing the Emergency Operations Reference Guides by the end of this year.
- A donation of hundreds of face shields was made to the District. These face shields are being handed out at programs, educational classes, and entrances to District facilities to any patron that wants them in whatever quantity they request. Additionally, hand sanitizer was donated and is also being given away to community members.

Southeast Region



Greeters Desk- East Library

Security Officer Ilesha Thomas assists by working the Greeters Desk. She is available to patrons who need directions or to answer questions they may have regarding library programs or displays. She is also able to provide patrons reminders about our face mask policy. She is happy to provide a mask to those who may have forgotten to bring their own.

Ensuring a Safe Environment – Sand Creek



Security Officer Joseph Hursts helping to maintain a safe environment for staff and patrons. Joseph is cleaning a self-check machine, so it is ready for the next patron to use.

Shelving Library Materials – Sand Creek



Security Officer Christopher Sonnenberg is shelving materials during his off-desk time. Security officers play an important role in everyday function of the library by shelving books, returning materials, and helping patrons at the greeters of public service desk.

AED Maintenance



Security Officer Rachel Ghramm conducts inspection of the Automated External Defibrillator (AED) at the Ruth Holley Library. Regular inspections help to ensure that the equipment is ready, should it be needed to save a life.

North Region

- New Security Officer Kurt Thompson, based at Library 21c, has started his orientation tour of the North Region, meeting with Branch Managers, Supervisors, and staff from each library. Kurt has also started to develop Circulation skills so that he is a more valuable team member within Security and has the ability to assist patrons with materials checkout. Kurt brings valuable experience from his time working Security at the Broadmoor Hotel.



- Over the previous several weeks, the North Region Security team has been called upon to assist other regions with Security staffing. We have been able to answer the call each time by providing assistance to the Southeast Region and West Region on multiple dates and times. We are lucky to have such a great team in the North Region, as we are the smallest Security team, but we have the ability to go anywhere and do anything due to the cross training that takes place. Additionally, North Region Security is assigned to the Greeter Desk for two hours each day and completely takes over curbside duties on Friday afternoons.
- Board President Wayne Vanderschuere was a Library 21c curbside patron when Security was performing the curbside duties. Thanks, Wayne, for the words of encouragement!!

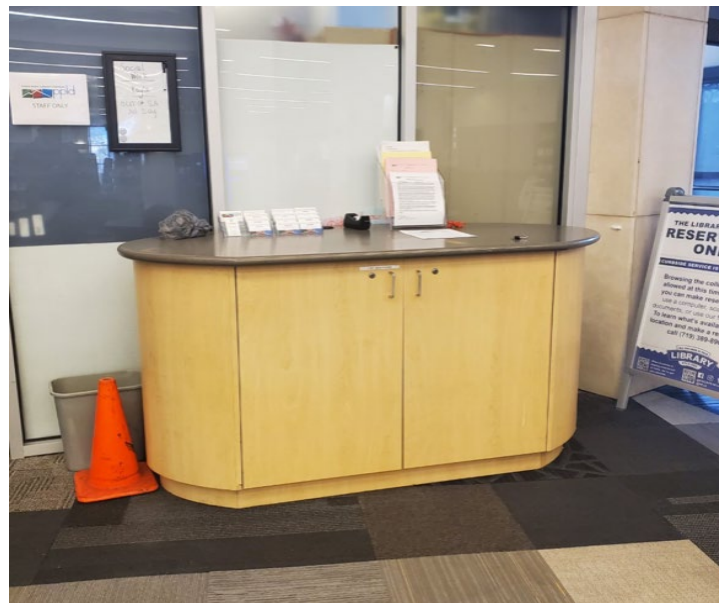


West Region

- Placed a storage bin over at Old Colorado to help keep it from getting too cluttered with patron items.



- Repurposed a piece of furniture from another location to create a cabinet for lost-and-found items in the West Region.



