

PENROSE LIBRARY – COLUMBINE ROOM A

VIRTUAL MEETING (ZOOM)

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

Meeting ID: 883 8779 8379

Passcode: 730852

REGULAR MEETING OF THE BOARD OF TRUSTEES

- I. CALL TO ORDER
- II. ITEMS TOO LATE FOR THE AGENDA
- III. CORRESPONDENCE AND PRESENTATIONS
  - A. Correspondence
  - B. Presentations
    1. Staff Promotions and New Hires
      - a. Randy Green, Chief Financial Officer (T. Shainidze Krebs),
      - b. Tammy Sayles, Interim Chief Public Services Officer and Deputy Chief Librarian (T. Shainidze Krebs),
      - c. Christine Layton, Interim Director of Adult Education, (T. Sayles)
      - d. Travis Keeton, Facilities Project Manager (G. Syling)
    2. Topline Voter Poll results (A. Muir)
- IV. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- V. BUSINESS ITEMS
  - A. Decision 22-4-1: Minutes of the March 16, 2022 Meeting (p. 3)
  - B. Consent Items  
*Consent items shall be acted upon as a whole unless a specific item is called for discussion.  
Any item called for discussion shall be acted upon separately as "New Business".*
  - C. Unfinished Business
  - D. New Business
    1. Decision 22-4-2: Solicitation Policy (M. Ray) (p. 7)
    2. Decision 22-4-3: Switch and Uninterruptable Power Supply Purchase Revision (R. Peters) (p. 10)
    3. Decision 22-4-4 PPLD Vision, Mission, and Values (p. 11)
    4. Discussion: Board of Trustees group photo
- VI. REPORTS
  - A. Friends of the Pikes Peak Library District Report (R. Jordan) (p. 12)
  - B. Pikes Peak Library District Foundation Report (L. James) (p. 13)
  - C. Financial Report (R. Green)
  - D. Public Services Report (T. Sayles) (p. 14)
  - E. Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report (p. 33)
  - F. Interim Chief Librarian's Report (T. Shainidze Krebs)
  - G. Board Reports
    1. Governance Committee Report
    2. Internal Affairs Committee Report
    3. Public Affairs Committee Report
    4. Board President's Report

VII. ADJOURNMENT

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

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES  
March 16, 2022 4 pm

PENROSE LIBRARY – COLUMBINE ROOM A

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

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

Meeting ID: 883 8779 8379

Passcode: 730852

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

Chief Librarian and CEO John Spears, Director of Family and Children's Services Melody Alvarez, Family & Children's Services Technician Shelby Bozlee, Chief Safety, Social Services and Security Officer Michael Brantner, Director of Creative Services Becca Cruz, West Regional Director Michael Doherty, Senior Librarian Joy Fleishhacker, Executive Assistant Laura Foster, Senior Librarian Christa Funke, Controller Randy Green, Chief Development Officer and Foundation Executive Officer Lance James, Friends of the Pikes Peak Library District Board of Directors President Rita Jordan, Chief Human Resources and Organizational Development Officer Heather Laslie, Cheyenne Mountain Library Manager Tiffany Paisley, Chief Information Technology Officer Rich Peters, Chief Communications Officer Michelle Ray, Library Supervisor Marion Robert, Director of Adult Education Tammy Sayles, Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs, Southeast Regional Director Abby Simpson, Chief Facilities Management Officer Gary Syling, Internal Communications Specialist Jeremiah Walter; County Commissioner Carrie Geitner, City Councilmember Randy Helms, Dawn Bergacker, Judith Chandler, Rob Danin, Beth Fisher, Cathie Flâneuse, James Fradelle, Natalie Johnson, Richard L., Beth Lieberman, Deanna Miller, Rick Miller, Marcy Morrison, Christy S., Carl Schueler, Julie Wolfe

Members absent: Trustee Erin Bents, Trustee Debbie English

Trustee Mina Liebert arrived at 5:00 p.m.

### REGULAR MEETING OF THE BOARD OF TRUSTEES

#### CALL TO ORDER

President Dr. Ned Stoll called the March 16, 2022 regular meeting of the Pikes Peak Library District board of Trustees to order at 4:04 p.m.

#### ITEMS TOO LATE FOR THE AGENDA

There were no items too late for the agenda.

#### PUBLIC COMMENT

Richard Miller shared his concern about the potential for censorship within PPLD and encouraged the Board to uphold intellectual freedom. Mr. Miller stated the need for differences of opinion to be discussed, not silenced.

Carl Schuler, a longtime resident of El Paso County, thanked the Board for volunteering. His family have been regular library patrons and he stressed the importance of having materials available that give patrons the opportunity to choose what is appropriate for their interests and learning.

Beth Fisher shared her concern about the time it takes for books on hold to be available. She stated that charging late fees is an incentive for people to return their borrowed items and suggested that PPLD reinstate charging late fees.

#### BUSINESS ITEMS

**Decision 22-3-1:** Minutes of the February 16, 2022 Meeting

The minutes from the February 16, 2022 meeting were included in the Board packet.

**Motion:** Scott Taylor made a motion to approve the minutes of the February 16, 2022 regular meeting of the Pikes Peak Library District Board of Trustees as presented.

**Second:** Aaron Salt seconded the motion.

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

**Consent Items**

No consent items were presented.

**Unfinished Business**

There was no unfinished business.

**New Business**

**Decision 22-3-2:** Collection Development Policy

Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs indicated that the minor changes to the policy make the language more concise.

**Motion:** Dora Gonzales made a motion to approve the Collection Development Policy as presented.

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

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

**Decision 22-3-3:** Meeting and Study Room Policy

Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs explained that the changes to this policy were adding additional meeting and study room spaces to the procedures. Ms. Shainidze Krebs shared that all policies are reviewed periodically to ensure that policies are kept up to date.

**Motion:** Aaron Salt made a motion to approve the Meeting and Study Room Policy as presented.

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

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

**Decision 22-3-4:** Filming, Photography, and Recording Policy

Chief Librarian and CEO John Spears explained that the updates to this policy make the language more concise. It has also been amended to state that PPLD reserves the right to charge anyone interested in commercial photography due to the potential need for additional security and facilities support.

**Motion:** Scott Taylor made a motion to approve the Filming, Photography, and Recording Policy as presented.

**Second:** Aaron Salt seconded the motion.

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

**EXECUTIVE SESSION**

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

**Motion:** Scott Taylor made a motion to move into Executive Session at 4:23 p.m. to discuss personnel matters related to the appointment of the Interim Chief Librarian and CEO as authorized by C.R.S. § 24-6-402(4)(f)

**Second:** Dora Gonzales seconded the motion.

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

President Dr. Ned Stoll called for a motion to adjourn Executive Session and reconvene in Open Session.

**Motion:** Aaron Salt made a motion to adjourn Executive Session at 4:46 p.m. and reconvene in Open Session.

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

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

## **BUSINESS ITEMS** continued

### **New Business** continued

#### **Decision 22-3-5:** Appointment of the Interim Chief Librarian and CEO

President Dr. Ned Stoll called for a motion to appoint Teona Shainidze Krebs as the Interim Chief Librarian and CEO.

**Motion:** Scott Taylor made a motion to appoint Teona Shainidze Krebs as the Interim Chief Librarian and CEO at an annual salary of \$155,000 effective April 2, 2022.

**Second:** Dora Gonzales seconded the motion.

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

## **REPORTS**

### **Friends of the Pikes Peak Library District Report**

The Friends of the Pikes Peak Library District Report was included in the Board packet. Friends of the Pikes Peak Library District Board of Directors President Rita Jordan presented a gift to Chief Librarian and CEO John Spears and thanked him for his work for the Pikes Peak Library District.

### **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 Director Lance James shared that in addition to his written report, a \$13,000 grant has been awarded by the Can'd Aid (Ball Foundation) for the PPLD recycling program.

### **Financial Report**

Controller Randy Green shared that PPLD has received the February tax transfer of approximately \$2 million.

### **Public Services Report**

The Public Services Report was included in the Board packet. Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs relayed a story of a student who worked with Deya Rohe, Career Navigator in Adult Education. The student asked for help completing an application and Deya worked with her to enroll in a program that would pay her during training and the student has since found employment.

Trustee Scott Taylor shared his appreciation for All Pikes Peak Reads. Trustee Aaron Salt recognized a picture taken at The Classical Academy of a Family and Children's Services program.

**Support Services Reports:** Communications Report, Facilities Report, Human Resources Report, Information Technology Report

The Support Services reports were included in the Board packet.

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

Chief Librarian and CEO John Spears expressed that while he will miss being a part of the Pikes Peak Library District, he is looking forward to what PPLD will accomplish in the future. He thanked the Board of Trustees for their service and for advocating for what is best for Library staff.

### **Board Reports**

#### **Governance Committee Report**

Governance Committee Chair Dora Gonzales reported that the Committee met on March 1, 2022. The appointment of and compensation to Teona Shainidze Krebs as the Interim Chief Librarian was discussed. Consensus of the committee was reached regarding the use of PPLD email addresses to Board members.

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

Internal Affairs Committee member Aaron Salt reported that the Committee met on March 1, 2022. The discussion consisted of the policies approved earlier in today's meeting as well as the need for PPLD email addresses for Board members.

#### **Public Affairs Committee Report**

The Public Affairs Committee did not meet in March 2022. The meeting time was used for the Board of Trustees and Leadership Team's Mission, Vision, and Values statement exercise.

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

President Dr. Stoll welcomed Teona Shainidze Krebs to the Interim Chief Librarian and CEO role and is excited to see what PPLD will accomplish moving forward. President Stoll also thanked Chief Librarian and CEO John Spears for his leadership at PPLD> – lots going on – John leaving but excited to have Teona in the interim role.

Scott Taylor reported that he attended the meeting in Calhan at which the National Library week Proclamation was read.

### **ADJOURNMENT**

There being no further business to conduct, President Dr. Stoll adjourned the March 16, 2022 meeting of the Board of Trustees at 5:01 p.m.

The Board of Trustees and Leadership Team remained to complete the Mission, Vision, Values exercise, adjourning at 7:10 p.m.

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

**Pikes Peak Library District**  
**April 20, 2022**

### **Solicitation Policy Update**

Pikes Peak Library District's *Solicitation Policy* outlines allowed uses of our Library facilities and properties. The *Solicitation Policy* covers permissible activities for onsite solicitation as well as promotion and display of community materials.

Pikes Peak Library District reviews policies annually. Updates to the *Solicitation Policy* include some minor revisions to the Procedures section; no changes to the Board Policy.



