

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
November 17, 2021 5 pm



Providing resources and opportunities that
impact individual lives and build community

Penrose Library – Columbine Room

VIRTUAL MEETING (ZOOM)

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

Meeting ID: 999 9730 6850

Passcode: 399338

REGULAR MEETING OF THE BOARD OF TRUSTEES

- I. CALL TO ORDER
- II. ITEMS TOO LATE FOR THE AGENDA
- III. CORRESPONDENCE AND PRESENTATIONS
 - A. Correspondence
 - B. Presentations
 1. Staff Promotions and New Hires
 - A. Courtney Deuser, Individual Giving Coordinator (L. James)
 - B. Jean Carrier, Monument Library Manager (H. Dodge)
 2. Food Industry Training Program / Graduation (T. Sayles)
- IV. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- V. BUSINESS ITEMS
 - A. Decision 21-11-1: Minutes of the October 20, 2021 Meeting (p. 2)
 - B. Consent Items
Consent items shall be acted upon as a whole unless a specific item is called for discussion.
 - C. *Any item called for discussion shall be acted upon separately as "New Business".*
 - D. New Business
 1. Decision 21-11-2: URA Draper/Lowell Commons project (Jariah Walker) (p. 6)
 2. Decision 21-11-3: Teen Spaces Policy (T. Shainidze Krebs) (p. 68)
 - E. Unfinished Business
 1. Decision 21-11-4: Revision to Janitorial contract (G. Syling) (p. 69)
 2. Decision 21-11-5: Security cameras (R. Peters) (p. 71)
- VI. REPORTS
 - A. Friends of the Pikes Peak Library District Report (S. Adams) (p. 72)
 - B. Pikes Peak Library District Foundation Report (L. James) (p. 74)
 - C. Financial Report (M. Varnet) (p. 75)
 - D. Public Services Report (T. Shainidze Krebs) (p. 97)
 - E. Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, and Safety, Social Services & Security Report (p. 119)
 - F. Chief Librarian's Report (J. Spears)
 - G. Board Reports
 1. Governance Committee Report
 2. Internal Affairs Committee Report
 3. Public Affairs Committee Report
 4. Board President's Report
- VII. ADJOURNMENT

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



Providing resources and opportunities that impact individual lives and build community

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
October 20, 2021 5 pm

Penrose Library – Columbine Room

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

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

Meeting ID: 999 9730 6850

Passcode: 399338

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

Chief Librarian and CEO John Spears, Friends of the Pikes Peak Library District Board of Directors President Stephen Adams, Family and Children's Services Director Melody Alvarez, Chief Safety, Social Services and Security Officer Michael Brantner, West Region Director Michael Doherty, Communications Administrative Specialist Jennifer Flatland, Young Adult Services Outreach Librarian Mikaela Fortune, Executive Assistant Laura Foster, Adult Services Director Janina Goodwin, Chief Development Officer and Foundation Executive Officer Lance James, Manitou Springs and Ute Pass Library Manager Taryn Malila, Chief Information Technology Officer Rich Peters, Chief Communications Officer Michelle Ray, Young Adult Services Director Joanna Rendon, Director of Adult Education Tammy Sayles, Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs, Chief Facilities Management Officer Gary Syling, Chief Financial Officer Mike Varnet, Internal Communications Specialist Jeremiah Walter; Caleb Taylor, Applicants for upcoming Board of Trustees vacancy: Patricia Coughlin, Charles Hendrix

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Vanderschuere called the October 20, 2021 regular meeting of the Pikes Peak Library District Board of Trustees to order at 5:03 p.m.

President Vanderschuere welcomes City Councilmember Randy Helms, County Commissioner Holly Williams and County Commissioner Carrie Geitner to the meeting. Applicants for the Board vacancy Charles Hendrix and Patricia Coughlin were also introduced.

ITEMS TOO LATE FOR THE AGENDA

There were no items too late for the agenda.

CORRESPONDENCE AND PRESENTATIONS

Presentations

Staff Promotions and New Hires

Director of Young Adult Services Joanna Rendon introduced Young Adult Services Outreach Librarian, Mikaela Fortune.

Director of the West Region Michael Doherty introduced Manitou Springs and Ute Pass Library Manager, Taryn Malila.

Chief Communications Officer Michelle Ray introduced Communications Administrative Specialist, Jennifer Flatland.

Program Consulting and Advising

Melody Alvarez, Janina Goodwin, and Joanna Rendon presented this project that reimagines services offered by PPLD. Family and Children's Services, Young Adult Services, and Adult Services utilized the community needs assessment data, profiles for each library community, and data gathered from existing programming to strategically create quality programs, participate in community outreach, provide welcoming spaces, and balance virtual and in-person opportunities. Results include: fewer, but higher quality programs; support of local schools, churches and other community organizations; sustainable programming that meets the needs of the community; and a framework for continual evaluation.

PUBLIC COMMENT (3 Minute Time Limit per Person)

There was no public comment.

BUSINESS ITEMS

Decision 21-10-1: Minutes of the September 22, 2021 Meeting

The minutes of the September 22, 2021 meeting of the Pikes Peak Library District Board of Trustees were included in the Board packet.

Motion: Scott Taylor made a motion to approve the minutes of the September 22, 2021 regular meeting of the Pikes Peak Library District Board of Trustees as presented.

Second: Dr. Ned Stoll seconded the motion.

Vote: Unanimous

Consent Items

There were no consent items on the agenda.

Unfinished Business

There was no unfinished business.

New Business

Discussion: 2022 Budget Proposal

The 2022 Budget Proposal was included in the Board packet. Chief Financial Officer Mike Varnet shared that a public hearing for the 2022 Budget will be held on December 8. With approval of the Board of Trustees, the final budget will be submitted to the El Paso County Treasurer by December 15, 2021. Deadline for submittal to the State of Colorado is January 31, 2022. The total preliminary budget is \$38.2 million.

Decision 21-10-2: 2022 Employee Benefit Programs

The 2022 Employee Benefit Programs was included in the Board packet.

Motion: Dr. Ned Stoll made a motion to approve the 2022 Employee Benefit Programs as presented.

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously.

Decision 21-10-3: Surveillance Camera System

The decision regarding the surveillance Camera System has been postponed to a future meeting.

REPORTS

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District Report was included in the Board packet. Friends of the Pikes Peak Library District Board of Directors President Stephen Adams shared that the 10th anniversary Latina Voices occurred on September 25, and the Fall Book Sale took place the first weekend of October. The Friends retreat will be held Saturday, October 23, 2021, facilitated by Lauren Hug, with a focus on implementation of the vision and strategic plan. A new Friends group is starting in Calhan and the Manitou Springs Friends group is relaunching. Finally, Friends membership has increased, returning membership to pre-pandemic levels

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 acknowledged the start of the fundraising season. Mr. James highlighted a donation recently received from a State Correctional Facility inmate, in memory of his high school librarian who gave him a passion for books and reading. Donor Appreciation Events are taking place across the district, including tours of the host facility. One long-time donor commented that she thought she knew a lot about what PPLD does for the community, but this event showed her how much she doesn't know, and it has inspired her to double her donation in the future.

Financial Report

The Financial Report for the period ending September 30, 2021 was included in the Board packet. Chief Financial Officer Mike Varnet shared that revenue received so far is \$34.7 million dollars, about 95% of the yearly budget and a slight increase from 2020. Specific ownership tax collection is going well compared to 2020. Expenditures stand at \$24.1 million, slightly higher than 2020. Roughly 65% of the budget has been spent in the first three quarters of 2021.

President Wayne Vanderschuere thanked Chief Financial Officer Mike Varnet and the Finance staff for providing the popular version of the Annual Financial Report.

Public Services Report

The Public Services Report was included in the Board packet. Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs provided the following highlights:

- Hitting two million checkouts through OverDrive on October 13, 2021, two weeks earlier than 2020.
- Offering free math tutoring to students across the District.
- Finalizing the PowerPass agreement with the Calhan School District. Other Districts that are interested in the PowerPass program are Falcon School District 49 and Lewis Palmer School District 38.
- Newly appointed poet Laureate Ashley Cornelius will be recognized at the Poet Laureate Celebration scheduled for this Saturday, October 23, in Knights of Columbus Hall.

President Wayne Vanderschuere recognized Equity, Diversity, and Inclusion Director Shirley Martinez for the Spirit of the Springs award she received for her leadership in the COS 150: Downtown Celebration.

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

The Support Services Reports were included in the Board packet. Mina Liebert appreciates the pictures included in the reports.

Chief Librarian's Report

Chief Librarian and CEO John Spears thanked the Communications Department for the 2020 Annual Report; Service Directors, Regional Directors, and Library staff for working together to provide centralized programming; Chief Development Officer and Foundation Executive Officer Lance James for successful Donor Appreciation events; and

the Human Resources Department for conducting the salary study and keeping up with the changes made to employment law.

Chief Librarian Spears spoke about the Library District's mission statement and the need for vision and value statements that will support the creation of the strategic plan. Managers will be trained to lead discussions with staff to gather input across the District. In response to a question from Charles Hendrix, Mr. Spears provided his personal vision for the district as 'a united community that is capable of engaging in dialogue with one another'.

Board Reports

Governance Committee Report

Governance Committee Chair Debbie English shared that the retreat held last week was a success and thanked everyone for their hard work in planning. Ms. English shared that the Committee met on October 12, 2021 and discussed the applicants for the Board vacancy. Recommendations will be shared with the Selection Committee later this week. Trustees should contact Debbie with their interest in and recommendations for Board positions in 2022.

Internal Affairs Committee Report

Internal Affairs Chair Dr. Ned Stoll indicated that the Committee did not meet in October.

Public Affairs Committee Report

Public Affairs Committee Chair Mina Liebert stated that the Public Affairs Committee met on October 5, 2021. A discussion about the voter poll results regarding community interest in a ballot measure for a tax increase took place.

Board President's Report

Board President Wayne Vanderschuere thanked Executive Assistant Laura Foster for the work on the Board retreat held last week. Mr. Vanderschuere also thanked the City Council and County Commissioner liaisons for attending the meeting.

Debbie English offered congratulations for the Food Industry Training Program graduation. This partnership with the Pikes Peak Workforce Center offers opportunities and training that would otherwise not be available to participants.

ADJOURNMENT

There being no further business to conduct, President Wayne Vanderschuere adjourned the October 20, 2021 meeting of the Pikes Peak Library Board of Trustees at 5:36 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>



Oct 5, 2021

Via Email and Certified Mail, Return Receipt Requested

Pikes Peak Library District (Library 21 C)
1175 Chapel Hills Dr.
Colorado Springs, CO 80920
Attention: Mike Varnet, Chief Finance and Business Officer

Re: Notice of Proposed Lowell-Draper Urban Renewal Plan and Proposed Tax Sharing Agreement

Dear Mike:

The Board of Commissioners of the Colorado Springs Urban Renewal Authority (“CSURA”) is considering a proposed urban renewal in the Lowell Neighborhood running East of Nevada Avenue and South of E. Fountain Blvd., as more particularly described in the enclosures to this letter, for the redevelopment of the site into an affordable and attainable housing residential development. As of 2016, changes to the Colorado Urban Renewal Law require the CSURA to notify the taxing entities whose incremental property taxes would be allocated pursuant to any urban renewal plan before any such plan may be approved by the City Council. The area within the proposed Lowell-Draper Urban Renewal Plan (the “Plan”) is located within the jurisdiction of the Pikes Peak Library District (“PPLD”) and would allocate property tax increment generated by the project of taxing entities including PPLD. This letter constitutes notice of the proposed Plan pursuant to CSURA’s obligations under C.R.S. § 31-25-107(9.5)(a).

Enclosed herewith please find (i) a copy of the Tax Forecast and County Impact Report for the Lowell-Draper Urban Renewal Area in Colorado Springs, Colorado prepared by EPS Consulting, (ii) the proposed Property Tax Increment Revenue Agreement between the CSURA and PPLD and (iii) a copy of the proposed Plan. I would like to arrange another meeting with you to discuss the proposed agreement and allocation of incremental property tax generated within the Plan area between the CSURA and PPLD. CSURA believes the implementation of the Plan would eliminate blight within the Plan area and be a significant benefit to the community by added much needed affordable housing units. Please let me know your availability to meet in the near future to discuss the Plan and the proposed agreement.

Sincerely,

Jariah Walker
Executive Director, Colorado Springs Urban Renewal Authority

Enclosures

Office: 30 South Nevada Avenue • Suite 603 • Colorado Springs, CO 80903
Mailing Address: P.O. Box 1575 • Mail Code 628 • Colorado Springs, CO 80901-1575

Phone: 719-385-5714 • Fax: 719-633-6138

Final

El Paso County Impact Report

Lowell-Draper Urban Renewal Area

The Economics of Land Use



Prepared for:
Colorado Springs Urban Renewal Authority

Prepared by:
Economic & Planning Systems, Inc.