- Helped unload 39 boxes of hand sanitizer that were donated to the District



- At Old Colorado City, we were having issue with transients sleeping behind the facility. We put up a chain with a No Trespassing sign across the steps to help alleviate this problem.



Social Work

Activities for April 2021 – Kayla Rockhold

- Biweekly Security appeal meetings
- Networking/collaboration meetings with: El Paso County Public Health (vaccine info/POD); Elissa Hardy (DPL); Bennie & Brian (MLIS student & professor from Southern CT - Library Social Work interview); Alex (9Health – vaccine clinics)
- Internal meeting/collaboration with: Abby (vaccine info training/POD/grant app); Debbie V., Michael D., Shirley (Urban Experience); CH staff meeting; Alicia & Tiffany (POD apps)
- 112 separate patron meetings, serving 66 individuals; 47 of which were new clients
- Homeless Services Committee meeting
- Fifth Friday Wellness training (West Region)
- Weekly CE meetings
- Security Staff meeting
- Open hours - 8 hrs/month at PE, 4 hrs/month at SA, and 4 hrs/month at RU
- UCCS BSW student intern placement confirmed for fall semester (Bridget Roberts)

“Accomplishments”

- Provided 37 bus passes for patrons to access job, housing, medical appointments, and DHS
- Completed COVID vaccine POD Equity Clinic applications for RU, SA, FO (with Shirley and Abby) and PE, CH (with Alicia and Tiffany)
- Restarted Fifth Friday Wellness trainings for West Region (April 30)
- Successfully verified 6 patrons through ID.me for unemployment benefits
- Restarted quarterly Homeless Services Committee meetings (April 28)
- Family (homeless for 6 mos) came in to report they found an apartment and will move in with help from Family Promise’s RRH program
- Patron successfully obtained assistance for roof repair
- More than doubled the number of patron interactions from last month (likely due to increased visibility using table by front entrance regularly)

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

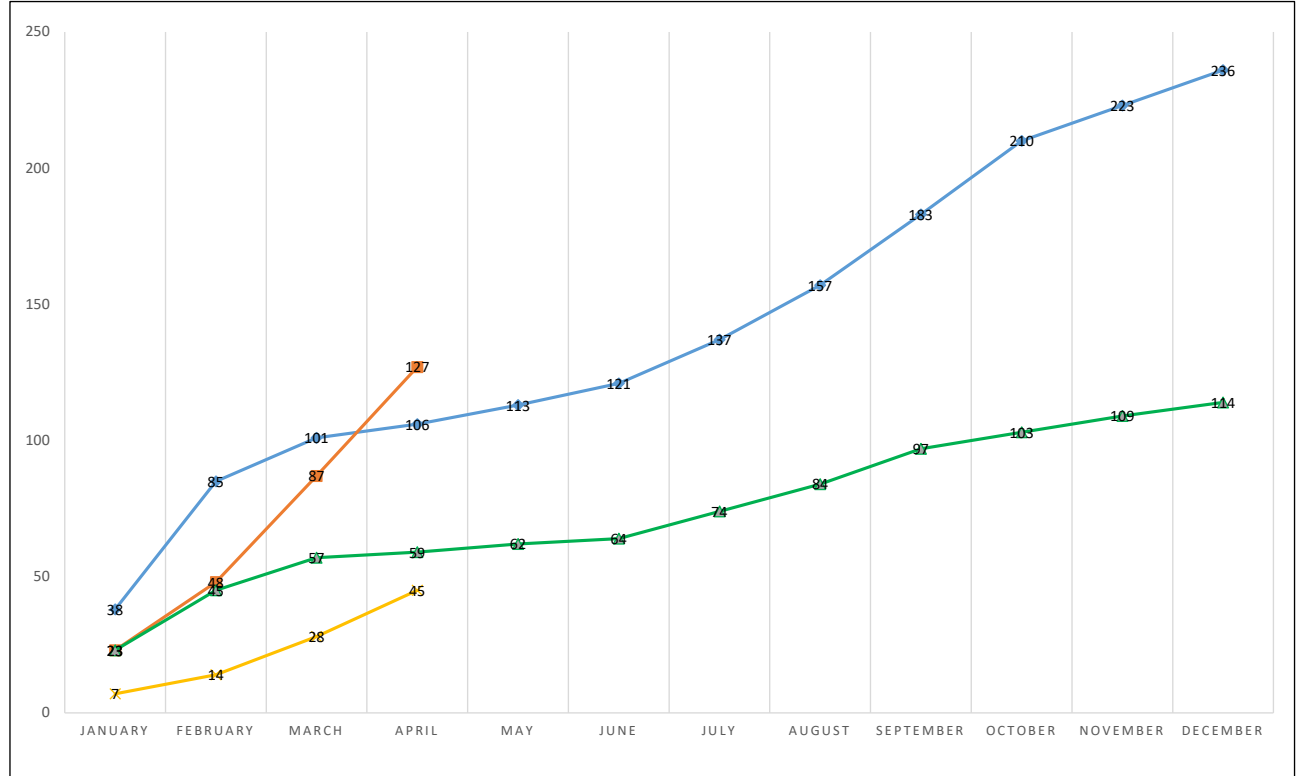
JANUARY	23
FEBRUARY	25
MARCH	39
APRIL	-
MAY	-
JUNE	-
JULY	-
AUGUST	-
SEPTEMBER	-
OCTOBER	-
NOVEMBER	-
DECEMBER	-