## Solicitation Policy

### BOARD POLICY

Pikes Peak Library District (PPLD) has authority to make reasonable rules that are universally applicable and content-neutral regarding the allowed uses of our library facilities and property. Public library facilities and grounds are defined as limited public forums subject to reasonable time, place, and manner restrictions. Sidewalks around our libraries are traditional public forums, defined as places held in trust of the public to use for free speech and other activities protected by the First Amendment.

### PROCEDURES

#### I. Allowed Activities for On-site Solicitation

PPLD allows:

- A. The circulation of petitions and electioneering outside of library facilities only.
- B. Voter registration is allowed inside of library facilities.
- C. Activities of nonprofit organizations including sales, surveys, and distribution of information, with prior approval of PPLD.
- D. Media and public awareness events with prior approval of PPLD.

The following apply to all such activities:

- A. Persons may stand on library property as long as they do not block entrances and exits, interfere with, or harass patrons seeking to use the library.
- B. Petitioners must obtain a license from the Secretary of State and display an appropriate identification badge.
- C. Unmanned posters, banners, yard signs and other outdoor displays shall not be posted or left anywhere on Library District property.
- D. No unauthorized solicitation of funds or sales of goods and services are allowed.
- E. Individuals and groups can reserve and utilize available meeting rooms at library facilities, as long as they adhere to PPLD's [Meeting and Study Room Policy](#).



- F. Solicitors must secure a letter of authorization from the Communications Office and/or Foundation Office for all activities, with the exception of petitioning. A copy of each letter will be provided to the solicitor, as well as PPLD Security, the Library Manager and staff, and the Communications staff.

## II. Promotion and Display of Materials

Programs hosted by members of the community are not sponsored or promoted by PPLD, nor does PPLD provide marketing assistance ~~or promote these programs~~. Brochures and flyers about library events and programs, as well as community events and programs, are displayed in community literature racks and on bulletin boards. These displays are intended for programs that are free to the public or sponsored by nonprofit organizations. When deciding what to post in each library, PPLD-sponsored activities are always given priority, followed by local activities and events of interest. ~~when deciding what to post in each library.~~

- A. The Library Manager or Supervisor must approve all postings not produced by PPLD or previously approved by the Communications Office.
- B. Community postings are subject to approval by PPLD based upon the availability of space, the size of the posting, and the applicability to their local community.
- C. Duration of a posting may be limited in time as determined by the Library Manager or Supervisor. Postings are never for an indefinite time and may be removed at the discretion of the Library Manager or Supervisor.
- D. Commercial or personal services, social events, goods, or merchandise will not be advertised.
- E. Each community literature display and/or bulletin board will contain a sign stating: "Literature on display here does not imply endorsement by Pikes Peak Library District."
- F. The Communications Office distributes community literature to all library facilities. Each library is responsible for its own displays.

Questions and solicitor inquiries should be directed to PPLD's [Communications Office](#).

**Pikes Peak Library District  
April 20, 2022  
Board of Trustee Meeting**

**Switch and Uninterruptable Power Supply (UPS) Purchase Revision**

**Background**

The Board of Trustees approved at the February 16 meeting the Information Technology (IT) Department acquiring 22 switches and 10 UPS devices to maintain a 5-year life-cycle sustainment plan for the 104 switches and 50 UPS devices supporting the District. The equipment requiring replacement are end of life. The Federal E-Rate program will pay for 80% of this cost with the District paying 20%. The vendor selected for this acquisition indicates that supply chain issues have impacted the delivery of UPS equipment resulting in switching to a different model.

**Fiscal Impact**

The IT staff estimated replacement cost at \$300,000 and budgeted \$60,000 in the Capital Budget for the District's 20% cost share with E-Rate paying the remaining \$240,000. The UPS resulted in an overall increase of \$2,496 added to the \$297,782 that was originally bid for a total of \$300,278.

**Acquisition Strategy**

Request for Proposal (RFP) released in accordance with District Financial Guidelines and E-Rate program guidelines on November 16, 2021, and closed December 17, 2021.

The E-Rate program will allow the model change, but not account for reimbursement associated with the \$2,496 price difference. The District is responsible for this amount without reimbursement. There is sufficient funds in IT management reserve to cover this increase.

**Schedule:** Installation will remain on schedule for July to September 2022 with this UPS model change.

**Recommendation**

Board of Trustees approve UPS model change and subsequent cost increase.



(719) 531-6333

ppld.org

P.O. Box 1579

Colorado Springs, CO 80901

**Our Vision:** Access to resources and opportunities leads to thriving people and connected communities.

**Our Mission Statement:** Cultivate spaces for belonging, personal growth, and strong communities.

### **PPLD Values**

**Access** – we ensure all people feel safe to connect with services, resources, and experiences.

**Service** – we remove barriers to provide access for all to pursue their interests, needs, and goals.

**Freedom** – we ensure the right of community members to interact with and experience library services as they choose.

**Accountability** – we responsibly steward resources with integrity and transparent practices.

**Creativity** – we foster imagination and resolve problems in new ways.

**Community** – we bring people together.

## FRIENDS of the PPLD March 2022 Report

The focus of the BOD for March was membership and the design of a brochure to attract and inform folks about the value of being a Friends member.

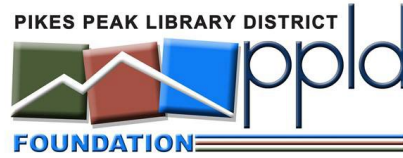
<b>Sales for March</b>	(Gross)	
	Amazon	\$1,622
	eBay	\$2,200
	Facebook	0
	Web storefront	0
	East Bookstore	\$4,145
	Library 21C	\$1,538
	Penrose	\$476
	Spring Booksale	\$12,013
<b>TOTAL SALES</b>		<b>\$21,994</b>

Spring Big Book Sale recap:

- Gross sales of \$12,013. Sales tax payable will be \$900, Square fees \$238. Rough net sales \$10,952.
- Additional donations of \$181 from 157 customers who said ‘yes’ when asked if they would like to “round up” to the next dollar as a donation (average amount, \$1.57)
- Additional \$77 from sale of remainders (approx. 4 gaylord bins) to a service who picked up the books the following day. No cost to haul away remainders. (Interesting fact: at 2c per pound, \$77 equates to 3,850 pounds of books left over!)
- 10,482 physical items sold on Friday and Saturday. 363 \$5 bags sold on Sunday.
- Volunteer hours totaled 468 with 78 volunteers (36 of whom were new to Friends)

Several years ago, a donation was made to Friends of the original architectural plans for Universal Studios Island of Adventure – Spiderman feature. They have been languishing in the workroom under several large question marks (Was it a legitimate donation? Did the donor have the right to donate them? Can we sell them? Etc. etc.) Thanks to Director Bev Diehl’s research and diligence, the plans are being returned to Universal Studios for their archives, and we have been promised a set of passes to Universal Studios Orlando, which we can sell as a fundraiser!

Rita Jordan, President  
Friends of the Pikes Peak Library District



## REPORT

Received 428 gifts totaling \$22,165 to kick-off 2022 Library Giving Day campaign

Received \$275,681 grant (and first \$111,078 installment) from the Colorado Springs Health Foundation Main Funding Opportunity for three-year period (2022-2024) for peer navigator proof of concept

Received \$20,648 from the Colorado Department of Education for AEFLA program (2021-22)

Received \$15,000 gift from the Friends of the Pikes Peak Library District

Received \$17,756 from the Colorado Department of Education for Integrated English Language and Civics Engagement (IELCE) English as a Second Language program support (2021-22)

Received \$13,000 grant from the Can'd Aid (Ball Foundation) for PPLD recycling equipment, supplies, consulting, and training

Received \$10,000 from the El Pomar Foundation (3<sup>rd</sup> installment) for the Rob Hilbert Nonprofit Resource Center

Submitted Woodmen Valley Sertoma Fund of the Pikes Peak Community Foundation grant report

Attended inaugural National Library Fundraisers Network meeting (virtually)

Attended Colorado Springs City Council Meeting for National Library Week proclamation and John Spears' service recognition

Attended El Paso County Commissioners meeting for National Library Week proclamation

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

Attended PPLD Board of Trustees and Leadership Team visioning sessions

Attended monthly Friends of PPLD board meeting

## Public Services Report March 2022

### Community Engagement

Becca Philipsen led another state-wide meeting of the Summer Reading Interest Group, with 10 other library staff from around the state attending.

Mikaela Fortune attended the Youth Suicide Prevention (YSP) meeting on March 15 and shared PPLD's resources available on mental health and suicide. Mikaela also met with the YSP's ad hoc committee to begin drafting the group's mission and vision statements.

Mikaela Fortune met with the Pikes Peak Safe at Schools coalition on Monday, March 28.

Mikaela Fortune met with the Inside Out Youth Services Policy Advocacy Committee on March 18. This committee meets monthly to discuss a variety of topics around creating safe spaces in schools for LGBTQ+ youth and actionable steps to advocate for these spaces. Mikaela volunteered to be notetaker for further meetings.

Danielle Seltenright attended Harrison High School's PantherCon, which was a student run and organized Anime celebration event.

Heidi Pritchard, Senior Library Associate in Collection Management, has worked with the Zebulon Pike Chapter, Daughters of the American Revolution to process their memorial and gift donations to the collection for 28 years. In March, the group recognized Heidi at their meeting.

### Compliments

We had 232 chats through LibChat, our online chat reference. Patrons have the option to rate their chat experience and provide comments. Ratings this month were: 36 – Excellent, 5 – Good. Comments included:

- *Very Helpful and Everyone is always so nice! Thank you!* – Melissa Schloesser, Library 21C
- *she/he/they did a good job and responded verry fast* – Meagan Huber, Adult Services
- *PPLD is amazing and I am so very grateful for all the amazing resources!!! and Great experience. Patient, friendly, informative. Very proactive customer service. Really appreciate* – Lacey Palmrose, Penrose Library
- *Thank you so much for having a variety of audiobooks and for the fun reading program!* – Cathy Wood, Library 21C
- *Very kind and direct.* – Joe Paisley, Adult Services
- *thank you for your help and i will b able to find more info on my new location..thank you* – Tess Warren, Ruth Holley
- *the librarian was nice and put up with my many big spelling errors one thing you could do to improve it is spell cheek* – Chris Sonnenberg, Southeast Region
- *Patrick was very helpful.* – Patrick Mundt, Library 21C

Well done Matt Kaip (RU), Gigi Holman (RU), Amber Cox (OL), Annie Spencer (OL), Kim Cox (HI) and Liz Willhoff (HI) for getting your volunteer position descriptions done on time!