*Economic & Planning Systems, Inc.
730 17th Street, Suite 630
Denver, CO 80202-3511
303 623 3557 tel
303 623 9049 fax*

*Denver
Los Angeles
Oakland
Sacramento*

EPS #213072

September 27, 2021

Table of Contents

1.	Introduction	1
	Urban Renewal Plan Description	2
2.	Development Program	3
3.	County Fiscal Impact Draper Commons	5
	Property Taxes	5
	Taxing District Impact	8
4.	County Fiscal Impact Lowell Commons	14
	Property Taxes	14
	Taxing District Impact	17

List of Tables

Table 1.	Property Base Value, 2021	6
Table 2.	Mill Levies, 2021	6
Table 3.	Property Tax Increment, 2021-2046	7
Table 4.	El Paso County Property Tax Revenue, 2021-2046	8
Table 5.	School District Property Tax Revenue, 2021-2046.....	9
Table 6.	City of Colorado Springs Property Tax Revenue, 2021-2046	10
Table 7.	Library Property Tax Revenue, 2021-2046.....	11
Table 8.	Water Conservancy Property Tax Revenue, 2021-2046.....	12
Table 9.	Property Base Value, 2021	15
Table 10.	Mill Levies, 2021	15
Table 11.	Property Tax Increment, 2021-2046	16
Table 12.	El Paso County Property Tax Revenue, 2021-2046	17
Table 13.	School District Property Tax Revenue, 2021-2046.....	18
Table 14.	City of Colorado Springs Property Tax Revenue, 2021-2046	19
Table 15.	Library Property Tax Revenue, 2021-2046.....	20
Table 16.	Water Conservancy Property Tax Revenue, 2021-2046.....	21

List of Figures

Figure 1.	Lowell-Draper URA Boundary	2
Figure 2.	Draper Commons Site Plan.....	3
Figure 3.	Lowell Commons Site Plan.....	4

1. Introduction

This report includes a summary of the expected fiscal impacts of the site included in the Lowell-Draper Urban Renewal Plan (Plan) in El Paso County (the County). The El Paso County Impact Report for Lowell-Draper Urban Renewal Area (report) was prepared by Economic & Planning Systems (EPS) for the Colorado Springs Urban Renewal Authority (“CSURA” or “Authority”).

The report includes a summary of forecasted property tax revenues as well as El Paso County fiscal and service impacts associated with development in accordance with the Urban Renewal Plan. It specifically responds to the requirements outlined in C.R.S. 31-25-107 (3.5):

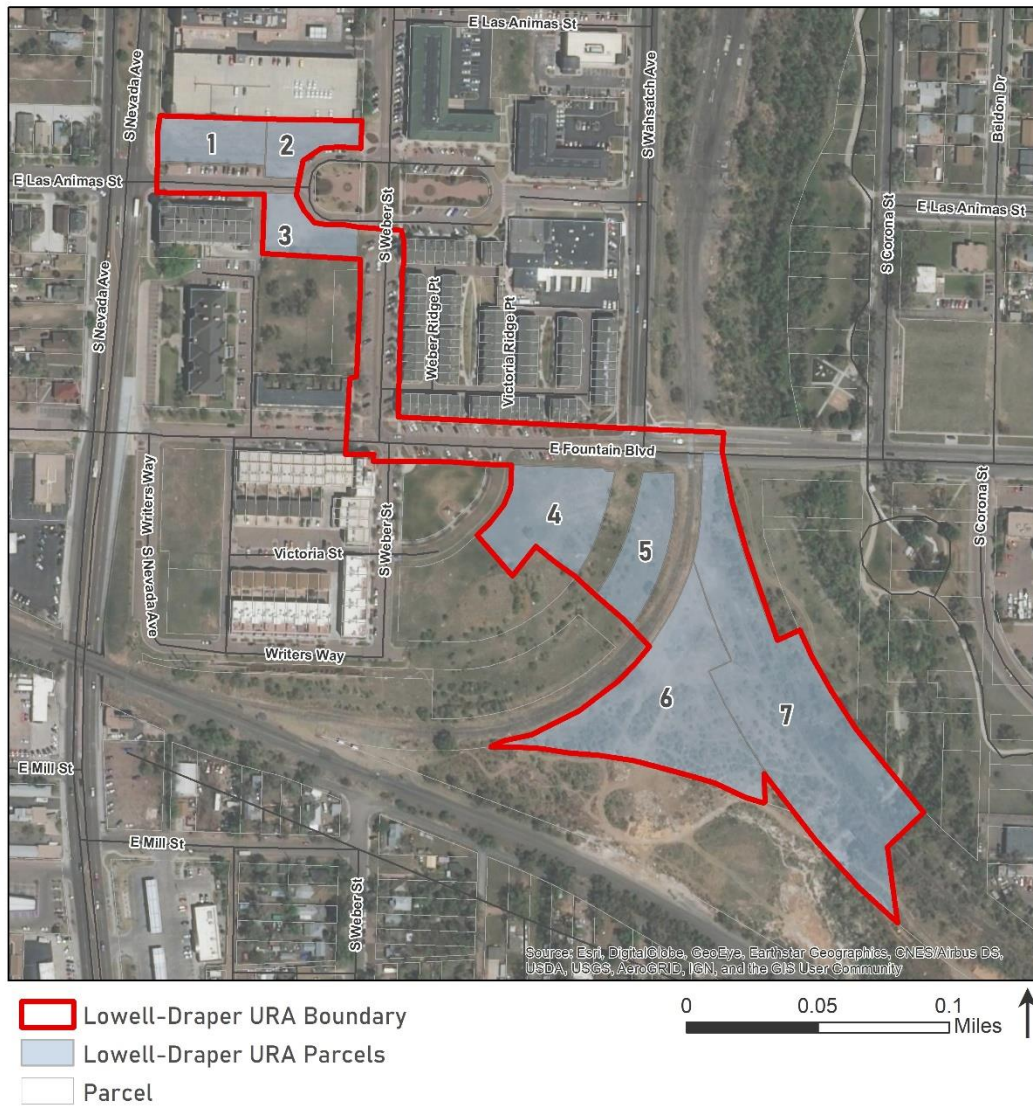
C.R.S. 31-25-107: APPROVAL OF URBAN RENEWAL PLANS BY THE LOCAL GOVERNING BODY

- (3.5) “Prior to the approval of an urban renewal plan, the governing body shall submit such plan to the board of county commissioners, which shall include, at a minimum, the following information concerning the impact of such plan:
- I. The estimated duration of time to complete the urban renewal project;
 - II. The estimated annual property tax increment to be generated by the urban renewal project and the portion of such property tax increment to be allocated during this period to fund the urban renewal project;
 - III. An estimate of the impact of the urban renewal project on county revenues and on the cost and extent of additional county infrastructure and services required to serve development within the proposed urban renewal area, and the benefit of improvements within the urban renewal area to existing county infrastructure;
 - IV. A statement setting forth the method under which the authority or the municipality will finance, or that agreements are in place to finance, any additional county infrastructure and services required to serve development in the urban renewal area for the period in which all or any portion of the property taxes described in subparagraph (ii) of paragraph (a) of subsection (9) of this section and levied by a county are paid to the authority; and
 - V. Any other estimated impacts of the urban renewal project on county services or revenues.”

Urban Renewal Plan Description

The Lowell-Draper Urban Renewal Area (“URA” or “Plan Area”) is located in the City of Colorado Springs in El Paso County. The Plan Area is comprised of seven parcels on approximately 7.28 acres of land and adjacent right of way. The boundaries of the Plan Area include parcels 1 to 3 located along East Las Animas Street with South Weber Street to the east and South Nevada Avenue to the west; South Weber Street to East Fountain Boulevard; and parcels 4 to 7 located south of East Fountain Boulevard with South Corona Street to the east and South Weber Street to the west, as illustrated in red below in **Figure 1**.

Figure 1. Lowell-Draper URA Boundary



2. Development Program

The proposed project for the Plan Area is an attainable housing development along with associated site improvements including sidewalks, streetscape, landscaping, and a public park. Draper Commons will be an attainable housing development located on the southern parcels 4 to 7. The proposed site plan, illustrated in **Figure 2**, includes 280 units ranging from studio, one-, and two-bedroom units. Approximately 5 percent of the units will be attainable for households earning up to 30 percent of area median income (AMI) and the remaining units will be attainable for households earning between 30 and 60 percent AMI.

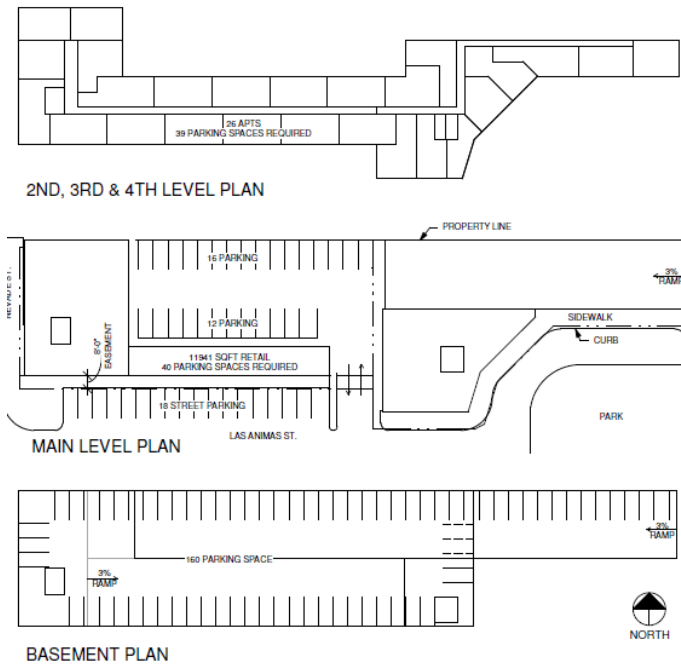
Figure 2. Draper Commons Site Plan



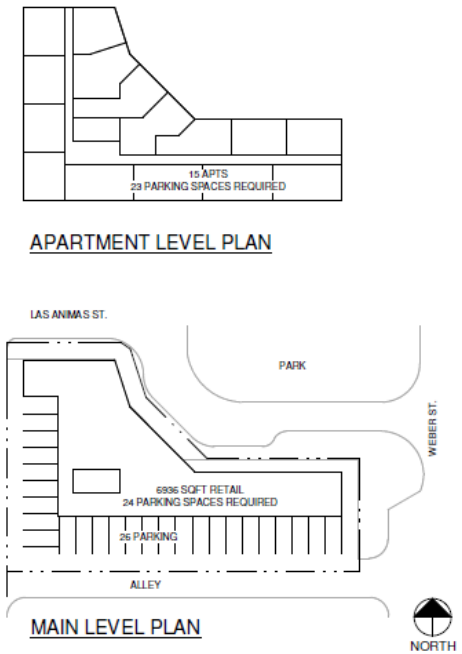
Lowell Commons, located on northern parcels 1 to 3, is anticipated to include approximately 180 units priced at levels that will be affordable for households earning between 70 percent and 140 percent AMI. The proposed site plan is illustrated in **Figure 3**. This project addresses the for housing at the working household level that is often not addressed by new multifamily development.

Figure 3. Lowell Commons Site Plan

North Side



South Side



3. County Fiscal Impact Draper Commons

In order to estimate the anticipated impact of the development of the parcels included in the Plan area boundary on the County, EPS evaluated expected property tax revenues, infrastructure costs, and impacts on cost of service for the County.

Property Taxes

CSURA is expected to keep 100 percent of the property tax revenues generated by the Plan increment, which includes any property tax that is generated by new development on the parcels included in the Plan Area. These revenues are necessary to allow the project to move forward and will be used to fund eligible improvements.

Draper Commons Assumptions

To estimate potential property tax revenues of Draper Commons, EPS has estimated market values for affordable residential multifamily development at \$175,712 per unit. The estimated value from the El Paso County Assessor for conventional market-rate multifamily units falls between \$217,000 and \$254,000 per unit for a 2020 valuation. However, based on the estimated reduced rental income (based on affordability covenants) that will be generated by the affordable units, the Assessor reduced this estimate to a range of \$133,333 to \$148,148 per unit. EPS used the average of this range a premium to account for the proximity to downtown. EPS has also assumed an annual growth rate in property values of 2.0 percent per year, which is reassessed on odd-number years in accordance with Colorado Legislature.

Property Tax Base

The current property taxes paid on the vacant land in the proposed Draper Commons are roughly \$651,337 per year, shown below in **Table 1**. This base reflects the total value of the vacant land parcels, including parcels that have development proposed and parcels that will remain undeveloped. The assessment rate and mill levy are two universally used factors that generate revenue streams that are a portion of total valuation. The assessment rate for commercial property in Colorado is 29 percent. Note that per State regulations, vacant land is classified as commercial (29 percent) while multifamily is assessed as residential (7.15 percent). The 2021 mill levies for all parcels in the taxing district that includes the proposed Urban Renewal Area are shown in **Table 2**. The total mill levy in 2021 was 68.2650, which includes 7.9200 mills for El Paso County (including El Paso County Road and Bridge share).