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	-
MAY	-
JUNE	-
JULY	-
AUGUST	-
SEPTEMBER	-
OCTOBER	-
NOVEMBER	-
DECEMBER	-

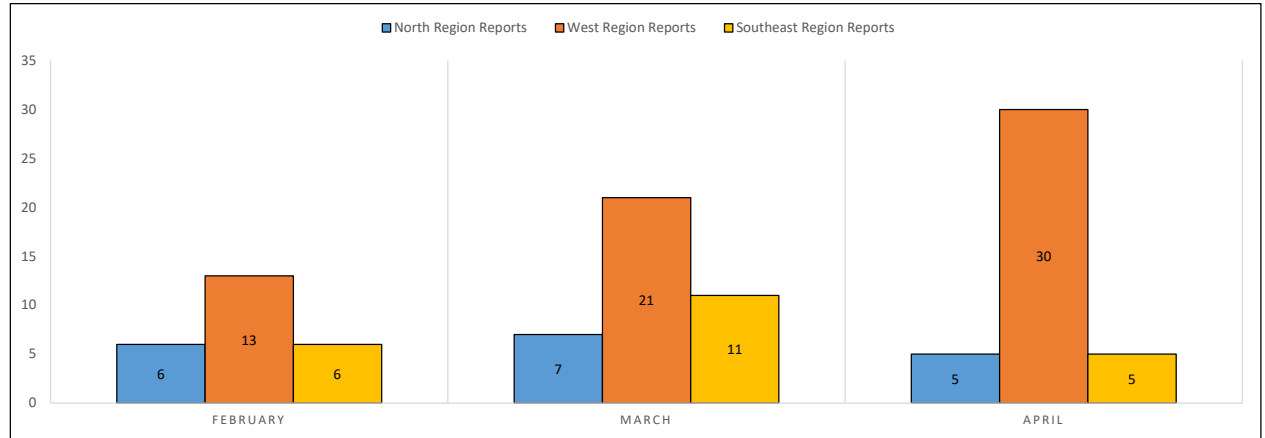


Reports - Regional Monthly Comparison

North Region	
FEBRUARY	6
MARCH	7
APRIL	5

West Region	
FEBRUARY	13
MARCH	21
APRIL	30

Southeast Region	
FEBRUARY	6
MARCH	11
APRIL	5



Suspensions - Regional Monthly Comparison

North Region	
FEBRUARY	1
MARCH	2
APRIL	2

West Region	
FEBRUARY	5
MARCH	10
APRIL	12

Southeast Region	
FEBRUARY	1
MARCH	2
APRIL	3