Karen Goates (Human Resources) has been so flexible while working with Young Adult Services staff on getting a new system in place for teen volunteers for Summer Adventure! June McGinn, Dan Collins, Britt Bloom, and Joanna Nelson Rendón – thank you all so much for your help with the teen art contest ceremony! We had a great turnout with a lot of compliments, and you all made such a difference in its success!

Shoutout to Meagan Huber for all your work with the 18+ DnD program that will be starting in Block 2 for many locations. Your hard work and flexibility with scheduling multiple interviews and organizing DM volunteer applicants is not going unnoticed! It is a pleasure working with you!

Major props to Becca Philipsen for coordinating the Teen Art Contest! This is the first year PPLD hosted an in-person ceremony for the contest since 2019 and Becca did a wonderful job with everything.

A patron expressed her appreciation for PPLD's OverDrive collection: *I would like to thank your department for its excellent (to my mind) curation of PPLD's OverDrive collection. PPLD's Libby is my go-to for the books I want to read and listen to.*

### **North Region** **Community**

Liz Willhoff (Library Manager-HI/CA) reached out to Grace Community Chapel in Falcon to see how the library could support them. Liz was connected with the Children's Program Director and was able to provide her some information regarding databases for the foster families, as well as connecting her with Lisa Ward (Library Manager-MLS) for an upcoming truck event.



Thanks to the work of Meredith Moore (Sr Library Associate- MO/PA) and Brian Matthews (Sr. Library Associate-Adult Services) the Celtic band Skeah Dubh played at Palmer Lake. The community loved listening to the band and Adult Services is working on getting more bands to play during the summer on the Village Green outside Palmer Lake

### **Resources**

High school student Rachel collaborated with Studio 21c staff to record a reenactment of the women's suffrage movement for her school's Regional National History Day. Rachel's recorded performance resulted in a \$3,000 college scholarship and her gratitude to the helpful staff of Studio 21c. Rachel is headed to the State competition in Denver at the end of April and hopes to proceed to Nationals from there. Rachel's mother Sandra told staff, "Having the Library Studio resource with such patient and knowledgeable staff to show us how to use the Studio really makes this so much fun and rewarding."

### **Innovation/Creativity**

Andrea Keiter (Supervisor-CA) has been in correspondence with Rebecca Philipsen (Senior Librarian-Young Adult Services) and Joanna Rendón (Director of Young Adult Services-YAS) to order a new game console and games, The Nintendo Switch, for the Calhan Library to introduce Teen Game Nights in April or May. Teen Game Nights will give young adults the opportunity to relax and have fun after school with board games, video games, crafts, and movies with snacks and drinks available.

## Service

After being closed for the last eighteen months Palmer Lake reopened on March 2<sup>nd</sup>! The library is open Wednesday, Thursday, and Friday from 10-6. Denise Abbott (Director Public Relations & Marketing-Communications), Teona Shainidze-Krebs (Interim Chief Librarian & CEO), and Jean Carrier (Library Manager-MO/PA) were interviewed for a Tribune news article about the reopening ([https://gazette.com/thetribune/palmer-lake-library-reopens-after-19-month-closure-ada-compliant-ramp-now-complete/article\\_b1af0aa8-a1ac-11ec-b781-37e202653357.html](https://gazette.com/thetribune/palmer-lake-library-reopens-after-19-month-closure-ada-compliant-ramp-now-complete/article_b1af0aa8-a1ac-11ec-b781-37e202653357.html))

Rockrimmon Library was on the front page of The Gazette on Thursday, March 24, 2022, for our Spring Break: Zoomobile program for ages 5-12.

## Internal/Staff

Rockrimmon Library will be welcoming three new 24 hours Library Assistants to our staff. These will be replacing the three staff who have retired in the last few months. All of these employees will be starting in early April. This will allow the branch to return to normal Saturday hours as well as reduce the daily workload on existing staff. A big thanks to all of the wonderful Rockrimmon staff who really stepped up and kept the branch going despite Rockrimmon Library being short 72 hours each week while hiring.



## Accountability

Mae Lage (Library Assistant-MO) used old t-shirts to make bags for patrons to use for books or curbside check-outs. She is a member of the Green Team and wanted to do something to offset the use of plastic and paper bags.

## Southeast Region Community





Sand Creek opened its doors on a snowy Sunday to host a Mobile Vaccine Clinic providing free COVID-19 shots to the community. This event was put together to specifically reach the monolingual Spanish speaking community. Over 100 people came in for the clinic and our door count was well over 200.

### Resources

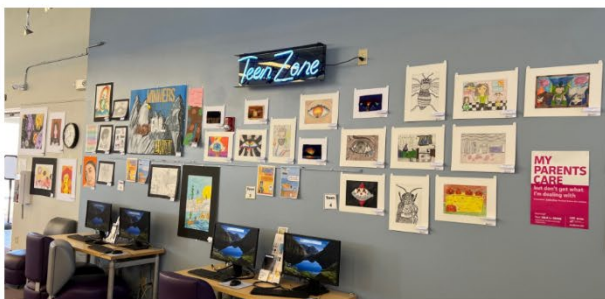
Southeast Regional Floater, Janis Moore, had a rewarding interaction with a patron looking for a particular book. He shared that he had read it in prison, and it had helped him. It was great to see him visit the library and walk out with that meaningful book.

### Innovation/Creativity

At a Lightning Lesson at Keller Elementary, East Librarian Inti Dewey found himself with 15-20 minutes of extra time with a first-grade class. He was able to share a story he had memorized from New Mexico and integrate it with the dots art program. The teacher was very grateful that he could combine oral storytelling with everything else that PPLD offered that day.

### Service

Fountain Library is hosting art from School district 8 students in the month of April. The art was put up at the end of March and the students included in the show are potential winners of scholarship money from Air Force Credit Union.



### Internal/Staff

After nearly 40 years, Stacy Smith, East Library Associate in Family & Children's Services will retire on May 1. We are planning to celebrate her career and contributions to our community on Friday, April 29 at 8:30am at the East Library.



Tess Warren and Terry Ford, both supervisors in the Southeast region have been collaborating to update and revamp the Southeast Circ Week for new employees. They provided guidelines and parameters to the circulation trainers and helped them create dynamic training for new employees in the Southeast region.

**Accountability**

The East Library filled 14,566 hold requests for our patrons. Volunteer contributed 165.25 hours in March to pulling holds items.

**West Region**

**Community**



Lisa Ward (Mobile Library Services Manager) and Alicia Gomori (Library Manager 3 – Penrose) collaborated in bringing Pikes Peak Library District’s St. Patrick’s Day

Parade entry together, with staff from the District. A mainstay in PPLD presence in downtown parades, the “book cart drill team” dazzled parade-goers with their intricate choreography.

**Resources**

Penrose Library Manager, Alicia Gomori, and branch Family and Children’s Services staff are excited to be building the foundation for the Family Place designation this year. Recently, resources have been moved toward investigating how the physical space in the Penrose Children’s area can be best utilized to support this new offering, as well as the organization of programmatic toys, brochures, and signage. They hope to offer a play group/workshop in mid-September.

The Manitou Springs Library and Manitou Art Center celebrated the opening of the library at the MAC on March 5th. A year ago, the two organizations launched their collocation partnership, which continues to draw increased support from the community. This support is seen in circulation and program attendance numbers, as well as over 500 memberships for the art center which puts it in place as the largest maker space in Colorado.



<< *Polynesian dance, a program designed by Adult Services, brought a crowd into the MAC's Hagnauer Gallery. This is one of the two cultural significant programs in this series, which also included Celtic Steps.*

Matt McNulty (Librarian – Penrose Library Adult Services), Alison Kelly (Senior Library Associate – Penrose Library Adult

Services), and Felisha Port (Senior Library Associate – Penrose Library Adult Services) hosted Penrose's first in-person movie program in over 2 years. They had eighteen people join at various times during their marathon of three pirate themed movies. Patrons were excited to be back in-person with library staff and other patrons to enjoy snacks and movies. They even had a group of older adults come in with their packed lunches to watch *Pirates of the Caribbean*. This was a great community connection opportunity for our patrons. A valuable resource that is vital to our library patrons.

### **Innovation/Creativity**



Old Colorado City Library hosted an after-hours Celtic acoustic band on Friday, March 3rd. in the library's reading area. The event proved to be a lyrical success as the building pushed capacity at 62 patrons who enjoyed the music. The building's high ceilings and wood floor carried the ensemble's sound well. As patrons left, they made suggestions to host other musical events in the space in the same way.

### **Service**

The Mobile Library Services first stop at the Western Museum of Mining and Industry, a collaboration with Monument Library, occurred on March 14th.

### **Internal/Staff**

The West Region Managers and Library Supervisors collaborated under the lead of project manager Tiffany Paisley (Library Manager 2 - Cheyenne Mountain Library) and Michael Asmar (Library Supervisor – Penrose Library) and completed a long-term endeavor of publishing an up-to-date Person-In-Charge resource on the West Region intranet page. This is one of a handful of collaborative projects currently underway among the West Region leadership.

## **Adult Education**

### **Community**

On March 10, 2022, Tammy Sayles (Director- PE/Adult Ed) and Christine Layton (Manager- PE/Adult Ed) presented on PPLD Adult Education programs at Chinook Trail Middle School (district 20) ESL Parent Night to 19 families for 1 hour.

On March 28, 2022, Christine Layton (Manager- PE/Adult Ed), Sarah Hetzel (Instructor- PE/Adult Ed), Andrew Goter (Instructor- PE/Adult Ed), Urszula Ciara (Admin Assistant- PE/Adult Ed), Deyanira Rohe (Career Navigator- PE/Adult Ed), Benjamin Kegley (Library Instructional Designer- PE/Adult Ed) and Lauren Fellers (Senior Librarian- PE/Creative Services) visited the new Pikes Peak Workforce Center for a tour and idea-sharing session to refresh our partnerships (2 hours).

### **Resources**

Christine Layton (Manager- PE/Adult Ed) accepted three new adult education volunteers to facilitate Write English group, Path to Citizenship group, and beginner ESL tutoring. One adult education Speak English group volunteer moved out of state and was immediately offered a position as a full-time ESL teacher. Volunteer and group pictured below.