Table 1. Property Base Value, 2021

Parcel	Actual Value			Assessment Rate	Assessed Value		
	Land	Imp.	Total		Land	Imp.	Total
Developable							
335 Victoria St	\$417,720	\$0	\$417,720	29.00%	\$121,139	\$0	\$121,139
Parcel 6	<u>\$491,352</u>	<u>\$0</u>	<u>\$491,352</u>	29.00%	<u>\$142,492</u>	<u>\$0</u>	<u>\$142,492</u>
Subtotal	\$909,072	\$0	\$909,072		\$263,631	\$0	\$263,631
Undeveloped							
405 Writers Way	\$256,630	\$0	\$256,630	29.00%	\$74,423	\$0	\$74,423
Parcel 7	<u>\$1,080,288</u>	<u>\$0</u>	<u>\$1,080,288</u>	29.00%	<u>\$313,284</u>	<u>\$0</u>	<u>\$313,284</u>
Subtotal	\$1,336,918	\$0	\$1,336,918		\$387,706	\$0	\$387,706
Total	\$2,245,990	\$0	\$2,245,990		\$651,337	\$0	\$651,337

Source: El Paso County Assessor; Economic & Planning Systems

Table 2. Mill Levies, 2021

Description	Mill Levy
EL PASO COUNTY	7.7550
EPC ROAD & BRIDGE SHARE	0.1650
CITY OF COLORADO SPRINGS	4.2790
EPC-COLORADO SPGS ROAD & BRIDGE SHARE	0.1650
COLO SPGS SCHOOL NO 11	51.1040
PIKES PEAK LIBRARY	3.8550
SOUTHEASTERN COLO WATER CONSERVANCY	0.9420
EL PASO COUNTY CONSERVATION	0.0000
TOTAL	68.2650

Source: El Paso County Assessor; Economic & Planning Systems

Property Tax Increment

The future property taxes due to new development is referred to as the "Increment" and would be deferred. The development of Draper Commons over the next 25 years is expected to generate approximately \$6.3 million in property tax increment over the 25-year period, which equates to an average of approximately \$275,538 per year, as shown in **Table 3**.

Following the 25-year period, the parcels included in Plan Area are expected to generate approximately \$415,819 in total property taxes, which includes approximately \$72,947 that is attributed to the base values and \$342,872 that is generated by the increment or new development.

Table 3. Property Tax Increment, 2021-2046

Year	Plan Year	Residential Units	Value \$175,712/unit [1]	Cml. Actual Statutory Val.			Assessed Value (1-Yr. Lag) [2]				Property Tax Increment (1-Yr. Lag) 68.265 mill levy
				Undeveloped Base Val. 2.0% Ann. Esc.	Redeveloped Base Val. 2.0% Ann. Esc.	New Development 2.0% Ann. Esc.	Undeveloped Base Val. 29.00%	Redeveloped Base Val. 29.00%	New Development 7.15%	Increment Value	
2021	0	0	\$0	\$1,336,918	\$909,072	\$0	\$387,706	\$263,631	\$0	\$0	\$0
2022	1	280	\$49,199,360	\$1,363,656	\$927,253	\$49,199,360	\$387,706	\$263,631	\$0	\$0	\$0
2023	2	0	\$0	\$1,390,929	\$945,799	\$50,183,347	\$395,460	\$268,903	\$3,517,754	\$3,248,851	\$0
2024	3	0	\$0	\$1,418,748	\$964,714	\$51,187,014	\$395,460	\$268,903	\$3,517,754	\$3,248,851	\$221,783
2025	4	0	\$0	\$1,447,123	\$984,009	\$52,210,754	\$411,437	\$279,767	\$3,659,872	\$3,380,104	\$221,783
2026	5	0	\$0	\$1,476,065	\$1,003,689	\$53,254,970	\$411,437	\$279,767	\$3,659,872	\$3,380,104	\$230,743
2027	6	0	\$0	\$1,505,587	\$1,023,763	\$54,320,069	\$428,059	\$291,070	\$3,807,730	\$3,516,661	\$230,743
2028	7	0	\$0	\$1,535,699	\$1,044,238	\$55,406,470	\$428,059	\$291,070	\$3,807,730	\$3,516,661	\$240,065
2029	8	0	\$0	\$1,566,413	\$1,065,123	\$56,514,600	\$445,353	\$302,829	\$3,961,563	\$3,658,734	\$240,065
2030	9	0	\$0	\$1,597,741	\$1,086,425	\$57,644,892	\$445,353	\$302,829	\$3,961,563	\$3,658,734	\$249,763
2031	10	0	\$0	\$1,629,696	\$1,108,154	\$58,797,790	\$463,345	\$315,063	\$4,121,610	\$3,806,546	\$249,763
2032	11	0	\$0	\$1,662,289	\$1,130,317	\$59,973,745	\$463,345	\$315,063	\$4,121,610	\$3,806,546	\$259,854
2033	12	0	\$0	\$1,695,535	\$1,152,923	\$61,173,220	\$482,064	\$327,792	\$4,288,123	\$3,960,331	\$259,854
2034	13	0	\$0	\$1,729,446	\$1,175,982	\$62,396,685	\$482,064	\$327,792	\$4,288,123	\$3,960,331	\$270,352
2035	14	0	\$0	\$1,764,035	\$1,199,501	\$63,644,618	\$501,539	\$341,035	\$4,461,363	\$4,120,328	\$270,352
2036	15	0	\$0	\$1,799,316	\$1,223,491	\$64,917,511	\$501,539	\$341,035	\$4,461,363	\$4,120,328	\$281,274
2037	16	0	\$0	\$1,835,302	\$1,247,961	\$66,215,861	\$521,802	\$354,812	\$4,641,602	\$4,286,790	\$281,274
2038	17	0	\$0	\$1,872,008	\$1,272,920	\$67,540,178	\$521,802	\$354,812	\$4,641,602	\$4,286,790	\$292,638
2039	18	0	\$0	\$1,909,448	\$1,298,379	\$68,890,982	\$542,882	\$369,147	\$4,829,123	\$4,459,976	\$292,638
2040	19	0	\$0	\$1,947,637	\$1,324,346	\$70,268,801	\$542,882	\$369,147	\$4,829,123	\$4,459,976	\$304,460
2041	20	0	\$0	\$1,986,590	\$1,350,833	\$71,674,177	\$564,815	\$384,060	\$5,024,219	\$4,640,159	\$304,460
2042	21	0	\$0	\$2,026,322	\$1,377,850	\$73,107,661	\$564,815	\$384,060	\$5,024,219	\$4,640,159	\$316,760
2043	22	0	\$0	\$2,066,848	\$1,405,407	\$74,569,814	\$587,633	\$399,576	\$5,227,198	\$4,827,621	\$316,760
2044	23	0	\$0	\$2,108,185	\$1,433,515	\$76,061,210	\$587,633	\$399,576	\$5,227,198	\$4,827,621	\$329,558
2045	24	0	\$0	\$2,150,349	\$1,462,185	\$77,582,435	\$611,374	\$415,719	\$5,438,377	\$5,022,657	\$329,558
2046	25	0	\$0	\$2,193,356	\$1,491,429	\$79,134,083	\$611,374	\$415,719	\$5,438,377	\$5,022,657	\$342,872
Total		280	\$49,199,360								\$6,337,372

[1] The El Paso County Assessor has provided an estimated market value range of \$217,000 to \$254,000 per unit (assuming a 2020 valuation). However, based on the estimated reduced income generated by the affordable units the Assessor has reduced this estimate to \$133,333 to \$148,148 per unit. EPS has used the average of this range and applied two years of value escalation to estimate actual statutory value. EPS adjusted the estimated unit value to account for the estimated value in 2023 and a 20% premium for location.

[2] Reflects a biennial reassessment.

Source: Economic & Planning Systems

\\Egnyte\Drive\epsys\Shared\Projects\DEM\21972-Colorado Springs URA Lowell-Draper Conditions Financial Analysis and County Fiscal Impact\M Models\21972-MODEL-Draper-9-25-2021.xlsx\T-TIF Impact

Taxing District Impact

El Paso County Impact

El Paso County property tax revenues, which include El Paso County (7.7550 mills) and El Paso County Road and Bridge (0.1650 mills), are based on the combined 7.92 mill levy. Existing property taxes refer to the “Base” and would not be deferred. The County’s share of the current property tax base is \$5,159, shown in **Table 4**. The base amount is expected to grow at 2.0 percent per year resulting in an annual amount of \$8,135 for El Paso County in year 25 and generating a total of approximately \$168,805 over the 25-year period. The increment value will be deferred by the County for the 25-year period. Over this time, the total property tax deferred by the County would be approximately \$735,252 or \$31,967 per year.

Table 4. El Paso County Property Tax Revenue, 2021-2046

Year	Plan Year	El Paso County Property Tax: 7.92 mills		Total
		Base	Increment 1-Yr. Lag	
2021	0	\$5,159	\$0	\$5,159
2022	1	\$5,159	\$0	\$5,159
2023	2	\$5,262	\$0	\$5,262
2024	3	\$5,262	\$25,731	\$30,993
2025	4	\$5,474	\$25,731	\$31,205
2026	5	\$5,474	\$26,770	\$32,245
2027	6	\$5,696	\$26,770	\$32,466
2028	7	\$5,696	\$27,852	\$33,547
2029	8	\$5,926	\$27,852	\$33,778
2030	9	\$5,926	\$28,977	\$34,903
2031	10	\$6,165	\$28,977	\$35,142
2032	11	\$6,165	\$30,148	\$36,313
2033	12	\$6,414	\$30,148	\$36,562
2034	13	\$6,414	\$31,366	\$37,780
2035	14	\$6,673	\$31,366	\$38,039
2036	15	\$6,673	\$32,633	\$39,306
2037	16	\$6,943	\$32,633	\$39,576
2038	17	\$6,943	\$33,951	\$40,894
2039	18	\$7,223	\$33,951	\$41,175
2040	19	\$7,223	\$35,323	\$42,546
2041	20	\$7,515	\$35,323	\$42,838
2042	21	\$7,515	\$36,750	\$44,265
2043	22	\$7,819	\$36,750	\$44,569
2044	23	\$7,819	\$38,235	\$46,053
2045	24	\$8,135	\$38,235	\$46,369
2046	25	\$8,135	\$39,779	\$47,914
Total		\$168,805	\$735,252	\$904,057

Source: Economic & Planning Systems

\\EgnyteDrive\epsys\Shared\Projects\DEN\213072-Colorado Springs URA Lowell-Draper Conditions Financ

Colorado Springs School District 11 Impact

The Plan Area is located within the Colorado Springs School District Number 11, which has a 51.1040 mill levy. The School District's share of the current property tax base is \$33,286, shown in **Table 5**. The base amount is expected to grow at 2.0 percent per year resulting in an annual amount of \$52,489 in year 25 and generating a total over \$1.0 million over the 25-year period. The increment value will be deferred by the School District for the 25-year period. Over this time, the total property tax deferred by the School District would be approximately \$4.7 million or \$189,769 per year.

Table 5. School District Property Tax Revenue, 2021-2046

Year	Plan Year	School Dist. Property Tax: 51.104 mills		Total
		Base	Increment 1-Yr. Lag	
2021	0	\$33,286	\$0	\$33,286
2022	1	\$33,286	\$0	\$33,286
2023	2	\$33,952	\$0	\$33,952
2024	3	\$33,952	\$166,029	\$199,981
2025	4	\$35,323	\$166,029	\$201,353
2026	5	\$35,323	\$172,737	\$208,060
2027	6	\$36,750	\$172,737	\$209,487
2028	7	\$36,750	\$179,715	\$216,466
2029	8	\$38,235	\$179,715	\$217,950
2030	9	\$38,235	\$186,976	\$225,211
2031	10	\$39,780	\$186,976	\$226,756
2032	11	\$39,780	\$194,530	\$234,310
2033	12	\$41,387	\$194,530	\$235,917
2034	13	\$41,387	\$202,389	\$243,776
2035	14	\$43,059	\$202,389	\$245,448
2036	15	\$43,059	\$210,565	\$253,624
2037	16	\$44,798	\$210,565	\$255,364
2038	17	\$44,798	\$219,072	\$263,871
2039	18	\$46,608	\$219,072	\$265,680
2040	19	\$46,608	\$227,923	\$274,531
2041	20	\$48,491	\$227,923	\$276,414
2042	21	\$48,491	\$237,131	\$285,622
2043	22	\$50,450	\$237,131	\$287,581
2044	23	\$50,450	\$246,711	\$297,161
2045	24	\$52,489	\$246,711	\$299,199
2046	25	\$52,489	\$256,678	\$309,166
Total		\$1,089,218	\$4,744,233	\$5,833,450

Source: Economic & Planning Systems

\\EgnyteDrive\epsys\Shared\Projects\DEN\213072-Colorado Springs URA Lowell-Draper Conditions Financ

City of Colorado Springs Impact

The City of Colorado Springs has a 4.279 mill levy. The City’s share of the current property tax base is \$2,787, shown in **Table 6**. The base amount is expected to grow at 2.0 percent per year resulting in an annual amount of \$4,395 in year 25 and generating a total of approximately \$91,202 over the 25-year period. The increment value of property taxes generated, which will be deferred by the City, would be approximately \$397,240 over the 25-year period or \$15,890 per year.