Benjamin Kegley (Library Instructional Designer- PE/Adult Ed) received 15 laptops purchased with IMLS grant funds for Northstar Digital Literacy Labs. Benjamin is distributing computers to Calhan, High Prairie, Fountain and Monument.

### **Innovation/Creativity**

On March 18, a student in Sarah Hetzel's (Instructor- PE/Adult Ed) high school equivalency class achieved her goal of earning GED scores that are high enough to count as college credit (GED College Ready + Credit) and will continue from PPLD GED-prep class into college classes.

### **Service**

3 students completed their GED. 1 student exited ESL class with level 6+ scores in listening and reading. 52 students attended 20 Northstar Digital Literacy classes.

### **Internal/Staff**

By March 28, all adult education staff members completed an individualized Professional Development Plan for the 2022-2023 fiscal year.

Tammy Sayles (Director- PE/Adult Ed), Rebecca Cruz (Director- PE/Creative Services) and Lauren Fellers (Senior Librarian- PE/Creative Services), attended the Public Libraries Association Conference May 22-26, 2022 and presented, "Workforce Development Success and Failures."

On Sunday, March 6 Deyanira Rohe (Career Navigator- PE/Adult Ed) hosted a PPLD table at the Vaccine Clinic Outreach at Sand Creek Library. She also met with the Economic Justice Coordinator from Voces Unidas for Justice to share information about PPLD Career Navigator Services. Deya also started her Career Navigator monthly newsletter for patrons and students on community/partnership resources, programs and job and internship opportunities.

### **Accountability**

On March 3, Tammy Sayles (Director- PE/Adult Ed) and Christine Layton (Manager- PE/Adult Ed) met with Christina Carlson (Supervisor- LI/Collection Management) and Colleen Medling (ILS Administrator- LI/Collection Management) to streamline catalog procedures for the Adult Education collection. They processed materials that had waited one year for issues to resolve. The new processes will lead to speedier turnaround for materials in the adult education collection.

## **Adult Services**

### **Community**

This year for Winter Adult Reading Program we had record participation. Our total reader count is 3,428, up from 2,969 in 2021. **We have increased our numbers by 459 participants!** We have also seen an increase in completions, 1,998 in 2021, to 2,196 this year.

Mānava O Polynesia finished their 3 booked performances in March, totaling to 74 patrons who learned about Polynesian culture and enjoyed an amazing performance that coincided with our Winter Adult Reading Program theme: An Ocean of Stories. The first performance in March was March 5<sup>th</sup> at Sand Creek Library and the final performance was March 26<sup>th</sup> at Manitou Springs Library.

### **Resources**

Deb Hamilton, Strategic Services Librarian, updated the law libguide to reflect changes to the Westlaw at Home program. At home access is still being offered. Patrons can get a seven-day subscription for free with their email address. She also updated the law events page to reflect the full schedule for the Renter's Rights 101 series this year and added some resources that she gathered from the Community Legal night.

Sandy Hancock, Strategic Services Librarian, is getting new labels made for business reference. Business will now have its own location in the catalog, it will say Business, this will do away with the blue dots.

### **Innovation/Creativity**

Meagan Huber, Senior Library Associate, participated in the St. Patrick's Day parade – as a dinosaur...always a crowd favorite!

We provided 100 Celtic Take and Make kits to accompany the Celtic Steps: Irish Dance Performances that took place at Cheyenne Mountain Library at March 12, Library 21C and Manitou Springs Libraries on March 17.

Joe Paisley added three new volunteers to our roster of volunteers who help create Take and Make kits for Adult Services. These volunteers will also be available to support Family and Children's Services as they prepare for Summer Adventure as well.

### **Service**

In February, Meagan Huber, Senior Library Associate, began the process of recalling all the [Check Out Colorado State Park Backpacks & Passes](#) to update them with the new passes. While she did this, she also updated instructions for managing the backpacks and passes to pass the information to Collection Management. PPLD is providing access to 27 backpacks, which include a yearly pass to the Colorado state parks, information on Colorado wildlife and plants, and other assorted information one might take while hiking or camping.

### **Internal/Staff**

Meagan Huber, Senior Library Associate, was selected to attend the Public Library Association Conference (PLA). She attended the conference in Portland, OR from March 23<sup>rd</sup> – 25<sup>th</sup>. She looks forward to sharing key takeaways from some of the sessions with her colleagues,

particularly, “Libraries Build Business,” “A Black History Month Taxonomy,” and a session about working with community partners to address issues such as food insecurity.

### **Accountability**

Branches were provided updated recommendations for bringing back any paused recurring programming that they felt their community would benefit from. Programming was paused during COVID and took a while to come back due to lingering restrictions and then staff shortages which resulted in building closures. Now as managers are planning the next few months, they can assess whether it makes sense to bring back these programs. Adult Services will support this effort.

### **Collection Management**

#### **Community**

Senior Librarian Lisa Thomas helped judge the Junior Individual Exhibits for Regional History Day on Saturday, March 12.

#### **Resources**

PPLD receives money from the State of Colorado every year through the State Grant for Libraries program. Our allocation this year is \$170,624, which is used for physical materials, database subscriptions, and electronic resources that support education. Materials ordered this year include classroom book sets, additional parenting titles, Children’s Talking Book titles, the Mango Languages and HeritageHub databases, and eBooks.

In March, 9328 items and 1391 magazines were added to the collection.

Interlibrary Loan staff handled 2,680 total requests.

Krista Meier, Senior Librarian, is conducting a review and refresh of the library’s Book Club Sets.

Rob Culbert, Library Associate, reports that six magazines the library subscribes to have been discontinued by the publisher: *EatingWell*; *Entertainment Weekly*; *InStyle*; *Parents*; *People en Espanol*; and *Health*.

The top circulating Overdrive title was *The Four Winds* by Kristin Hannah. The top circulating title on Hoopla was *Ms. Fisher’s Modern Murder Mysteries*. Also popular was the Oliver Stone documentary *Ukraine on Fire*. The top Kanopy title was *Lunana: A Yak in the Classroom*. This Bhutanese film was shortlisted for Best International Feature at this year’s Academy Awards.

#### **Service**

The Materials workgroup received, unpacked, and processed 491 boxes during the month of March.

Interlibrary Loan staff used the United Nations Document Supply for the first time to fulfill a patron’s request. The Official Document System has full-text documents of the Security Council, the General Assembly, the Economic and Social Council and their subsidiaries, as well as administrative issuances and other documents.

Collection Management Tech Janet Degering worked with Adult Services Sr Associate Meagan Huber to take over the task of maintaining and updating the “Check Out State Parks” backpacks.

Senior Cataloger Michelle Pfof cataloged and prepped the new Jr Ranger Nature Packs which Elyse Jones coordinated with the Trails, Open Space and Parks program.

### **Internal/Staff**

In response to numerous staff questions regarding magazines and newspapers, Senior Library Associate Marie Duplantis-Webb and Rob Culbert created a Periodicals Procedures training document and posted it on the Intranet.

Karen Jenista, Collection Management Assistant, attended PLA virtually from March 23-25.

Selection Librarian Megan Robbins attended a [World War II Memoirs webinar](#) sponsored by Library of America, highlighting a new volume of firsthand accounts of WWII veterans of the Pacific War, as well as a PEN America webinar titled, *Banned Books: When Books Are Threatened, Where Do We Turn?*

### **Accountability**

Acquisitions Manager Tania Hajjar, Materials Supervisor Chris Carlson, and Senior Library Associate Heidi Pritchard met with representatives from library materials vendor Ingram to discuss ways to reduce shipping fees. Changes resulting from the discussion are expected to save around \$200-\$300 per shipment.

Marie Duplantis-Webb and Tania Hajjar met with reference librarians at PE regarding the evaluation of the law, business, El Pomar, and general reference collections.

Interlibrary Loan staff met to review the Interlibrary Loan policy on its path for Board of Trustees review.

### **Creative Services**

#### **Community**

Lauren Fellers (Senior Librarian - Creative Services) secured a partnership agreement with local branch of the company, Jabil in Monument, for a proposed Manufacturing Industry Training. Jabil will be using 180 Skills to upskill 15 of their employees and providing PPLD with assistance as we develop an entry-level pathway for residents of El Paso County to enter the industry. She also onboarded staff from Microchip, another partner company, into 180 Skills and created customized pathways according to HR requests.



#### **Resources**

Sarah Holland and Nawal Shahril (Senior Associates - Creative Services) assisted with the first Repair Café of the year that brought in 10 patrons with 15 projects and was a great success.

#### **Innovation/Creativity**

Becca Cruz (Director - Creative Services), Lauren Fellers (Senior Librarian - Creative Services), and Tammy Sayles (Director - Adult Education) presented at the Public Library



Association Conference on workforce development successes and challenges that have been faced over the past few years. With over 200 attendees, people were very engaged, asked some great questions, and stayed after to speak further.

The Artist of the Knight program wrapped up in March. The third season of this series has already proven to be the most successful so far, with the total view count of over 2,000 eclipsing the previous seasons' view counts easily. Dustin Booth (Manager - KCH) and Nawal Shahril (Senior Associate - Creative Services) produced this program.

### **Service**

The Maker in Residence program has returned after a year of hiatus. Jennifer Eltringham (Senior Librarian - Creative Services) has been working with Cherokee bead worker Ela Diel to provide a variety of beading classes throughout the District.

### **Internal/Staff**

Jennifer Eltringham (Senior Librarian – Creative Services) attended the 2022 Music Library Association conference virtually, which was supported by a grant from the association. She learned more about other Local Music Projects and different applications for maker-centered learning.

### **Accountability**

Ben Dahlby and Sarah Holland (Senior Associates - Creative Services) replaced rails and bearings on the CNC, computer-controlled router. They also installed a laser pointer attachment to the CNC with Ben. This machine has been rising in popularity, and it needed some updates to keep it running.