Table 6. City of Colorado Springs Property Tax Revenue, 2021-2046

Year	Plan Year	Co. Springs Property Tax: 4.279 mills		Total
		Base	Increment 1-Yr. Lag	
2021	0	\$2,787	\$0	\$2,787
2022	1	\$2,787	\$0	\$2,787
2023	2	\$2,843	\$0	\$2,843
2024	3	\$2,843	\$13,902	\$16,745
2025	4	\$2,958	\$13,902	\$16,859
2026	5	\$2,958	\$14,463	\$17,421
2027	6	\$3,077	\$14,463	\$17,541
2028	7	\$3,077	\$15,048	\$18,125
2029	8	\$3,201	\$15,048	\$18,249
2030	9	\$3,201	\$15,656	\$18,857
2031	10	\$3,331	\$15,656	\$18,987
2032	11	\$3,331	\$16,288	\$19,619
2033	12	\$3,465	\$16,288	\$19,754
2034	13	\$3,465	\$16,946	\$20,412
2035	14	\$3,605	\$16,946	\$20,552
2036	15	\$3,605	\$17,631	\$21,236
2037	16	\$3,751	\$17,631	\$21,382
2038	17	\$3,751	\$18,343	\$22,094
2039	18	\$3,903	\$18,343	\$22,246
2040	19	\$3,903	\$19,084	\$22,987
2041	20	\$4,060	\$19,084	\$23,144
2042	21	\$4,060	\$19,855	\$23,915
2043	22	\$4,224	\$19,855	\$24,080
2044	23	\$4,224	\$20,657	\$24,882
2045	24	\$4,395	\$20,657	\$25,052
2046	25	\$4,395	\$21,492	\$25,887
Total		\$91,202	\$397,240	\$488,442

Source: Economic & Planning Systems

\\EgnyteDrive\epsys\Shared\Projects\DEN\213072-Colorado Springs URA Lowell-Draper Conditions Financ

Pikes Peak Library District Impact

The Plan Area is located within the Pikes Peak Library District, which has a 3.8550 mill levy. The Library District's share of the current property tax base is \$2,511, shown in **Table 7**. The base amount is expected to grow at 2.0 percent per year resulting in an annual amount of \$3,959 in year 25 and generating a total of approximately \$82,165 over the 25-year period. The increment value of property taxes generated, which will be deferred by the Library District, would be approximately \$357,878 over the 25-year period or \$14,315 per year.

Table 7. Library Property Tax Revenue, 2021-2046

Year	Plan Year	Library Property Tax: 3.855 mills		Total
		Base	Increment 1-Yr. Lag	
2021	0	\$2,511	\$0	\$2,511
2022	1	\$2,511	\$0	\$2,511
2023	2	\$2,561	\$0	\$2,561
2024	3	\$2,561	\$12,524	\$15,085
2025	4	\$2,665	\$12,524	\$15,189
2026	5	\$2,665	\$13,030	\$15,695
2027	6	\$2,772	\$13,030	\$15,803
2028	7	\$2,772	\$13,557	\$16,329
2029	8	\$2,884	\$13,557	\$16,441
2030	9	\$2,884	\$14,104	\$16,989
2031	10	\$3,001	\$14,104	\$17,105
2032	11	\$3,001	\$14,674	\$17,675
2033	12	\$3,122	\$14,674	\$17,796
2034	13	\$3,122	\$15,267	\$18,389
2035	14	\$3,248	\$15,267	\$18,515
2036	15	\$3,248	\$15,884	\$19,132
2037	16	\$3,379	\$15,884	\$19,263
2038	17	\$3,379	\$16,526	\$19,905
2039	18	\$3,516	\$16,526	\$20,041
2040	19	\$3,516	\$17,193	\$20,709
2041	20	\$3,658	\$17,193	\$20,851
2042	21	\$3,658	\$17,888	\$21,546
2043	22	\$3,806	\$17,888	\$21,694
2044	23	\$3,806	\$18,610	\$22,416
2045	24	\$3,959	\$18,610	\$22,570
2046	25	\$3,959	\$19,362	\$23,322
Total		\$82,165	\$357,878	\$440,043

Source: Economic & Planning Systems

\\EgnyteDrive\epsys\Shared\Projects\DEN\213072-Colorado Springs URA Lowell-Draper Conditions Financ

Southeastern Colorado Water Conservancy District Impact

The Plan Area is located within the Southeastern Colorado Water Conservancy District, which has a 0.9420 mill levy. The Water Conservancy District’s share of the current property tax base is \$614, shown in **Table 8**. The base amount is expected to grow at 2.0 percent per year resulting in an annual amount of \$968 in year 25 and generating a total of approximately \$20,078 over the 25-year period. The increment value of property taxes generated, which will be deferred by the Water Conservancy District, would be approximately \$87,450 over the 25-year period or \$3,498 per year.

Table 8. Water Conservancy Property Tax Revenue, 2021-2046

Year	Plan Year	Water Conserv. Property Tax: .942 mills		Total
		Base	Increment 1-Yr. Lag	
2021	0	\$614	\$0	\$614
2022	1	\$614	\$0	\$614
2023	2	\$626	\$0	\$626
2024	3	\$626	\$3,060	\$3,686
2025	4	\$651	\$3,060	\$3,712
2026	5	\$651	\$3,184	\$3,835
2027	6	\$677	\$3,184	\$3,861
2028	7	\$677	\$3,313	\$3,990
2029	8	\$705	\$3,313	\$4,017
2030	9	\$705	\$3,447	\$4,151
2031	10	\$733	\$3,447	\$4,180
2032	11	\$733	\$3,586	\$4,319
2033	12	\$763	\$3,586	\$4,349
2034	13	\$763	\$3,731	\$4,494
2035	14	\$794	\$3,731	\$4,524
2036	15	\$794	\$3,881	\$4,675
2037	16	\$826	\$3,881	\$4,707
2038	17	\$826	\$4,038	\$4,864
2039	18	\$859	\$4,038	\$4,897
2040	19	\$859	\$4,201	\$5,060
2041	20	\$894	\$4,201	\$5,095
2042	21	\$894	\$4,371	\$5,265
2043	22	\$930	\$4,371	\$5,301
2044	23	\$930	\$4,548	\$5,478
2045	24	\$968	\$4,548	\$5,515
2046	25	\$968	\$4,731	\$5,699
Total		\$20,078	\$87,450	\$107,528

Source: Economic & Planning Systems

\\EgnyteDrive\epsys\Shared\Projects\DEN\213072-Colorado Springs URA Lowell-Draper Conditions Financ

Cost of Service and Infrastructure Costs

Residential development in the County has a direct impact on County services and infrastructure costs. However, the cost of service and infrastructure costs vary depending on whether or not the development occurs within incorporated or unincorporated areas. The entire Plan Area is located within the City of Colorado Springs municipal boundaries. It is also noteworthy that the majority of urban services required by the new development will be provided by the City of Colorado Springs, such as police, parks and recreation, water, sewer, and general administration such as planning, zoning, land use code enforcement, business licensing, etc.

For the purposes of this analysis, EPS assumes that the modest additional service cost to the County associated with the future development within the City of Colorado Springs is balanced by additional revenue sources, such as intergovernmental transfers and fees for services. While modest, the County will receive sales tax revenues from the residents living within the development. The County is expected to have no financial exposure for infrastructure costs or other capital improvements. Future infrastructure costs that are associated with development on parcels included in the Plan boundary are anticipated to be financed by the developer initially, and by the Colorado Springs Urban Renewal Authority and the City of Colorado Springs in the future.

Summary of the Net County Impact

Based on the analysis included in this report, EPS anticipates that the impact of the proposed Draper Commons in the Lowell-Draper Urban Renewal Plan on El Paso County will be positive. If the County portion of the property taxes was deferred during this period, the County would experience an annual fiscal impact of \$5,159 in 2022, the first year of development. By 2047, the end of the 25-year tax increment financing period, the County's portion of property tax is expected to increase to \$47,914 per year as a result from the inclusion of developed parcels in the URA.

Based on previous experience evaluating county fiscal structures, EPS has an understanding of expenditures, revenues, and alternative revenue sources that new development generates as well as the corresponding costs of service attributed to various development types. Moreover, because the future development will be located within the City of Colorado Springs, and the City is responsible for a majority of services, including ones with typically higher costs to local government (i.e., police, public works, water), the County's exposure in terms of its financial outlay will be modest and is expected to be mitigated with user fees and other revenue sources.

4. County Fiscal Impact Lowell Commons

In order to estimate the anticipated impact of the development of the parcels included in the Plan area boundary on the County, EPS evaluated expected property tax revenues, infrastructure costs, and impacts on cost of service for the County.

Property Taxes

CSURA is expected to keep 100 percent of the property tax revenues generated by the Plan increment, which includes any property tax that is generated by new development on the parcels included in the Plan Area. These revenues are necessary to allow the project to move forward and will be used to fund eligible improvements.

Lowell Commons Assumptions

To estimate potential property tax revenues of Lowell Commons, EPS has estimated market values for affordable residential multifamily development at \$197,000 per unit. The estimated value is based on the capitalized value of the project. Additionally, based on El Paso assessor data the estimated market value falls within the market valuation of similar product type in Colorado Springs.

Property Tax Base

The current property taxes paid on the vacant land in the proposed Lowell Commons are roughly \$154,868 per year, shown below in **Table 9**. This base reflects the total value of the vacant land parcels, including parcels planned for development and parcels that will remain undeveloped. The assessment rate and mill levy are two universally used factors that generate revenue streams that are a portion of total valuation. The assessment rate for commercial property in Colorado is 29 percent. Note that per State regulations, vacant land is classified as commercial (29 percent) while multifamily is assessed as residential (7.15 percent). The 2021 mill levies for all parcels in the taxing district that includes the proposed Urban Renewal Area are shown in **Table 10**. The total mill levy in 2021 was 68.2650, which includes 7.9200 mills for El Paso County (including El Paso County Road and Bridge share).

Table 9. Property Base Value, 2021

Parcel	Actual Value			Assessment Rate	Assessed Value		
	Land	Imp.	Total		Land	Imp.	Total
Developable							
202 E Las Animas St	\$179,487	\$0	\$179,487	29.00%	\$52,051	\$0	\$52,051
252 E Las Animas St	\$170,599	\$0	\$170,599	29.00%	\$49,474	\$0	\$49,474
251 E Las Animas St	<u>\$183,942</u>	<u>\$0</u>	<u>\$183,942</u>	29.00%	<u>\$53,343</u>	<u>\$0</u>	<u>\$53,343</u>
Total	\$534,028	\$0	\$534,028		\$154,868	\$0	\$154,868

Source: El Paso County Assessor; Economic & Planning Systems

Table 10. Mill Levies, 2021

Description	Mill Levy
EL PASO COUNTY	7.7550
EPC ROAD & BRIDGE SHARE	0.1650
CITY OF COLORADO SPRINGS	4.2790
EPC-COLORADO SPGS ROAD & BRIDGE SHARE	0.1650
COLO SPGS SCHOOL NO 11	51.1040
PIKES PEAK LIBRARY	3.8550
SOUTHEASTERN COLO WATER CONSERVANCY	0.9420
EL PASO COUNTY CONSERVATION	0.0000
TOTAL	68.2650

Source: El Paso County Assessor; Economic & Planning Systems

Property Tax Increment

The future property taxes due to new development is referred to as the "Increment" and would be deferred. The development of Lowell Commons over the next 25 years is expected to generate approximately \$4.5 million in property tax increment over the 25-year period, which equates to an average of approximately \$180,793 per year, as shown in **Table 11**.

Following the 25-year period, the parcels included in Plan Area are expected to generate approximately \$268,249 in total property taxes, which includes approximately \$17,345 that is attributed to the base values and \$250,905 that is generated by the increment or new development.

Table 11. Property Tax Increment, 2021-2046

Year	Plan Year	Residential Value		Cml. Actual Statutory Val.		Assessed Value (1-Yr. Lag) ^[2]			Property Tax Increment (1-Yr. Lag) 68.265 mill levy
		Units	\$197,000/unit	Base Val. 2.0% Ann. Esc.	New Val. 2.0% Ann. Esc.	Base Val. 29.00%	New Dev. 7.15%	Increment Val.	
2021	0	0	\$0	\$534,028	\$0	\$154,868	\$0	\$0	\$0
2022	1	180	\$10,638,000	\$544,709	\$10,638,000	\$154,868	\$0	\$0	\$0
2023	2	180	\$36,169,200	\$555,603	\$36,169,200	\$157,965	\$760,617	\$602,652	\$0
2024	3	0	\$0	\$566,715	\$36,892,584	\$157,965	\$2,586,098	\$2,428,132	\$41,140
2025	4	0	\$0	\$578,049	\$37,630,436	\$164,347	\$2,637,820	\$2,473,472	\$165,756
2026	5	0	\$0	\$589,610	\$38,383,044	\$164,347	\$2,637,820	\$2,473,472	\$168,852
2027	6	0	\$0	\$601,402	\$39,150,705	\$170,987	\$2,744,388	\$2,573,401	\$168,852
2028	7	0	\$0	\$613,430	\$39,933,719	\$170,987	\$2,744,388	\$2,573,401	\$175,673
2029	8	0	\$0	\$625,699	\$40,732,394	\$177,895	\$2,855,261	\$2,677,366	\$175,673
2030	9	0	\$0	\$638,213	\$41,547,042	\$177,895	\$2,855,261	\$2,677,366	\$182,770
2031	10	0	\$0	\$650,977	\$42,377,982	\$185,082	\$2,970,613	\$2,785,532	\$182,770
2032	11	0	\$0	\$663,997	\$43,225,542	\$185,082	\$2,970,613	\$2,785,532	\$190,154
2033	12	0	\$0	\$677,277	\$44,090,053	\$192,559	\$3,090,626	\$2,898,067	\$190,154
2034	13	0	\$0	\$690,822	\$44,971,854	\$192,559	\$3,090,626	\$2,898,067	\$197,837
2035	14	0	\$0	\$704,639	\$45,871,291	\$200,338	\$3,215,488	\$3,015,149	\$197,837
2036	15	0	\$0	\$718,731	\$46,788,717	\$200,338	\$3,215,488	\$3,015,149	\$205,829
2037	16	0	\$0	\$733,106	\$47,724,491	\$208,432	\$3,345,393	\$3,136,961	\$205,829
2038	17	0	\$0	\$747,768	\$48,678,981	\$208,432	\$3,345,393	\$3,136,961	\$214,145
2039	18	0	\$0	\$762,723	\$49,652,561	\$216,853	\$3,480,547	\$3,263,694	\$214,145
2040	19	0	\$0	\$777,978	\$50,645,612	\$216,853	\$3,480,547	\$3,263,694	\$222,796
2041	20	0	\$0	\$793,538	\$51,658,524	\$225,614	\$3,621,161	\$3,395,548	\$222,796
2042	21	0	\$0	\$809,408	\$52,691,695	\$225,614	\$3,621,161	\$3,395,548	\$231,797
2043	22	0	\$0	\$825,596	\$53,745,529	\$234,728	\$3,767,456	\$3,532,728	\$231,797
2044	23	0	\$0	\$842,108	\$54,820,439	\$234,728	\$3,767,456	\$3,532,728	\$241,162
2045	24	0	\$0	\$858,951	\$55,916,848	\$244,211	\$3,919,661	\$3,675,450	\$241,162
2046	25	0	\$0	\$876,130	\$57,035,185	\$244,211	\$3,919,661	\$3,675,450	\$250,905
Total		360	\$46,807,200						\$4,519,830

[2] Reflects a biennial reassessment.

Source: Economic & Planning Systems

\\EgnyteDrive\epsys\Shared\Project\s\DEN\213072-Colorado Springs URA Lowell-Draper Conditions Financial Analysis and County Fiscal Impact\Models\213072-MODEL-Lowell-9-25-2021.xlsm]T-TIF Est

Taxing District Impact

El Paso County Impact

El Paso County property tax revenues, which include El Paso County (7.7550 mills) and El Paso County Road and Bridge (0.1650 mills), are based on the combined 7.92 mill levy. Existing property taxes refer to the "Base" and would not be deferred. The County's share of the current property tax base is \$1,227, shown in **Table 12**. The base amount is expected to grow at 2.0 percent per year resulting in an annual amount of \$1,934 for El Paso County in year 25 and generating a total of approximately \$40,137 over the 25-year period. The increment value will be deferred by the County for the 25-year period. Over this time, the total property tax deferred by the County would be approximately \$524,384 or \$20,975 per year.

Table 12. El Paso County Property Tax Revenue, 2021-2046

Year	Plan Year	El Paso County Property Tax: 7.92 mills		Total
		Base	Increment 1-Yr. Lag	
2021	0	\$1,227	\$0	\$1,227
2022	1	\$1,227	\$0	\$1,227
2023	2	\$1,251	\$0	\$1,251
2024	3	\$1,251	\$4,773	\$6,024
2025	4	\$1,302	\$19,231	\$20,532
2026	5	\$1,302	\$19,590	\$20,892
2027	6	\$1,354	\$19,590	\$20,944
2028	7	\$1,354	\$20,381	\$21,736
2029	8	\$1,409	\$20,381	\$21,790
2030	9	\$1,409	\$21,205	\$22,614
2031	10	\$1,466	\$21,205	\$22,671
2032	11	\$1,466	\$22,061	\$23,527
2033	12	\$1,525	\$22,061	\$23,586
2034	13	\$1,525	\$22,953	\$24,478
2035	14	\$1,587	\$22,953	\$24,539
2036	15	\$1,587	\$23,880	\$25,467
2037	16	\$1,651	\$23,880	\$25,531
2038	17	\$1,651	\$24,845	\$26,496
2039	18	\$1,717	\$24,845	\$26,562
2040	19	\$1,717	\$25,848	\$27,566
2041	20	\$1,787	\$25,848	\$27,635
2042	21	\$1,787	\$26,893	\$28,680
2043	22	\$1,859	\$26,893	\$28,752
2044	23	\$1,859	\$27,979	\$29,838
2045	24	\$1,934	\$27,979	\$29,913
2046	25	\$1,934	\$29,110	\$31,044
Total		\$40,137	\$524,384	\$564,520

Source: Economic & Planning Systems

\\EgnyteDrive\epsys\Shared\Projects\DEN\213072-Colorado Springs URA Lowell-Draper Conditions Financ

Colorado Springs School District 11 Impact

The Plan Area is located within the Colorado Springs School District Number 11, which has a 51.1040 mill levy. The School District’s share of the current property tax base is \$7,914, shown in **Table 13**. The base amount is expected to grow at 2.0 percent per year resulting in an annual amount of \$12,480 in year 25 and generating a total of approximately \$258,983 over the 25-year period. The increment value will be deferred by the School District for the 25-year period. Over this time, the total property tax deferred by the School District would be approximately \$3.4 million or \$135,344 per year.

Table 13. School District Property Tax Revenue, 2021-2046

Year	Plan Year	School District Property Tax: 51.104 mills		Total
		Base	Increment	
2021	0	\$7,914	\$0	\$7,914
2022	1	\$7,914	\$0	\$7,914
2023	2	\$8,073	\$0	\$8,073
2024	3	\$8,073	\$30,798	\$38,871
2025	4	\$8,399	\$124,087	\$132,486
2026	5	\$8,399	\$126,404	\$134,803
2027	6	\$8,738	\$126,404	\$135,142
2028	7	\$8,738	\$131,511	\$140,249
2029	8	\$9,091	\$131,511	\$140,602
2030	9	\$9,091	\$136,824	\$145,915
2031	10	\$9,458	\$136,824	\$146,283
2032	11	\$9,458	\$142,352	\$151,810
2033	12	\$9,841	\$142,352	\$152,192
2034	13	\$9,841	\$148,103	\$157,943
2035	14	\$10,238	\$148,103	\$158,341
2036	15	\$10,238	\$154,086	\$164,324
2037	16	\$10,652	\$154,086	\$164,738
2038	17	\$10,652	\$160,311	\$170,963
2039	18	\$11,082	\$160,311	\$171,393
2040	19	\$11,082	\$166,788	\$177,870
2041	20	\$11,530	\$166,788	\$178,318
2042	21	\$11,530	\$173,526	\$185,056
2043	22	\$11,996	\$173,526	\$185,522
2044	23	\$11,996	\$180,537	\$192,532
2045	24	\$12,480	\$180,537	\$193,017
2046	25	\$12,480	\$187,830	\$200,310
Total		\$258,983	\$3,383,599	\$3,642,582

Source: Economic & Planning Systems

\\EgnyteDrive\epsys\Shared\Projects\DEN\213072-Colorado Springs URA Lowell-Draper Conditions Financ

City of Colorado Springs Impact

The City of Colorado Springs has a 4.279 mill levy. The City's share of the current property tax base is \$663, shown in **Table 14**. The base amount is expected to grow at 2.0 percent per 2 years resulting in an annual amount of \$1,045 in year 25 and generating a total of approximately \$21,685 over the 25-year period. The increment value of property taxes generated, which will be deferred by the City, would be approximately \$283,313 over the 25-year period or \$11,333 per year.

Table 14. City of Colorado Springs Property Tax Revenue, 2021-2046

Year	Plan Year	Co. Springs Property Tax: 4.279 mills		
		Base	Increment	Total
2021	0	\$663	\$0	\$663
2022	1	\$663	\$0	\$663
2023	2	\$676	\$0	\$676
2024	3	\$676	\$2,579	\$3,255
2025	4	\$703	\$10,390	\$11,093
2026	5	\$703	\$10,584	\$11,287
2027	6	\$732	\$10,584	\$11,316
2028	7	\$732	\$11,012	\$11,743
2029	8	\$761	\$11,012	\$11,773
2030	9	\$761	\$11,456	\$12,218
2031	10	\$792	\$11,456	\$12,248
2032	11	\$792	\$11,919	\$12,711
2033	12	\$824	\$11,919	\$12,743
2034	13	\$824	\$12,401	\$13,225
2035	14	\$857	\$12,401	\$13,258
2036	15	\$857	\$12,902	\$13,759
2037	16	\$892	\$12,902	\$13,794
2038	17	\$892	\$13,423	\$14,315
2039	18	\$928	\$13,423	\$14,351
2040	19	\$928	\$13,965	\$14,893
2041	20	\$965	\$13,965	\$14,931
2042	21	\$965	\$14,530	\$15,495
2043	22	\$1,004	\$14,530	\$15,534
2044	23	\$1,004	\$15,117	\$16,121
2045	24	\$1,045	\$15,117	\$16,162
2046	25	\$1,045	\$15,727	\$16,772
Total		\$21,685	\$283,313	\$304,998

Source: Economic & Planning Systems

\\EgnyteDrive\epsys\Shared\Projects\DEN\213072-Colorado Springs URA Lowell-Draper Conditions Financ

Pikes Peak Library District Impact

The Plan Area is located within the Pikes Peak Library District, which has a 3.8550 mill levy. The Library District’s share of the current property tax base is \$597, shown in **Table 15**. The base amount is expected to grow at 2.0 percent per every 2 years resulting in an annual amount of \$941 in year 25 and generating a total of approximately \$19,536 over the 25-year period. The increment value of property taxes generated, which will be deferred by the Library District, would be approximately \$255,240 over the 25-year period or \$10,210 per year.

Table 15. Library Property Tax Revenue, 2021-2046

Year	Plan Year	Library Property Tax: 3.855 mills		
		Base	Increment	Total
2021	0	\$597	\$0	\$597
2022	1	\$597	\$0	\$597
2023	2	\$609	\$0	\$609
2024	3	\$609	\$2,323	\$2,932
2025	4	\$634	\$9,360	\$9,994
2026	5	\$634	\$9,535	\$10,169
2027	6	\$659	\$9,535	\$10,194
2028	7	\$659	\$9,920	\$10,580
2029	8	\$686	\$9,920	\$10,606
2030	9	\$686	\$10,321	\$11,007
2031	10	\$713	\$10,321	\$11,035
2032	11	\$713	\$10,738	\$11,452
2033	12	\$742	\$10,738	\$11,481
2034	13	\$742	\$11,172	\$11,914
2035	14	\$772	\$11,172	\$11,944
2036	15	\$772	\$11,623	\$12,396
2037	16	\$804	\$11,623	\$12,427
2038	17	\$804	\$12,093	\$12,896
2039	18	\$836	\$12,093	\$12,929
2040	19	\$836	\$12,582	\$13,418
2041	20	\$870	\$12,582	\$13,451
2042	21	\$870	\$13,090	\$13,960
2043	22	\$905	\$13,090	\$13,995
2044	23	\$905	\$13,619	\$14,524
2045	24	\$941	\$13,619	\$14,560
2046	25	\$941	\$14,169	\$15,110
Total		\$19,536	\$255,240	\$274,776

Source: Economic & Planning Systems

\\EgnyteDrive\epsys\Shared\Projects\DEN\213072-Colorado Springs URA Lowell-Draper Conditions Financ

Southeastern Colorado Water Conservancy District Impact

The Plan Area is located within the Southeastern Colorado Water Conservancy District, which has a 0.9420 mill levy. The Water Conservancy District's share of the current property tax base is \$146, shown in **Table 16**. The base amount is expected to grow at 2.0 percent per year resulting in an annual amount of \$230 in year 25 and generating a total of approximately \$4,774 over the 25-year period. The increment value of property taxes generated, which will be deferred by the Water Conservancy District, would be approximately \$62,370 over the 25-year period or \$2,495 per year.