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

### **Community**

EDI department in partnership with The Colorado Springs Business Journal, Jenn Cancellier, Director of Event Operations, CSBJ, Indy & Southeast Express, presented, Reinvention & Vision for the Future: Women of Influence Panel Discussion. The event was live streamed and in person. Shirley Martinez, (Director – EDI) was the moderator and a recipient of the 2010 Women of Influence award. Panelist for the day were local Women of influence:

- Michelle Talarico - [michellet@pbcatering.com](mailto:michellet@pbcatering.com) ; Co-Owner and Director of sales, Picnic Basket Catering, Cravings Five Star Events, & Buffalo Gals Grilling company
- Cory Arcarese - [cory@carcenterprises.com](mailto:cory@carcenterprises.com) ; Senior Consultant with Pikes Peak Small Business Development Center
- Aikta Marcoulier - [AiktaMarcoulier@elpasoco.com](mailto:AiktaMarcoulier@elpasoco.com) ; Executive Director of Colorado Small Business Development Center
- Deborah Hendrix- [dhendrix@parentschallenge.org](mailto:dhendrix@parentschallenge.org) ; Executive Director Parents Challenge



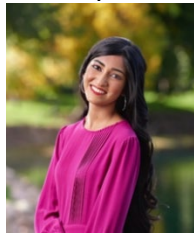
- Carrie McKee - [carriemckee@rmpbs.org](mailto:carriemckee@rmpbs.org); Senior Director of Rocky Mountain PBS Partnership & Early Childhood Education for RMP Media

School District 11 and 8 bussed in youth from high school and middle school.



## Resources

EDI department will receive its first volunteer from April through August.



Shreya Krishnan is a senior at the Discovery Canyon Campus High School. She was an Olympic Torch Bearer of the Tokyo 2020 Olympic Games and ran in the Olympic Relay in Ancient Olympia, Greece. She is the President's Volunteer Service Gold Award recipient, Carson National Academic Scholar, ALA Girls Nation Colorado Senator, ALA Girls State delegate, national gold medalist for Royal Conservatory Music Exams, Protege World Voice Competition runner up, Music Teachers National Association (MTNA) state

winner and a certified Classical Singer and Musical Theater artist. She is the Colorado State DECA Publicity Director and her school's DECA President. She is a singer, dancer, choreographer, pianist, violinist, and thespian. Notable performances include singing in Carnegie Hall; American Cemetery in Normandy, France; Arlington National Cemetery; Summit of Pikes Peak at 14,115 ft and performing the lead role with 3 Broadway stars in community theater. She is a national youth ambassador for anti-bullying and suicide prevention foundation and serves on Academy District 20's Data Driven Committee and her school's Principal's Advisory and IB Leadership Councils.

## Innovation/Creativity

EDI&B team started their regular monthly meetings and set up areas of interest for the team's groups:

Outreach

Communications

Training/Analytics

## Service

The Senior Lunch and a Movie will return to East library starting in May, communications will be forthcoming.

EDI and multiple departments (HR, IT, Communications, Finance) will be working on an accessibility plan for [CO House Bill 21-1110](#) which stipulates all state agencies must submit a written web accessibility plan by July 1, 2022. This committee will provide leadership a draft by end of May 2022 for review. After review by our PPLD attorney's as PPLD is subject to both

state and federal laws prohibiting discrimination on the basis of disability. The plan would be fully implemented by July 1, 2024.

### **Internal/Staff**

Yvette Dow-Rose (Senior Library Associate – EDI) presented to the Green Team, an idea reference “Check out Garden.” Additionally, Yvette Dow-Rose (Senior Library Associate – EDI) proposed the “Plastic Yarn” program, in which videos are complete and are now in the makerspaces. Shirley Martinez, (Director EDI) presented to middle school students (nationally) for AAYLC, “How to Power your Future: Finding your Passion,” AAYLC: College Prep/Workforce Readiness.

### **Accountability**

Yvette Dow-Rose (Senior library Associate-EDI) streamlined the Canva process for the EDI department, to ensure that most templates needed to provide information to Communications department for any outreach or internal communication needs.

Yvette Dow-Rose (Senior Library Associate – EDI) attended Copyright for Librarians. As we review partnership projects the EDI department wants to ensure that we are following appropriate Copyright guidelines for all programs that are part of the curriculum used for EDI.

## **Family and Children’s Services**

### **Community**

This month's Homeschool Science “History Detectives” program took place off site at the Colorado Springs Pioneers Museum. This program introduced information about archeology, local history, hands-on activities, and exploration of one of the museum galleries. This is the first time FCS (Family & Children s Services) held a Homeschool program off site, and families were appreciative of the opportunity to visit the museum.



### **Resources**

Laura Broderick (Senior Librarian, FCS) met with Vanessa Rodriguez (Youth Librarian at Anythink Commerce City Library) to learn about PPLD’s Sensory Storytime, and how Anythink can better serve children with autism and sensory processing needs.

### **Innovation/Creativity**

Spring Break at PPLD was a huge hit! Throughout the district, there were 20 Spring Break programs (featuring Cool Science; Nature's Educators Animals of Wizarding World; Helen: The Percussion Lady; and the Zoomobile). The weeklong programs brought in 975 patrons!



*Nature's Educators Animals of Wizarding World*



### **Service**

Evan Childress (Senior Librarian, FCS) and Melody Alvarez (Director, FCS) facilitated two LENA Start virtual cohorts. 24 families graduated and over 90% of them increased their conversational turns in the 10-week program. Our next two cohorts begin the week of April 4. Evan Childress was featured on Living Local (Fox 21) to promote LENA Start. Check out the interview [HERE](#).

### **Accountability**

In March, FCS staff across PPLD completed 18 visits to schools. This translates into 33 sessions (many times we do more than one session during a visit) and interacted with about 883 students.

### **Regional History & Genealogy**

#### **Community**

Takiyah Jemison (Cataloger- RH&G) judged National History Day projects in the Senior Website category. National History Day is a nationwide organization that promotes teaching and learning of history in middle and high schools. Their leading program is National History Day, where students conduct and present original research. Annually RH&G staff members give back to the community and to the profession by participating in the regional competitions.

Erinn Barnes (Photo Archivist- RH&G) and Brett Lobello (Director- RH&G) installed an exhibit commemorating the 150<sup>th</sup> anniversary of the Gazette newspaper. Gazette staff selected newspaper front pages and RH&G staff members scanned over 120 newspapers from PPLD's archival collection. The Gazette hosted an exhibit opening on March 23, the 150<sup>th</sup> anniversary of their first publication as the Out West.

Tim Morris (Special Collections Manager- RH&G) and Cara Ramsey (Program Coordinator- RH&G) visited two sessions of the UCCS class, Rhetoric and Writing, to speak to students and share Special Collections resources. The program supplemented the instructor's course, which

draws directly from the Regional History Series publications RH&G produces. The program included an introduction to archival resources and a primary source investigation into the Sand Creek Massacre of 1864.

Cara Ramsey (Program Coordinator- RH&G) develops and presents new genealogy curriculum every other month. After significant research and preparation, she debuted the newest class, *Researching African American Ancestors*. The class covers research strategies and how to use traditional and unique records to locate African American ancestors behind the 1870 brick wall. One attendee commented “It is definitely one of the best webinars on African American research that I have attended.”

**Resources**

RH&G staff made accessible on digital collections the Gerald M. Wilson Photograph Collection. This small collection (50 images) was donated in 2019 by Wilson’s daughter after she developed an undeveloped roll of her late father’s film. Wilson worked briefly in Colorado Springs in 1940, where he documented a Colorado College Homecoming parade and other sites around the Pikes Peak region.

**Internal- Staff**

Erinn Barnes (Photo Archivist- RH&G) attended the 2022 Smithsonian Digitization virtual conference. The conference introduced new digitization techniques being used by the Smithsonian and a call to action for institutions across the country to step up access to digital collections.

**Young Adult Services**

**Community**

The 15<sup>th</sup> Annual Teen Art Contest had the first in-person award ceremony in two years and it was a great success! The contest had 80 entries, and 106 guests attended the award ceremony.



There were a lot of comments about how much the contest and ceremony were appreciated, and it was so fun to see all the happy teens and families checking out the art.

**Resources**

Larissa Powers coordinated the second annual Free Princeton Review SAT Strategy course which attracted 32 teens and broadened the reach of PPLD test-prep resources.

**Innovation/Creativity**

We saw an increase in usage of our resources via our LibGuides.

<b>LibGuides</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Totals</b>
Career and Education Pathways	79	57	44	180
College and Financial Aid	59	26	62	147
Debate Issues and Paper Topics	864	1119	1205	3188
Educator Resources	145	174	207	526
HSD2 Curriculum Guides	74	64	74	212

Homework Help Guide	825	556	1625	3006
Test Help	93	88	79	260
Tough Topics	311	293	234	838
Workforce Readiness	248	186	339	773
<b>Monthly Total</b>	<b>2698</b>	<b>2563</b>	<b>3869</b>	<b>9130</b>

### Service

Britt Bloom continued to monitor the online asynchronous [Workforce Readiness Training](#) and is working with Library Research Service and the Arapahoe Library District to make the program available at a state-wide level. In March, she audited the links to make sure everything was still working as it should.

### Internal/Staff

Mikaela Fortune attended the Public Library Association conference in Portland, Oregon from March 23-25. The conference brings together library workers from all over the country to share ideas and innovations in public librarianship. The conference focused largely on Equity, Diversity, and Inclusion (EDI) initiatives.

### Accountability



Becca Philipsen had some successes on social media, with this meme about Culture Pass reaching over 5,800 people on Facebook.