Table 16. Water Conservancy Property Tax Revenue, 2021-2046

Year	Plan Year	Water Conserv. Property Tax: .942 mills		Total
		Base	Increment	
2021	0	\$146	\$0	\$146
2022	1	\$146	\$0	\$146
2023	2	\$149	\$0	\$149
2024	3	\$149	\$568	\$717
2025	4	\$155	\$2,287	\$2,442
2026	5	\$155	\$2,330	\$2,485
2027	6	\$161	\$2,330	\$2,491
2028	7	\$161	\$2,424	\$2,585
2029	8	\$168	\$2,424	\$2,592
2030	9	\$168	\$2,522	\$2,690
2031	10	\$174	\$2,522	\$2,696
2032	11	\$174	\$2,624	\$2,798
2033	12	\$181	\$2,624	\$2,805
2034	13	\$181	\$2,730	\$2,911
2035	14	\$189	\$2,730	\$2,919
2036	15	\$189	\$2,840	\$3,029
2037	16	\$196	\$2,840	\$3,037
2038	17	\$196	\$2,955	\$3,151
2039	18	\$204	\$2,955	\$3,159
2040	19	\$204	\$3,074	\$3,279
2041	20	\$213	\$3,074	\$3,287
2042	21	\$213	\$3,199	\$3,411
2043	22	\$221	\$3,199	\$3,420
2044	23	\$221	\$3,328	\$3,549
2045	24	\$230	\$3,328	\$3,558
2046	25	\$230	\$3,462	\$3,692
Total		\$4,774	\$62,370	\$67,144

Source: Economic & Planning Systems

\\EgnyteDrive\epsys\Shared\Projects\DEN\213072-Colorado Springs URA Lowell-Draper Conditions Financ

Cost of Service and Infrastructure Costs

Residential development in the County has a direct impact on County services and infrastructure costs. However, the cost of service and infrastructure costs vary depending on whether or not the development occurs within incorporated or unincorporated areas. The entire Plan Area is located within the City of Colorado Springs municipal boundaries. It is also noteworthy that the majority of urban services required by the new development will be provided by the City of Colorado Springs, such as police, parks and recreation, water, sewer, and general administration such as planning, zoning, land use code enforcement, business licensing, etc.

For the purposes of this analysis, EPS assumes that the modest additional service cost to the County associated with the future development within the City of Colorado Springs is balanced by additional revenue sources, such as intergovernmental transfers and fees for services. While modest, the County will receive sales tax revenues from the residents living within the development. The County is expected to have no financial exposure for infrastructure costs or other capital improvements. Future infrastructure costs that are associated with development on parcels included in the Plan boundary are anticipated to be financed by the developer initially, and by the Colorado Springs Urban Renewal Authority and the City of Colorado Springs in the future.

Summary of the Net County Impact

Based on the analysis included in this report, EPS anticipates that the impact of the proposed Lowell Commons in the Lowell-Draper Urban Renewal Plan on El Paso County will be positive. If the County portion of the property taxes was deferred during this period, the County would experience an annual fiscal impact of \$1,227 in 2021, the first year of development. By 2047, the end of the 25-year tax increment financing period, the County's portion of property tax is expected to increase to \$31,044 per year as a result from the inclusion of developed parcels in the URA.

Based on previous experience evaluating county fiscal structures, EPS has a understanding of expenditures, revenues, and alternative revenue sources that new development generates as well as the corresponding costs of service attributed to various development types. Moreover, because the future development will be located within the City of Colorado Springs, and the City is responsible for a majority of services, including ones with typically higher costs to local government (i.e., police, public works, water), the County's exposure in terms of its financial outlay will be modest and is expected to be mitigated with user fees and other revenue sources.

PROPERTY TAX INCREMENT REVENUE AGREEMENT
(Pikes Peak Library District)
(Lowell-Draper Urban Renewal Plan)

This Property Tax Increment Revenue Agreement (the “Agreement”) is entered into as of _____, 2021 (the “Effective Date”) by and between the COLORADO SPRINGS URBAN RENEWAL AUTHORITY, a body corporate and politic of the State of Colorado (the “Authority”), whose address is 30 South Nevada Avenue, Colorado Springs, Colorado 80903, and the PIKES PEAK LIBRARY DISTRICT, a political subdivision of the State of Colorado (the “Library District”), whose address is 12 North Cascade Avenue, Colorado Springs, Colorado 80903. The Authority and the Library District are referred to herein individually as a “Party” and collectively as the “Parties.”

RECITALS.

The following recitals are incorporated in and made a part of this Agreement. Capitalized terms used herein and not otherwise defined are defined in Section 1 below.

A. Proposed Redevelopment. The Parties have been advised that the real property described in Exhibit A (the “Property”) lying within the corporate limits of the City of Colorado Springs, Colorado (the “City”) is being studied for designation as an urban renewal area to be redeveloped by one or more developers and/or property owner(s) as an affordable housing development(s) that will eliminate existing blighted conditions which constitute threats to the health, safety and welfare of the community and barriers to development.

B. Urban Renewal and Tax Increment Financing. To accomplish the proposed redevelopment and to provide certain required public improvements, the Authority has recommended inclusion of the Property in a proposed urban renewal plan, entitled as the “Lowell-Draper Urban Renewal Plan” (the “Plan” or “Urban Renewal Plan”) authorizing and utilizing tax increment financing in accordance with the Colorado Urban Renewal Law, Part 1 of Article 25 of Title 31, C.R.S. (the “Act”), to pay Eligible Costs of the Improvements. The proposed Plan that includes the Property has been provided to the Library District under separate cover. The final Plan approved by the City Council of the City shall be the “Plan” for purposes of this Agreement.

C. Nature of Urban Renewal Project and Purpose of Agreement. The proposed Urban Renewal Project consists of designing, developing and constructing the Improvements (which includes paying the Eligible Costs of public improvements) necessary to serve the proposed Urban Renewal Area and to comply with §31-25-107(4)(g) of the Act that requires the Plan to afford maximum opportunity, consistent with the sound needs of the municipality as a whole, for the rehabilitation or redevelopment of the Urban Renewal Area by private enterprise. Approval of the Urban Renewal Plan is subject to recent legislation, including requirements imposed by HB 15-1348 for new urban renewal plans adopted after January 1, 2016.

D. Impact Report. The Authority has submitted to the Library District a copy of the Impact Report required to be submitted to El Paso County by §31-25-107(3.5) of the Act, which includes a tax forecast for the Library District.

E. Colorado Urban Renewal Law. In accordance with the Act as amended to the date of this Agreement (including the requirements of HB 15-1348 and SB 18-248), the Parties desire to enter into this Agreement to facilitate adoption of the Plan and redevelopment of the proposed Urban Renewal Area described therein. The Agreement addresses, among other things, the estimated impacts of the Urban Renewal Plan on Library District services associated solely with the Urban Renewal Plan.

AGREEMENT

NOW, THEREFORE, in consideration of the covenants, promises and agreements of each of the Parties hereto, to be kept and performed by each of them, it is agreed by and between the Parties hereto as set forth herein.

1. DEFINITIONS. As used in this Agreement:

1.1. “Act” means the Colorado Urban Renewal Law, Part 1 of Article 25 of Title 31, C.R.S.

1.2. “Agreement” means this Agreement, as it may be amended or supplemented in writing. References to sections or exhibits are to this Agreement unless otherwise qualified.

1.3. “Authority” means the Party described in the Preamble to this Agreement, the Colorado Springs Urban Renewal Authority, a body corporate and politic of the State of Colorado.

1.4. “Bonds” shall have the same meaning as defined in §31-25-103 of the Act.

1.5. “City” means the Party described in Recital A to this Agreement, the City of Colorado Springs, Colorado.

1.6. “District Increment” means the portion of Property Tax Increment Revenues generated by the District’s mill levy received by the Authority from the El Paso County Treasurer and paid into the Special Fund as specified in Section 3.1.

1.7. “Duration” means the twenty-five (25) year period that the tax increment or tax allocation provisions will be in effect as specified in §31-25-107(9)(a) of the Act, the Plan, and the Impact Report.

1.8. “Eligible Costs” means those costs eligible to be paid or reimbursed from the Property Tax Increment Revenues pursuant to the Act.

1.9. “Future Mill Levy” has the meaning set forth in Section 3.2.

1.10. “Impact Report” means the impact report setting forth the burdens and benefits of the Urban Renewal Project previously submitted to the Library District.

1.11. “Improvements” means the public improvements and private improvements to be constructed on the Property pursuant to the Plan.

1.12. “Library District” means the Party described in the Preamble to this Agreement, Pikes Peak Library District, a public body corporate and political subdivision of the State of Colorado.

1.13. “Party” or “Parties” means the Authority or the Library District or both and their lawful successors and assigns.

1.14. “Plan” means the urban renewal plan defined in Recital B above.

1.15. “Project” shall have the same meaning as Urban Renewal Project.

1.16. “Property Tax Increment Revenues” means all the TIF revenues derived from ad valorem property tax levies described in §31-25-107(9)(a)(II) of the Act allocated to the Special Fund for the Duration of the Urban Renewal Project.

1.17. “Special Fund” means the fund described in the Plan and §31-25-107(9)(a)(II) of the Act into which the Property Tax Increment Revenues will be deposited.

1.18. “TIF” means the property tax increment portion of the property tax assessment roll described in §31-25-107(9)(a)(II) of the Act.

1.19. “Urban Renewal Area” means the area included in the boundaries of the Plan.

1.20. “Urban Renewal Plan” means the urban renewal plan defined in Recital B above.

1.21. “Urban Renewal Project” means all undertakings and activities, or any combination thereof, required to carry out the Urban Renewal Plan pursuant to the Act.

2. Impact Report. The Parties acknowledge and agree that the Impact Report addresses the following information and hereby make and adopt the following findings relating to the Impact Report:

(a) The Urban Renewal Project is projected to create significant new employment opportunities and other benefits as specified in the Impact Report that will benefit the Parties, the region, and the State of Colorado.

(b) The Duration of time estimated to complete the Urban Renewal Project is the twenty-five (25) year period of time specified in §31-25-107(9)(a) of the Act.

(c) The estimated annual Property Tax Increment Revenue to be generated by the Urban Renewal Project for the Duration of the Urban Renewal Project and the portion of such Property Tax Increment Revenue to be allocated to fund the Urban Renewal Project are set forth in this Agreement and the Impact Report.

(d) The nature and relative size of the revenue and other benefits expected to accrue to the City, the Library District, and other taxing entities that levy property taxes in the Urban Renewal Area are set forth in the Impact Report and include, without limitation:

- (i) The increase in base value resulting from biennial general reassessments for the Duration in accordance with §31-25-107(9)(e) of the Act;
- (ii) The benefit of improvements in the Urban Renewal Area to existing taxing entity infrastructure in accordance with §31-25-107(3.5) of the Act;
- (iii) The estimate of the impact of the Urban Renewal Project on Library District and taxing entity revenues in accordance with §31-25-107(3.5) of the Act;
- (iv) The cost of additional Library District and taxing body infrastructure and services required to serve development in the Urban Renewal Area in accordance with §31-25-107(3.5) of the Act;
- (v) The capital or operating costs of the Parties, the City, and other taxing bodies that are expected to result from the Urban Renewal Project in accordance with HB 15-1348;
- (vi) The legal limitations on the use of revenues belonging to the Parties, the City, and any taxing entity in accordance with HB 15-1348 and SB 18-248; and
- (vii) The other estimated impacts of the Urban Renewal Project on Library District and other taxing body services or revenues in accordance with §31-25-107(3.5) of the Act.

3. RETENTION OF PROPERTY TAX INCREMENT REVENUES. In compliance with the requirements of HB 15-1348 and SB 18-248, the Parties have negotiated and agreed to the sharing of Property Tax Increment Revenues as set forth herein.

3.1. District Increment Revenues. The Library District and the Authority agree that the Authority may retain and expend in furtherance of the Urban Renewal Project one hundred percent (100%) of the District Increment, commencing on the date of approval by the City of the Plan, and lasting for the Duration.

3.2. Mill Levy Allocation. If the Library District’s eligible electors approve a new or increased mill levy for any lawful purpose (“Future Mill Levy”), any revenue derived from the Future Mill Levy shall not be considered part of the District Increment. Rather, upon approval by the eligible electors of the Library District of a Future Mill Levy, the Library District shall provide notification of the same to the Authority. From the date of such notice until the Duration has expired, the Authority shall annually deduct from the Property Tax Increment Revenue it receives any revenues attributable to the Future Mill Levy, as applicable, and shall remit such revenues to the Library District.

4. PLEDGE OF PROPERTY TAX INCREMENT REVENUES. The Library District recognizes and agrees that in reliance on this Agreement and in accordance with the provisions of §31-25-109(12) of the Act, the adoption and approval of the Plan includes an irrevocable pledge of all of the Property Tax Increment Revenues, including the District Increment, to pay the Authority’s Bonds and other financial obligations in connection with the Urban Renewal Project.

The Authority has elected to apply the provisions of §11-57-208, C.R.S., to this Agreement. The Property Tax Increment Revenues, when and as received by the Authority are and shall be subject to the lien of such pledge without any physical delivery, filing, or further act and are and shall be an obligation of the Parties pursuant to §31-25-107(9) of the Act. The Parties agree that the creation, perfection, enforcement and priority of the pledge of the Property Tax Increment Revenues as provided herein shall be governed by §11-57-208, C.R.S. The lien of such pledge on the Property Tax Increment Revenues shall have priority over any of all other obligations and liabilities of the Parties with respect to the Property Tax Increment Revenues.

5. NOTIFICATION OF PROPOSED MODIFICATIONS OF THE PLAN; AGREEMENT NOT PART OF PLAN. The Authority agrees to notify the Library District of any intended modification of the Plan as required by §31-25-107(7) of the Act. This Agreement is not part of the Plan.

6. WAIVER. Except for the notices required by this Agreement, the Library District, as authorized by §31-25-107(9.5)(b) and §31-25-107(11) of the Act, hereby waives any provision of the Act that provides for notice to the Library District, requires any filing with or by the Library District, requires or permits consent from the Library District, and provides any enforcement right to the Library District for the Duration, provided, however, that the Library District shall have the right to enforce this Agreement.

7. LIMITATION OF AGREEMENT. This Agreement applies only to the District Increment, as calculated, produced, collected and paid to the Authority from the Urban Renewal Area by the El Paso County Treasurer in accordance with §31-25-107(9)(a)(II) of the Act and the rules and regulations of the Property Tax Administrator of the State of Colorado, and does not include any other revenues of the City or the Authority.

8. MISCELLANEOUS.

8.1. Delays. Any delays in or failure of performance by any Party of its obligations under this Agreement shall be excused if such delays or failure are a result of acts of God; fires; floods; earthquake; abnormal weather; strikes; labor disputes; accidents; regulation or order of civil or military authorities; shortages of labor or materials; or other causes, similar or dissimilar, including economic downturns, which are beyond the control of such Party.

8.2. Termination and Subsequent Legislation or Litigation. In the event of termination of the Plan, including its TIF financing component, the Authority may terminate this Agreement by delivering written notice to the Library District. The Parties further agree that in the event legislation is adopted or a decision by a court of competent jurisdiction after the effective date of this Agreement that invalidates or materially effects any provisions hereof, the Parties will in good faith negotiate for an amendment to this Agreement that most fully implements the original intent, purpose and provisions of this Agreement, but does not impair any otherwise valid contracts in effect at such time.

8.3. Entire Agreement. This instrument embodies the entire agreement of the Parties with respect to the subject matter hereof. There are no promises, terms, conditions, or obligations other than those contained herein; and this Agreement shall supersede all previous

communications, representations, or agreements, either verbal or written, between the Parties hereto. No modification to this Agreement shall be valid unless agreed to in writing by the Parties.

8.4. Binding Effect. This Agreement shall inure to the benefit of and be binding upon the Parties and their successors in interest.

8.5. No Third-Party Enforcement. It is expressly understood and agreed that the enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the undersigned Parties and nothing in this agreement shall give or allow any claim or right of action whatsoever by any other person not included in this Agreement. It is the express intention of the undersigned Parties that any person or entity other than the undersigned Parties receiving services or benefits under this Agreement shall be an incidental beneficiary only.

8.6. No Waiver of Immunities. Nothing in this Agreement shall be construed as a waiver of the rights and privileges of the Parties pursuant to the Colorado Governmental Immunity Act, § 24-10-101, et seq., C.R.S., as the same may be amended from time to time. No portion of this Agreement shall be deemed to have created a duty of care which did not previously exist with respect to any person not a party to this agreement.

8.7. Amendment. This Agreement may be amended only by an instrument in writing signed by the Parties.

8.8. Parties not Partners. Notwithstanding any language in this Agreement or any other agreement, representation, or warranty to the contrary, the Parties shall not be deemed to be partners or joint venturers, and no Party shall be responsible for any debt or liability of any other Party.

8.9. Interpretation. All references herein to Bonds shall be interpreted to include the incurrence of debt by the Authority in any form consistent with the definition of “Bonds” in the Act, including payment of Eligible Costs or any other lawful financing obligation.

8.10. Incorporation of Recitals and Exhibits. The provisions of the Recitals and the Exhibits attached to this Agreement are incorporated in and made a part of this Agreement.

8.11. No Assignment. No Party may assign any of its rights or obligations under this Agreement.

8.12. Section Captions. The captions of the sections are set forth only for the convenience and reference of the Parties and are not intended in any way to define, limit, or describe the scope or intent of this Agreement.

8.13. Execution in Counterparts. This Agreement may be executed in several counterparts, each of which shall be deemed an original and all of which shall constitute but one and the same instrument.

8.14. Governing Law. This Agreement and the provisions hereof shall be governed by and construed in accordance with the laws of the State of Colorado.

8.15. No Presumption. The Parties to this Agreement and their attorneys have had a full opportunity to review and participate in the drafting of the final form of this Agreement. Accordingly, this Agreement shall be construed without regard to any presumption or other rule of construction against the Party causing the Agreement to be drafted.

8.16. Notices. Any notice required by this Agreement shall be in writing. All notices, demands, requests and other communications required or permitted hereunder shall be in writing, and shall be (a) personally delivered with a written receipt of delivery; (b) sent by a nationally-recognized overnight delivery service requiring a written acknowledgement of receipt or providing a certification of delivery or attempted delivery; (c) sent by certified or registered mail, return receipt requested; or (d) sent by confirmed facsimile transmission or electronic delivery with an original copy thereof transmitted to the recipient by one of the means described in subsections (a) through (c) no later than 5 business days thereafter. All notices shall be deemed effective when actually delivered as documented in a delivery receipt; provided, however, that if the notice was sent by overnight courier or mail as aforesaid and is affirmatively refused or cannot be delivered during customary business hours by reason of the absence of a signatory to acknowledge receipt, or by reason of a change of address with respect to which the addressor did not have either knowledge or written notice delivered in accordance with this paragraph, then the first attempted delivery shall be deemed to constitute delivery. Each Party shall be entitled to change its address for notices from time to time by delivering to the other Party notice thereof in the manner herein provided for the delivery of notices. All notices shall be sent to the addressee at its address set forth in the Preamble to this Agreement.

8.17. Days. If the day for any performance or event provided for herein is a Saturday, a Sunday, a day on which national banks are not open for the regular transactions of business, or a legal holiday pursuant to C.R.S. § 24-11-101(1), such day shall be extended until the next day on which such banks and state offices are open for the transaction of business.

8.18. Authority. The persons executing this Agreement on behalf of the Parties covenant and warrant that each is fully authorized to execute this Agreement on behalf of such Party.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the Authority and the Library District have caused their duly authorized officials to execute this Agreement effective as of the Effective Date.

PIKES PEAK LIBRARY DISTRICT, a political
subdivision of the State of Colorado

By: _____
Title: _____

ATTEST:

By: _____

COLORADO SPRINGS URBAN RENEWAL
AUTHORITY, a body corporate and politic of the
State of Colorado

By: _____
Title: _____

ATTEST:

By: _____

Exhibit A
The Property



PARCEL A:

LOTS 2, 3 AND 4, THE POET LOFTS SUBDIVISION, IN THE CITY OF COLORADO SPRINGS,
COUNTY OF EL PASO, STATE OF COLORADO

PARCEL B:

LOTS 3 AND 4, THE LOWELL SUBDIVISION FILING NO. 3, IN THE CITY OF COLORADO
SPRINGS, COUNTY OF EL PASO, STATE OF COLORADO

Final Report

Lowell-Draper Urban Renewal Plan

The Economics of Land Use



Prepared for:
Colorado Springs Urban Renewal Authority

Prepared by:
Economic & Planning Systems, Inc.

*Economic & Planning Systems, Inc.
730 17th Street, Suite 630
Denver, CO 80202-3511
303 623 3557 tel
303 623 9049 fax*

*Denver
Los Angeles
Oakland
Sacramento*

EPS #213072

August 30, 2021

Table of Contents

1.	Introduction	1
	Preface	1
	Blight Findings	1
	Urban Renewal Area Boundaries	1
2.	Definitions	4
3.	Purpose	6
	Vision	6
4.	Blight Conditions	8
5.	Plan Goals and Conformance	10
	Plan Goals and Objectives	10
	Plan Conformance	10
6.	Authorized Urban Renewal Undertakings and Activities	14
7.	Project Financing	18
	Financing Powers	18
	Tax Increment Financing District	19
	Property Tax Increment Financing	19
8.	Severability and Reasonable Variations	22
9.	Effective Date of the Plan	24

List of Figures

Figure 1.	Lowell-Draper Urban Renewal Plan Area	2
Figure 2.	Draper Commons Site Plan	7
Figure 3.	Lowell Commons Site [UPDATE WITH SITE PLAN]	7

1. Introduction

Preface

This Lowell-Draper Urban Renewal Plan ("Plan" or the "Urban Renewal Plan") has been prepared for the City of Colorado Springs, Colorado, a home rule municipal corporation of the State of Colorado (the "City"). The Plan will be carried out by the Colorado Springs Urban Renewal Authority (the "Authority"), pursuant to the provisions of the Urban Renewal Law of the State of Colorado, Part 1 of Article 25 of Title 31, Colorado Revised Statutes, 1973, as amended to date (the "Act"). The administration and implementation of this Plan, including the preparation and execution of any documents implementing it, shall be performed by the Authority.

Blight Findings

Under the Act, an urban renewal area is a blighted area, as defined by the Act, and has been designated as appropriate for an urban renewal project by the City Council of the City (the "City Council"). In each urban renewal area, conditions of blight must be present, and the City Council must find that the presence of those conditions of blight substantially impair or arrest the sound growth of the municipality or constitutes an economic or social liability, and is a menace to the public health, safety, morals, or welfare in order for the Authority to exercise its powers.

The Lowell-Draper Conditions Survey prepared by Economic & Planning Systems (EPS) in July 2021 ("Conditions Survey") was provided to the Authority under separate cover and demonstrates that the Lowell-Draper Study Area ("Study Area"), as defined in the Conditions Study, is eligible to be declared a blighted area by the City Council under the Act. The Conditions Survey identified and documented 5 of the 11 blight factors present in the Study Area. A description of the blight factors and observations is presented below in Section 4 of this report.

Urban Renewal Area Boundaries

The Lowell-Draper Urban Renewal Area ("URA" or "Plan Area") is located in the City of Colorado Springs in El Paso County. The Plan Area is comprised of seven parcels on approximately 7.28 acres of land and the adjacent right of way (ROW). The boundaries of the Plan Area to which this Plan applies includes parcels 1 to 3 located along East Las Animas Street with South Weber Street to the east and South Nevada Avenue to the west; South Weber Street to East Fountain Boulevard; and parcels 4 to 7 located south of East Fountain Boulevard with South Corona Street to the east and South Weber Street to the west, as illustrated in red below in **Figure 1**.

Figure 1. Lowell-Draper Urban Renewal Plan Area



Ownership

All seven parcels located within the Plan Area are owned by Qof Lowell Commons LLC. Qof Lowell Commons LLC is anticipated to be the developer for the project, if approved.

Zoning and Land Use

All properties within the Plan Area are currently vacant with no building improvements. The Plan Area is zoned as a Planned Unit Development (PUD). PUDs allow for a variety of land uses and encourage appropriate mixed use developments. The PUD concept plan or PUD development plan determines the specifically allowed residential and nonresidential land uses, and intensity and density of development. In addition, parcel seven is within Streamside Overlay Zone (SS). This overlay zone district is defined by the Colorado Springs Zoning

Code as a district that, "is characterized by intermittent and perennial streams which provide significant wildlife habitat, riparian vegetation, water quality protection, flood protection, open space and multiuse trail opportunities which add to the character, attractiveness and quality of life of the community." This parcel is planned to be kept natural with minimal development as a public park.

2. Definitions

Terms used in this Plan are defined below and are representative of Urban Renewal Law C.R.S. 31-25-103.

- **Act or Urban Renewal Law** – Urban Renewal Law of the State of Colorado, Colo. Rev. Stat. § 31-25-101 et seq.
- **Available Property Tax Increment Revenues** – all Property Tax Increment Revenues available pursuant to the Tax Increment Financing provisions of the Act not payable to taxing bodies pursuant to agreements, if any, with the Authority or otherwise as provided in §31-25-107(9.5) of the Act. In the event that an agreement is reached with a taxing body pursuant to § 31-25-107(9.5) of the Act after the effective date of Plan approval by the City Council, the Property Tax Increment Revenues generated by said taxing body’s mill levy shall become Available Property Tax Increment Revenues, and the addition of such revenue shall not be a substantial modification to this Plan.
- **Available Revenues** – any and all revenues available to the Authority, including, without limitation, Available Property Tax Increment Revenues, any revenues available to the Authority from Districts, or any other source that are available under this Plan or otherwise under the Act.
- **Bonds** – any bonds (including refunding bonds), notes, interim certificates or receipts, temporary bonds, certificates of indebtedness, debentures, or other obligations.
- **District (or Districts)** – means a metropolitan district which is a quasi-municipal corporation and political subdivision of the State of Colorado organized under the Colorado Special District Act, 32-1-101, et seq., C.R.S., as from time to time amended, or a business improvement district which is a quasi-municipal corporation and political subdivision of the State of Colorado organized under the Colorado Business Improvement District Act, 31-25-1201, et seq., C.R.S., as from time to time amended, or any successor District or Districts thereto as may be approved by the City.
- **Property Taxes** – means, without limitation, all levies to be made on an ad valorem basis by or for the benefit of any public body upon taxable real and personal property in the Area.
- **Property Tax Increment Revenues** – the property tax revenues allocated to the Authority pursuant to §31-25-107(9) of the Act and Section 7.0 of this Plan.
- **Real property** – lands, lands under water, structures, and any and all easements, franchises, incorporeal hereditaments, and every estate and right therein, legal and equitable, including terms for years and liens by way of judgment, mortgage, or otherwise.