2022 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	24199	21367	25030	0	0	0	0	0	0	0	0	0	70596
Mobile Libraries Total	9359	8110	9399	0	0	0	0	0	0	0	0	0	26868
Calhan	2065	1580	2241	0	0	0	0	0	0	0	0	0	5886
Cheyenne	22044	20291	23489	0	0	0	0	0	0	0	0	0	65824
Fountain	9674	9598	11561	0	0	0	0	0	0	0	0	0	30833
High Prairie	20106	20670	24324	0	0	0	0	0	0	0	0	0	65100
Holley	14320	13608	17071	0	0	0	0	0	0	0	0	0	44999
Manitou	1987	2050	2581	0	0	0	0	0	0	0	0	0	6618
Monument	23535	22738	26644	0	0	0	0	0	0	0	0	0	72917
Old Colorado City	9480	8882	10513	0	0	0	0	0	0	0	0	0	28875
Palmer Lake	0	10	1196	0	0	0	0	0	0	0	0	0	1206
Rockrimmon	24678	22344	25462	0	0	0	0	0	0	0	0	0	72484
Sand Creek	12529	11638	13400	0	0	0	0	0	0	0	0	0	37567
Ute Pass	2065	1795	2494	0	0	0	0	0	0	0	0	0	6354
Senior Van	1359	1398	1598	0	0	0	0	0	0	0	0	0	4355
Bookmobiles	8000	6712	7801	0	0	0	0	0	0	0	0	0	22513
East	85502	80095	96603	0	0	0	0	0	0	0	0	0	262200
Library 21c	58684	54450	65881	0	0	0	0	0	0	0	0	0	179015
Parenting	132	106	132	0	0	0	0	0	0	0	0	0	370
<b>Total Physical Materials</b>	<b>320359</b>	<b>299332</b>	<b>358021</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>977712</b>

YTD CIRC Comparison	2022	2021	% Change
Penrose	70596	78711	-10.3%
Mobile Libraries Total	26868	24249	10.8%
Calhan	5886	4746	24.0%
Cheyenne	65824	72522	-9.2%
Fountain	30833	31054	-0.7%
High Prairie	65100	51818	25.6%
Holley	44999	41152	9.3%
Manitou ***	6618	5201	27.2%
Monument	72917	70212	3.9%
Old Colorado City *	28875	5480	426.9%
Palmer Lake (bookmobile only) **	1206	0	
Rockrimmon	72484	68021	6.6%
Sand Creek	37567	36695	2.4%
Ute Pass	6354	5361	18.5%
Senior Van	4355	2970	46.6%
Bookmobiles	22513	21279	5.8%
East	262200	209873	24.9%
Library 21c	179015	143980	24.3%
Parenting	370	300	23.3%
<b>Total Physical Materials</b>	<b>977712</b>	<b>849375</b>	<b>15.11%</b>

Current Month Comparison CIRCULATION	2022	2021	% Change
Penrose	25030	30814	-18.8%
Mobile Libraries Total	9399	8576	9.6%
Calhan	2241	1783	25.7%
Cheyenne	23489	29124	-19.3%
Fountain	11561	12260	-5.7%
High Prairie	24324	20921	16.3%
Holley	17071	15668	9.0%
Manitou	2581	2145	20.3%
Monument	26644	28401	-6.2%
Old Colorado City	10513	3212	227.3%
Palmer Lake	1196		
Rockrimmon	25462	26263	-3.0%
Sand Creek	13400	14372	-6.8%
Ute Pass	2494	1873	33.2%
Senior Van	1598	1051	52.0%
Bookmobiles	7801	7525	3.7%
East	96603	86929	11.1%
Library 21c	65881	57706	14.2%
Parenting	132	105	25.7%
<b>Total Physical Materials</b>	<b>358021</b>	<b>340152</b>	<b>5.25%</b>

**Circulation Report  
By Facility  
March 2022**

Current Month Comparison VISITORS	2022	2021	% Change
Penrose	19867	13417	48.1%
Mobile Libraries Total	2587	1808	43.1%
Calhan	537	505	6.3%
Cheyenne	7693	9057	-15.1%
Fountain	6112	3623	68.7%
High Prairie	5880	2338	151.5%
Holley	7346	4847	51.6%
Manitou ***	3559	617	476.8%
Monument	9098	7478	21.7%
Old Colorado City *	5341	1902	180.8%
Palmer Lake **	626		
Rockrimmon	12891	8731	47.6%
Sand Creek	9456	4224	123.9%
Ute Pass	1075	373	188.2%
Knights of Columbus Hall	495	0	
East	20435	20953	-2.5%
Library 21c	28583	9913	188.3%
<b>TOTAL</b>	<b>141581</b>	<b>89786</b>	<b>57.7%</b>
Special Collections	890	548	62.4%

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

\*\* Palmer Lake Library closed in August 2020; reopening March 2, 2022.

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

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

2022 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	237439	222889	269644	0	0	0	0	0	0	0	0	0	729972
DVD	62079	57211	64119	0	0	0	0	0	0	0	0	0	183409
CD Music	6472	5961	6906	0	0	0	0	0	0	0	0	0	19339
CD Book	7620	6722	8466	0	0	0	0	0	0	0	0	0	22808
Playaway	3444	3460	4768	0	0	0	0	0	0	0	0	0	11672
Kit	1220	1127	1518	0	0	0	0	0	0	0	0	0	3865
Game	2048	1938	2559	0	0	0	0	0	0	0	0	0	6545
Discovery Kits	37	24	41	0	0	0	0	0	0	0	0	0	102
<b>TOTAL Physical Items</b>	<b>320359</b>	<b>299332</b>	<b>358021</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>977712</b>
													0
ILL	1038	1060	1388	0	0	0	0	0	0	0	0	0	3486
CyberShelf-OverDrive	224880	198859	219154	0	0	0	0	0	0	0	0	0	642893
OverDrive eMags	0	0	0	0	0	0	0	0	0	0	0	0	0
eReader	0	1	1	0	0	0	0	0	0	0	0	0	2
Hot Spots	102	85	68	0	0	0	0	0	0	0	0	0	255
Cameras & Equipment	41	75	47	0	0	0	0	0	0	0	0	0	163
													0
<b>TOTAL STATE Circ</b>	<b>546420</b>	<b>499412</b>	<b>578679</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1624511</b>
Freegal Music	5729	4742	5408	0	0	0	0	0	0	0	0	0	15879
Freeding	106	110	131	0	0	0	0	0	0	0	0	0	347
DVD Player	94	91	99	0	0	0	0	0	0	0	0	0	284
Hoopla	3112	3248	3066	0	0	0	0	0	0	0	0	0	9426
Comics	479	555	481	0	0	0	0	0	0	0	0	0	1515
Kanopy	3197	2838	2863	0	0	0	0	0	0	0	0	0	8898
													0
CLC	6406	5960	7354	0	0	0	0	0	0	0	0	0	19720
Laptop Use	180	88	135	0	0	0	0	0	0	0	0	0	403
Active Users	210566	208186	207146	0	0	0	0	0	0	0	0	0	625898

Monthly Circ by Format			
	2022	2021	Change
Print	269644	241895	11%
DVD	64119	74691	-14%
CD Music	6906	7584	-9%
CD Book	8466	8540	-1%
Playaway	4768	4165	14%
Kit	1518	1234	23%
Game	2559	2043	25%
Discovery Kits	41		
<b>TOTAL Physical Items</b>	<b>358021</b>	<b>340152</b>	<b>5.25%</b>
ILL	1388	1191	17%
CyberShelf-OverDrive	219154	215715	2%
OverDrive eMags 2021*		8343	
eReader	1	3	-67%
Hot Spots	68	28	143%
Cameras & Equipment	47	16	194%
Total e-materials	219223	224089	-2%
Freegal Music	5408	6015	-10%
Freeding	131	110	19%
DVD Player	99	0	
Hoopla	3066	3345	-8%
Comics (included in Hoopla)	481	532	-10%
Kanopy	2863	3639	-21%
CLC	7354	6365	16%
Laptop Use	135	6	
Active Users	207146	260265	-20%

\*OverDrive Emags included in CyberShelf-OverDrive total as of October 2021.  
 Old Colorado City Library closed for maintenance January 7 - March 15, 2021  
 Palmer Lake Library closed in August 2020; reopening March 2, 2022  
 Manitou Springs Library opened to the public at the MAC on March 1, 2021.  
 Visitors could enter libraries for computer use, scanning, faxing, and copying by reservation only from November 18, 2020 - January 17, 2021 due to the pandemic.

## Circulation Report By Item Type March 2022

MTD Total	2022	2021	Change
January	546420	454631	20%
February	499412	501861	0%
March	578679	569326	2%
April		515477	-100%
May		518878	-100%
June		564954	-100%
July		576666	-100%
August		562400	-100%
September		536166	-100%
October		537288	-100%
November		533363	-100%
December		517178	-100%

YTD Total	2022	2021	Change
January	546420	454631	20%
February	1045832	956492	9%
March	1624511	1525818	6%
April		2041295	-100%
May		2560173	-100%
June		3125127	-100%
July		3701793	-100%
August		4264193	-100%
September		4800359	-100%
October		5337647	-100%
November		5871010	-100%
December		6388188	-100%

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Penrose	14,167	11,853	14,406										40,426
Mobile Libraries	6,212	5,304	5,709										17,225
Calhan	1,294	956	1,389										3,639
Cheyenne	14,024	12,541	14,643										41,208
Fountain	6,057	5,914	6,843										18,814
High Prairie	12,010	12,310	14,797										39,117
Ruth Holley	8,509	8,087	10,233										26,829
Manitou Springs	1,186	1,266	1,578										4,030
Monument	15,011	14,027	16,281										45,319
Old Colorado City	6,025	5,322	6,334										17,681
Palmer Lake		10	857										867
Rockrimmon	15,529	13,503	15,691										44,723
Sand Creek	7,289	6,903	8,126										22,318
Ute Pass	1,439	1,083	1,081										3,603
Senior Van	975	1,199	946										3,120
East	51,190	46,447	57,379										155,016
Library 21c	34,870	32,273	39,409										106,552
<b>Total</b>	<b>195,787</b>	<b>178,998</b>	<b>215,702</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>590,487</b>

YTD CIRC Comparison	2022	2021	% Change
Penrose	40,426	42,531	-4.9%
Mobile Libraries	17,225	15,611	10.3%
Calhan	3,639	2,855	27.5%
Cheyenne	41,208	43,920	-6.2%
Fountain	18,814	18,938	-0.7%
High Prairie	39,117	31,966	22.4%
Ruth Holley	26,829	23,595	13.7%
Manitou Springs	4,030	3,331	21.0%
Monument	45,319	43,070	5.2%
Old Colorado City	17,681	2,665	563.5%
Palmer Lake	867	0	
Rockrimmon	44,723	41,661	7.3%
Sand Creek	22,318	21,561	3.5%
Ute Pass	3,603	3,354	7.4%
Senior Van	3,120	2,221	40.5%
East	155,016	123,183	25.8%
Library 21c	106,552	87,094	22.3%
<b>Total Physical Materials</b>	<b>590,487</b>	<b>507,556</b>	<b>16.3%</b>

Current Month CIRCULATION Comparison by Facility	2022	2021	% Change
Penrose	14406	15405	-6.5%
Mobile Libraries	5709	5379	6.1%
Calhan	1389	1096	26.7%
Cheyenne	14643	16817	-12.9%
Fountain	6843	7322	-6.5%
High Prairie	14797	12492	18.5%
Ruth Holley	10233	8556	19.6%
Manitou Springs	1578	1400	12.7%
Monument	16281	16737	-2.7%
Old Colorado City	6334	2525	150.9%
Palmer Lake	857		
Rockrimmon	15691	15368	2.1%
Sand Creek	8126	7903	2.8%
Ute Pass	1081	1214	-11.0%
Senior Van	946	743	27.3%
East	57379	47695	20.3%
Library 21c	39409	33055	19.2%
<b>Total Physical Materials</b>	<b>215702</b>	<b>193707</b>	<b>11.4%</b>

Current Month e-materials & Summary	2022	2021	% Change
Overdrive	219154	215715	1.6%
Overdrive Emags*		8343	-100.0%
eReaders	1	3	-66.7%
Hot Spots	68	28	142.9%
<b>Total e-materials</b>	<b>219223</b>	<b>224089</b>	<b>-2.2%</b>
ILL	1388	1191	16.5%
Cameras/Equip	47	16	193.8%
<b>Physical Materials</b>	<b>215702</b>	<b>193707</b>	<b>11.4%</b>
<b>Total Monthly Circ</b>	<b>436360</b>	<b>419003</b>	<b>4.1%</b>

## Circulation without Renewals

### March 2022

\*OverDrive Emags included in CyberShelf-OverDrive total as of October 2021.  
 Old Colorado City Library closed for maintenance January 7 - March 15, 2021  
 Palmer Lake Library closed in August 2020; reopened March 2, 2022.  
 Manitou Springs Library opened to the public at the MAC on March 1, 2021.  
 Visitors could enter libraries for computer use, scanning, faxing, and copying by reservation only from November 18, 2020 - January 17, 2021 due to the pandemic.

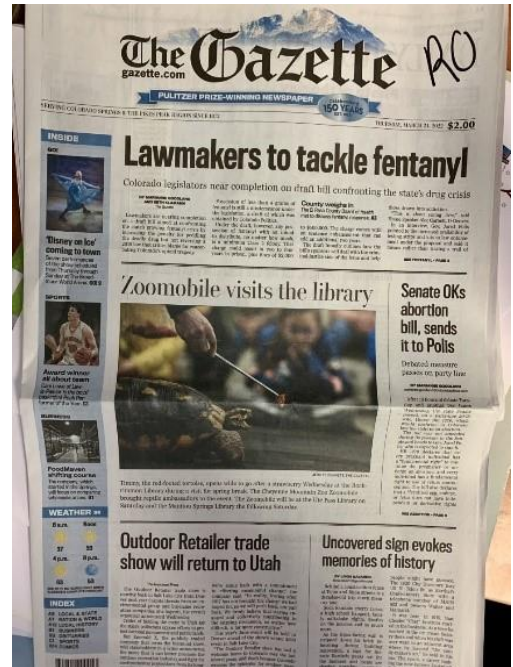
Current Month Comparison VISITORS	2022	2021	% Change
Penrose	19867	13417	48.1%
Mobile Libraries	2587	1808	43.1%
Calhan	537	505	6.3%
Cheyenne	7693	9057	-15.1%
Fountain	6112	3623	68.7%
High Prairie	5880	2338	151.5%
Ruth Holley	7346	4847	51.6%
Manitou	3559	617	476.8%
Monument	9098	7478	21.7%
Old Colorado City	5341	1902	180.8%
Palmer Lake	626		
Rockrimmon	12891	8731	47.6%
Sand Creek	9456	4224	123.9%
Ute Pass	1075	373	188.2%
East	26115	20953	24.6%
21c	28583	9913	188.3%
KCH	495	0	
<b>TOTAL Visitors</b>	<b>147261</b>	<b>89786</b>	<b>64.0%</b>
Special Collections	890	548	62.4%



# Communications Department: Report for April 2022

## NEWS COVERAGE

- Total features and mentions:
  - **March:** 146
  - **Year-to-date:** 457
  - **Average per month:** 152.3
- Highlighted coverage:
  - PPLD's **Food Industry Training program** received a great feature in [Colorado Springs Magazine](#) (March/April issue).
  - A visit from the **Zoomobile at Rockrimmon Library** was spotlighted on the front page of *The Gazette*, as featured to the right. This was one of many PPLD spring break programs.
  - **Distribution of rapid, at-home COVID test kits** at PPLD locations garnered a lot of news coverage early in March, including [KKTU](#), [KRDO](#), [KOA](#), [FOX21](#), [740 KVOR](#), *Fountain Valley News*, *Ranchland News*, *Pikes Peak Bulletin*, *The Tribune*, and *The Gazette*.
  - Representatives from PPLD and Care & Share Food Bank joined KRDO News Radio for a live interview about their **Mobile Market partnership**.
  - *The Gazette* editorial board recently criticized PPLD, with a focus on EDI and CRT (which garnered several responses that are linked below).
  - Last month's [Library Limelight column in The Tribune](#) highlighted the opportunities and benefits of PPLD's **Pikes Peak Culture Pass**.
- Known and anticipated coverage in April:
  - **Responses to *The Gazette* editorial**, including:
    - Collective piece from several current and former Library Trustees (that *The Gazette* has yet to run as of April 11; submitted to *Colorado Politics*)
    - Editorials by the [Colorado Springs Business Journal](#) and [Colorado Springs Independent](#) editorial boards
    - [Letters to the editor](#) in *The Gazette*
  - **Pikes Peak Workforce Center's guest column on their valuable partnership** with PPLD's Adult Education team (to be published April 20)
  - **Others:** [Library Giving Day](#) and Homeschool Resource Fair promotion



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

## DIGITAL MARKETING

- PPLD.org website statistics:
  - **Most popular web page**, besides the home page: [ppld.org/kids](https://ppld.org/kids)
  - **Monthly totals:** 430,295 pageviews; 146,965 visitors, with 132,482 being new; and 249,152 sessions
  - **Year-to-date totals:** 1,271,891 pageviews; 416,381 visitors; and 720,599 sessions
- District-wide social media statistics:
  - **Facebook (main account):** 14,171 total followers; 8,600 daily engagement
  - **Facebook (all accounts):** 30,972 total followers
  - **YouTube:** Approx. 6,270 subscribers; 5,134,800 lifetime views
  - **Twitter:** 5,250 total followers; 1,690 engagement
  - **Instagram:** 2,940 total followers; 1,400 engagement
  - **LinkedIn:** 1,321 total followers
- **Highlights:**
  - **PPLD's monthly email newsletter continues to be quite the success!** The March issue delivered to nearly 103,000 Library cardholders, with an almost 42% open rate and about 3,500 click-throughs (both which is significantly higher than industry standard!).
  - [People of the Pikes Peak Region](#), PPLD's new storytelling initiative since early 2022, continues to solicit and spotlight stories about the Library's impact on people's lives in the area.

## OTHER UPDATES & HAPPENINGS

### Staffing news:

- **Parental leave:** Community Partnership Coordinator Elyse Jones is out on maternity leave from April through mid-June. Congratulations to Elyse and her family!
- **Hiring:** The Director of PR & Marketing Denise Abbott is in the process of filling two full-time positions – Marketing Project Coordinator and one of two graphic designer roles.

### Awards & recognition:

- **National Library Week proclamations:** PPLD and our local libraries were recognized by the County, Colorado Springs, Calhan, Fountain, Manitou Springs, and Monument for National Library Week (April 3-9). We received official proclamations signed by local elected officials, along with praise during their regular public meetings. The County proclamation, which is pictured to the right, also included Security Public Library.
- **Honoring John Spears:** Members of City Council for the City of Colorado Springs recognized John Spears, outgoing Chief Librarian & CEO for PPLD, for his six years of public service to the community during their public meeting on March 22. They passed a resolution in his honor.



- [IFLA PressReader International Marketing Awards 2022:](#) **PPLD finished in the top 10** of the 2022 IFLA PressReader International Marketing Award for our 201 Summer Adventure campaign. The award committee received 53 submissions from 19 counties around the world.

The Summer Adventure campaign was executed by current and former members of PPLD’s marketing team in the Communications department. Here’s some of the kudos from the award committee: “Promotes library usage as a positive activity; creative use of data and stats; spotlights library; simple, yet clever project; low cost; and very inspiring, helpful, and actionable.”



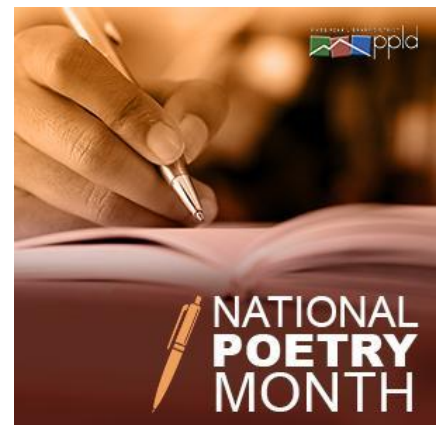
The award is put on by the Section on Management & Marketing of the International Federation of Library Associations and Institutions (IFLA). PPLD Internal Communications Specialist Jeremiah Walter, who is Information Coordinator for the IFLA Section, was slated to be a jurist for the award but recused himself from deliberations because of PPLD’s submission. He still served as the award’s Working Group Chair and collected submissions, prepared them for jurist deliberations, and worked with the award sponsor.

Current & upcoming promotions:

- [District Discovery](#)  
The Spring edition of our quarterly magazine is now available! You can pick up a copy at any Library location or read it online at the link above.
- [All You Need is Your Library](#)  
The Spring marketing campaign runs April through May 2022, with paid advertising slated for KKTv, KOAA, TheGazette.com, and several digital channels like social media, YouTube, and TV streaming services.
- [PPLD Celebrates National Poetry Month](#)  
April is National Poetry Month, and PPLD’s Knights of Columbus Hall is celebrating with several events throughout the month! They hosted the Pikes Peak Poetry Summit on April 9, as well as the Jean Ciavonne Poetry Contest’s awards ceremony on April 16.



Join us for the [first-ever inauguration of the Pikes Peak Youth Poet Laureate](#) on Sat., April 30! Besides the inauguration, the event will feature readings from winners of the Jean Ciavonne Poetry Contest, Poetry Out Loud Colorado, and Pikes Peak Poet Laureate Ashley Cornelius, along with other guest poets and applicants of the Youth Poet Laureate Project. This is a program of Hear Here Poetry, in community partnership with PPLD and championed by Urban Word, NYC.



- **In the works and coming soon:**

- “Share Your Love” bumper sticker campaign (mid- to late April)
- Release of PPLD’s new vision, mission, and values, plus official introduction of our new interim Chief Librarian & CEO (week of May 2)

Partnerships:

- **PowerPass:** PPLD and **School District 49** have adjusted their public launch to the week of April 25. With D49’s addition to the program, more than 70,000 students across El Paso County will have digital access to the Library with their student IDs!
- **Care & Share Mobile Market:** Care & Share Food Bank will visit Sand Creek Library on May 9 from 5-6 p.m. and Ruth Holley Library on May 26 from 5:30-6:30 p.m. Their Mobile Market provides a free walk-up grocery shopping experience for patrons in need. Click the link to view their full schedule.
- **Pikes Peak Culture Pass bookings:** More than 230 pass reservations were booked during March, including all available passes during spring break weeks. That’s more than January and February combined at 135 reservations!
- **Community outreach:**
  - PPLD staff attended three events last month, in addition to the St. Patrick’s Day parade in downtown Colorado Springs.
  - Upcoming event: El Cinco de Mayo / 38th Annual Fiesta and Car Show Scholarship Fundraiser on May 1



Internal communications:

- **The Bookmark**, PPLD’s weekly email newsletter for all staff
- **Talking points** for staff
- **Intranet** updates and spotlights
- **Staff input and feedback** via online surveys (next bi-annual, all-staff survey slated for April 11 – May 2)



NOTE: Meeting and study room statistics are now reported by Public Services.

**Facilities Department Report  
April 20, 2022**

**Projects**

**Penrose/Carnegie Roof:** The Penrose/Carnegie Library roof replacement is scheduled to begin on April 11. This has been moved up one week from the previous start date. Logistical planning has been finalized. Roll-offs and contractor access was relocated to the north of the building along Kiowa St. This will reduce impact on patron and public access to the library. Duration of the project is estimated at 60-days, weather permitting.

**East Roof:** The East Library roof replacement is progressing. Windy weather has slowed the pace over the last couple of weeks but we hope with better weather, lost time can be made up. The current 4-week outlook anticipates at this time completion of approximately 50% of the roof.

**21c Generator:** The replacement of the LI 21c building back-up generator was completed on Friday, April 8, 2022. Testing and commissioning of the new unit was conducted on April 7 which initially appeared to fail. Due to the complexity of system set up in the emergency electrical panel that serves the building life safety system, emergency lighting and the IT server room, the transfer switch did not switch over. The error was quickly determined by the electricians on site and the second test was successful. Final electrical inspection was completed on April 8, 2022. This new generator should serve the building well for the next 25-30 years.



**Penrose Parking Meters:** Facilities has received a Memorandum of Understanding (MOU) and attached to the existing September 1997 Intergovernmental Agreement between PPLD and the City regarding ownership, management and enforcement of the parking meter system at Penrose Library. PPLD is working toward replacement of this system and this document updates interpretation of certain aspects of the agreement. This document was submitted to the Board of Trustees Internal Affairs committee for approval consideration at the April 2022 board meeting. During the Internal Affairs meeting, a question was raised concerning the possibility of ways to identify employee vehicles by parking enforcement to prevent citations from being issued. We have brought the

Penrose Library District Board of Trustees  
April 20, 2022

inquiry to the Parking Enterprise as well as the manufacturer representative of the proposed parking system and we are looking into whether good options are available.

**High Prairie Outdoor Space:** The High Prairie Outdoor Play and Learning space status has not changed and the target date for kick off is May 23<sup>rd</sup>.

**Additional Projects:** Facilities have initiated planning, bidding of a number of other projects throughout the district to include; District asphalt maintenance/repairs, East dock concrete replacement, East asphalt replacement engineering, Knights of Columbus exterior paint, Cheyenne Mountain Library interior paint, Penrose Teen Center to name a few.

## **Staffing**

The Facilities department is optimistic that the corner has turned in the hiring front. Travis Keeton began his career at PPLD on Monday, April 4 as the new Facilities Project Manager. After only a week, we're excited about his joining the team and what he will bring to the department as well as the District as a whole.

In addition, three Facilities Specialists have been tendered offers and have accepted. All three are currently embarked on the hiring process and we are hopeful that their start date will be on Monday, April 18<sup>th</sup>. This will fully staff the Penrose and East Facilities departments

We have one position, Facilities Specialist – Special Projects, that remains vacant. This position, while based out of and assisting the 21c Facilities Department, also provides special project support to the entire department and will assist the Facilities Project Manager on larger jobs.

## **Monthly Statistics**

In the month of March 2022, the Facilities department completed a total of (122) 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 March 2022, Facilities staff completed a total of (141) demand work orders (work orders submitted by PPLD staff) accounting for (172.72 hours) of staff time and (167) preventive maintenance work orders (work orders scheduled for equipment, etc.) to account for (191.39 hours) of staff time. A total of (308) work orders. Along with work orders, Facilities on-call personnel responded to (0) emergency after-hours calls in March 2022. Emergency calls address issues that cannot wait until the next business day.

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

**Human Resources:**

Major projects included the following:

- Organizational Development (Cody Logsdon)
  - OET had their March meeting and requested that for National Library Week staff would receive two extra hours of floating holiday to use at their discretion. The CEO and Leadership Team agreed to implement.
  - Researched benchmarks for interim CEO salary.
  - Researched temp agencies as a possible way to bring in staff for open Security and Facilities positions.
  - Received 51 requests for Stay Interviews. Sarah Marshall and myself completed all interviews by March 31<sup>st</sup>.
  - Attended initial meeting to discuss assembling plan to update some of PPLD's websites and make them more accessible.
  - FLSA paperwork has been updated to reflect Colorado's 2022 standards.
- HRIS/Benefits/Compliance (Cristina Jaramillo)
  - Finalized Personnel Actions documentation for all employees related to Market Study implementation.
  - Assisted in fixing MUNIS database payroll issues related to market study implementation.
  - Assisted in meeting with employee requesting Long Term Disability and completing administrative paperwork necessary to initiate claim with Cigna.
  - Handled complicated worker's compensation claim; now working with Laurie Jackson on improving workers compensation processes and improving training and communication with managers/supervisors.
  - Handled employee relations and ADA (Americans with Disability Acts) issues.
  - Led first Benefits Team meeting of the year (includes Chief HR officer, CFO, various PPLD employees, and Moody, our insurance broker).
- Administrative Support Specialist (Laurie Jackson)
  - Completed Public Employer's Compensation Survey for 2022.
  - Trained with Finance staff using Munis to streamline the Tuition Assistance record-keeping process.
  - Surveyed Managers and Supervisors about Sweet Saves, a method for the giving of immediate, small rewards/recognition for employee successes.

- Volunteer program (Karen Goates)

<b>March 2022</b>	<b>Total # of Volunteers</b>	<b>Total # of Hours</b>
Adult Volunteers	182	1378
Teens: Review Crew and Workforce Readiness	22	43
Friends of the Library	110	1108

- The Friends of the Library had their Spring book sale at East Library, with a large number of one-day volunteers helping out.
  - Online applications for Summer Adventure volunteers (teens) are active and open until April 30.
- Recruitment (Soumya Gollapalli)

<b>Recruitment / Selection Activity</b>	<b>March 2022</b>
Jobs Posted	14
Newly Hired Employees	1

Promoted Employees	0
Transferred Employees	1
Separated Employees	5

- Worked on introducing the referral incentive for Facilities and Security positions.
- Worked on content for Recruitment videos to make the “jobs page” on ppld.org more attractive.
- Completed Job postings and sent closing documents with applicant information to managers.
- Training (Sarah Marshall)
  - Facilitated DISC behavior style sessions for Ruth Holley staff and Leadership Program Community.
  - Facilitated staff Leadership Certificate Program session #2.
  - Conducted stay interviews (why employees stay with an organization) with 26 staff members.
  - Designed booklets and presentation for staff Mentor Program orientation for 9 mentors and 8 mentees.
- Other Projects (Heather Laslie)
  - Assisted with CFO interviews.
  - Spoke at Leadership Program on tips for “Difficult Conversations”.
  - Attended Library Proclamations for City of Manitou, City of Colorado Springs, and El Paso County.
  - Continued working towards development of a tool to calibrate staff pay.
  - Continued working on a performance management tool for use until we have a system in place.
  - Continued with ongoing employee relations, COVID-19 staff issues, and disciplinary issues.
  - Continued supporting the amazing team that I’m honored to guide!

HR Stats	March 2022
Total Permanent Employees	390
Total Active Positions	445



# Information Technology (IT) Department Report

April 2022

## **Web Team**

American with Disabilities Act. The Equity, Diversity, and Inclusion department is leading the development of accessibility plan with the Web Team supporting as needed. The District must submit plan to State agency July 1, 2022 to comply with Colorado Laws for Persons with Disabilities.

Online Computer Library Center (OCLC) Transition. Transition testing ongoing for library web proxy server (EZproxy) to OCLC cloud host to improve patron database access. Test results have not revealed any issues or concerns. Next step after successful testing is to change all Uniform Resource Locators (URLs) on the PPLD.org domain. 132 URLs will require configuration changes and testing.

Colorado Grants Guide Update. Completed updating Colorado Grants Guide Community Resource database to ensure patrons have latest information.

## **Infrastructure Team**

Surveillance System Replacement Project. The Infrastructure Team completed cabling the Penrose Campus Knights of Columbus Hall (KCH). The team waiting for equipment delivery before proceeding with other hardware (i.e., cameras, servers, etc.). Supply chain challenges may affect delivery of the cameras ordered. The vendor started installing cabling and cameras for the Penrose Campus Carnegie Library April 4. The Infrastructure Team continues planning for the remainder of the Penrose Campus cabling and camera installation.

Body Camera Replacement Project. The Infrastructure Team completed deployment and installation of the new body camera system with the Security Department. All video data now stored in the cloud instead of on premise to allow for improved access.

Voice Phone Line Review Project. The Infrastructure Team is working with a vendor to review and validate all Voice Phone Lines as a cost reduction measure to ensure the District is receiving the lowest cost for services plus removing any excess lines.

Generator Replacement at 21c. The Infrastructure Team supported the Facilities Department staff replacement of the Library 21c back-up generator that was completed on Friday, April 8, 2022. The Infrastructure Team is changing the IT system configuration due to flaws revealed during the April 7, 2022 generator cutover test and commissioning.

## **End User Services (EUS) Team**

Self-Check and Security Gate Replacement Project. Project underway for the replacing self-checks and security gates. Project executed in two phases with phase 1 Security

Gate replacement then Phase 2 self-checks. We have received a self-check for configuration, testing, and training prior to equipment installation.

Statistics.

- Worked on 365 tickets and closed 296.
- Computer Usage was 19,591 sessions.
- Hotspot Circulation to Library Patrons was 68.
- Printed Pages 98,399.
- Fax Pages 3,541.
- Laptop circulation was 135.
- AWE Early Literacy Station usage was 1,701.