- **Redevelopment/Development Agreement** – one or more agreements between the Authority and developer(s) and/or property owners or such other individuals or entities as determined by the Authority to be essential to carry out the objectives of this Plan.
- **Slum area** – an area in which there is a predominance of buildings or improvements, whether residential or nonresidential, and which, by reason of dilapidation, deterioration, age or obsolescence, inadequate provision for ventilation, light, air, sanitation, or open spaces, high density of population and overcrowding, or the existence of conditions which endanger life or property by fire or other causes, or any combination of such factors, is conducive to ill health, transmission of disease, infant mortality, juvenile delinquency, or crime and is detrimental to the public health, safety, morals, or welfare.
- **Tax increment financing (TIF)** – the tax allocation financing as described in C.R.S. 31-25-107(9) of the Act as in effect on the date this Plan is approved by City Council.
- **Urban Renewal Authority or Authority** – a corporate body organized pursuant to the provisions of the Act for the purposes, with the powers, and subject to the restrictions set forth in the Act.
- **Urban Renewal Plan or Plan** – a plan, as it exists from time to time, for an urban renewal project, which plan conforms to a general or master plan for the physical development of the municipality as a whole and which is sufficiently complete to indicate such land acquisition, demolition and removal of structures, redevelopment, improvements, and rehabilitation as may be proposed to be carried out in the urban renewal area, zoning and planning changes, if any, land uses, maximum densities, building requirements, and the plan's relationship to definite local objectives respecting appropriate land uses, improved traffic, public transportation, public utilities, recreational and community facilities, and other public improvements.
- **Urban Renewal Project** – undertakings and activities for the elimination and for the prevention of the development or spread of slums and blight and may involve slum clearance and redevelopment, or rehabilitation, or conservation, or any combination or part thereof, in accordance with an urban renewal plan.

3. Purpose

The purpose of this Plan is to reduce, eliminate, and prevent the spread of blight within the Plan Area through private development. The Plan sets goals to achieve this through implementing established objectives for the Area and assisting with the eligible costs of redevelopment, promoting economic growth and private investment through the tools available within the context of urban renewal tools, laws, and guidelines, including, without limitation, tax increment financing (TIF).

Establishment of the Urban Renewal Area will take advantage of improving conditions and the upcoming development cycle by focusing urban renewal efforts in a small area for the duration in accordance with the mandates of the Act.

Vision

The vision of the Plan Area, as expressed by the developer, is an attainable housing development along with associated site improvements including sidewalks, streetscape, landscaping, and a public park. Draper Commons will be an attainable housing development located on the southern parcels 4 to 7. The proposed site plan, illustrated in **Figure 2**, includes 280 units ranging from studio, one-, and two-bedroom units. Approximately 5 percent of the units will be attainable for households earning up to 30 percent of area median income (AMI) and the remaining units will be attainable for households earning between 30 and 60 percent AMI.

Lowell Commons, located on northern parcels 1 to 3, is anticipated to include approximately 180 units priced at levels that will be affordable for households earning between 70 percent and 140 percent AMI. This project addresses the for housing at the working household level that is often not addressed by new multifamily development. The project is anticipated to be constructed on the parcels shown in **Figure 3**.

Figure 2. Draper Commons Site Plan



Figure 3. Lowell Commons Site [UPDATE WITH SITE PLAN]



4. Blight Conditions

Before an urban renewal plan can be adopted by the City Council, there must be a determination that an area constitutes a blighted area. This determination depends upon the presence of several physical, environmental, and social factors. Blight is attributable to a range of conditions that, in combination, tend to accelerate the phenomenon of deterioration of an area. The definition of a blighted area is based upon the definition articulated in the Urban Renewal Law (C.R.S. § 31-25-103) as follows:

"Blighted area" means an area that, in its present condition and use and, by reason of the presence of at least four of the following factors, substantially impairs or arrests the sound growth of the municipality, retards the provision of housing accommodations, or constitutes an economic or social liability, and is a menace to the public health, safety, morals, or welfare:

- a. Slum, deteriorated, or deteriorating structures;*
- b. Predominance of defective or inadequate street layout;*
- c. Faulty lot layout in relation to size, adequacy, accessibility, or usefulness;*
- d. Unsanitary or unsafe conditions;*
- e. Deterioration of site or other improvements;*
- f. Unusual topography or inadequate public improvements or utilities;*
- g. Defective or unusual conditions of title rendering the title nonmarketable;*
- h. The existence of conditions that endanger life or property by fire and other causes;*
- i. Buildings that are unsafe or unhealthy for persons to live or work in because of building code violations, dilapidation, deterioration, defective design, physical construction, or faulty or inadequate facilities;*
- j. Environmental contamination of buildings or property;*
- k.5 The existence of health, safety, or welfare factors requiring high levels of municipal services or substantial physical underutilization or vacancy of sites, building, or other improvements; or*
- l. If there is no objection by the property owner or owners and the tenant or tenants of such owner or owners, if any, to the inclusion of such property in an urban renewal area, "blighted area" also means an area that, in its present condition and use and, by reason of the presence of any one of the factors specified in paragraphs (a) to (k.5)*

of this subsection (2), substantially impairs or arrests the sound growth of the municipality, retards the provision of housing accommodations, or constitutes an economic or social liability, and is a menace to the public health, safety, morals, or welfare. For purposes of this paragraph (1), the fact that an owner of an interest in such property does not object to the inclusion of such property in the urban renewal area does not mean that the owner has waived any rights of such owner in connection with laws governing condemnation.

To use the powers of eminent domain, the definition of "blighted" is broadened to require that five of the eleven blight factors must be present (C.R.S. § 31-25-105.5(5)(a)):

(a) "Blighted area" shall have the same meaning as set forth in section 31-25-103 (2); except that, for the purposes of this section only, "blighted area" means an area that, in its present condition and use and, by reason of the presence of at least five of the factors specified in section 31-25-103 (2)(a) to (2)(l), substantially impairs or arrests the sound growth of the municipality, retards the provision of housing accommodations, or constitutes an economic or social liability, and is a menace to the public health, safety, morals, or welfare.

The methodology used to prepare the Conditions Survey for the Plan Area involved the following steps: (i) identify parcels to be included in the Plan Area; (ii) gather information about the properties and infrastructure within the Plan Area boundaries; (iii) evaluate evidence of blight through field reconnaissance; and (iv) record observed and documented conditions listed as blight factors in State Statute. The entire Conditions Survey is provided under separate cover.

5. Plan Goals and Conformance

Plan Goals and Objectives

The overall objective of this Plan is to remediate unfavorable existing conditions and prevent further deterioration by implementation of the relevant provisions contained in the following documents:

- PlanCOS (City of Colorado Springs Comprehensive Plan), 2019
- HomeCOS (City of Colorado Springs Affordable and Attainable Housing Plan), 2020
- City of Colorado Springs Strategic Plan, 2020-2024

The Plan is intended to stimulate private sector development in the Plan Area with a combination of private investment and Authority financing. The Plan has the following objectives:

- Implement PlanCOS
- Prevent and eliminate conditions of blight within the City of Colorado Springs
- Encourage and provide incentives for the private development of affordable housing
- Encourage the development of projects that would not otherwise be considered financially feasible without the participation of Colorado Springs Urban Renewal Authority (CSURA)
- Enhance the current property tax revenue within the City and county with development that will increase the assessed valuation and provide additional sales tax collections throughout the city

Plan Conformance

Urban Renewal Law

This Plan is in conformity with and subject to the applicable statutory requirements of the Urban Renewal Law.

PlanCOS

The City of Colorado Springs' adopted Comprehensive Plan, known as *PlanCOS*, describes the City's vision of creating a vibrant community organized around six themes of vibrant neighborhoods, unique places, thriving economy, strong connections, renowned culture, and majestic landscapes. This Plan is intended to

implement *PlanCOS* and is in direct conformance with *PlanCOS*. The URA Plan supports two themes in *PlanCOS* of vibrant neighborhoods and unique places. The following excerpts from *PlanCOS* highlight the linkage between *PlanCOS* and this Plan under these two themes. These are representative excerpts, and not an all-inclusive list of relevant statements:

- **Vision Map** – The Plan Area in the PlanCOS Vision Map is within Downtown and established traditional neighborhood.
- **Vibrant Neighborhoods Framework** – The Plan Area is located in Downtown and Hillside neighborhoods in Colorado Springs. Hillside is identified as an established traditional neighborhood.
- **Goal VN-2** – Strive for a diversity of housing types, styles, and price points distributed throughout the city through a combination of supportive development standards, community partnerships, and appropriate zoning and density that is adaptable to market demands and housing needs.
- **Goal VN-3** – Through neighborhood plans, associations, and partnerships, empower neighborhoods to reinvest in order to create community, vibrancy, and to address their specific vision and needs.
- **Unique Places Framework** – The unique places framework shows the vision of unique places in the city and focuses on designing these places to be compatible with surrounding neighborhoods and business areas. The Plan Area is located within Downtown and neighborhood centers. The goal of Downtown is to continue to grow and adapt Downtown Colorado Springs as the singular economic and cultural heart of the city and region, consistent with the Experience Downtown Colorado Springs Plan. The goal of neighborhood centers is to provide a focal point for community life and services at a neighborhood scale.
- **Goal UP-2** – Embrace thoughtful, targeted, and forward-thinking changes in land use, infill, reinvestment, and redevelopment to respond to shifts in demographics, technology, and the market.
 - **Policy UP-2.A:** Support infill and land use investment throughout the mature and developed areas of the city.
- **Goal UP-3** – Continue to grow and support Downtown as an inclusive, mixed use, cultural, and economic heart of the region.

HomeCOS

The City of Colorado Springs adopted *HomeCOS*, a comprehensive affordable and attainable housing plan, in 2020. *HomeCOS* addresses the region’s housing affordability challenges by analyzing the current housing needs and identifying strategies and tools to increase housing supply. This Plan will create new housing units at affordable rental rates, which directly supports and implements objective 2 in *HomeCOS*, which is to increase the supply of affordable rentals.

City of Colorado Springs Strategic Plan

The City of Colorado Springs Strategic Plan for 2020-2024 ensures programs, services, and initiatives are aligned and serve a strategic vision. The Strategic Plan's core values include promoting job creation, investing in infrastructure, excelling in City services, and building community and collaborative relationships. The Lowell-Draper URA Plan directly implements the Strategic Plan and the following excerpts are representative of the alignment between the two:

- **Building Community and Collaborative Relationships – 3.0** – Provide strategic City services and community partnerships to improve citizen quality of life by reducing crime, reducing the number of persons experiencing chronic homelessness, increasing affordable housing opportunities, and facilitating community investment.
- **Building Community & Collaborative Relationships – 3.15** – Improve access to a broad range of homeless, affordable, and workforce housing.

Development Standards and Procedures

All development within the Plan Area shall conform to the City's Land Use Code and any site-specific City zoning regulations and policies that might impact properties in the Plan Area, all as in effect and as may be amended. However, as authorized by the Urban Renewal Law, the Authority may arrange with the City for the planning, replanning, zoning or rezoning of any part of the Plan Area as needed in connection with the urban renewal project described in this Plan.

THIS PAGE INTENTIONALLY LEFT BLANK

6. Authorized Urban Renewal Undertakings and Activities

The Act allows for a wide range of activities to be used in the implementation of an urban renewal plan. The Authority is authorized to provide both financial assistance and improvements in partnership with property owners and other affected parties in order to accomplish the objectives stated herein. Public private partnerships and other forms of cooperative development, including Cooperation Agreements, will be essential to the Authority's strategy for preventing the spread of blight and eliminating existing blighting conditions. Without limitation, undertakings and activities of the Authority in the furtherance of this Plan as described as follows.

Undertakings and Activities to Remedy Blight

As described in **Section 4** of this Plan, five qualifying conditions of blight were identified in the Study Area of which this Urban Renewal Areas is a part. Each of the five qualifying conditions was observed within the Urban Renewal Area. Implementation of this Plan by providing urban renewal resources for public and private improvements will remedy the conditions identified:

- (b) ***Predominance of defective or inadequate street layout - Observed***
Roadway improvements including curbs, sidewalks, and filling potholes will improve the existing street layout and function ability.
- (d) ***Unsanitary or unsafe conditions - Observed***
The private investments and onsite development will eliminate the excessive litter and dumping as well as provide a safe and welcoming environment with enhanced lighting.
- (e) ***Deterioration of site or other improvements - Observed***
The development of the Plan Area will remove deteriorated site improvements including curbs, and replace with adequate improvements associated with the site plan and development standards. The Plan Area will be landscaped and maintained appropriately.
- (f) ***Unusual topography or inadequate public improvements or utilities - Observed***
The Plan Area will be graded and filled as needed to improve drainage, roadway, and pedestrian infrastructure.

(k.5) The existence of health, safety, or welfare factors requiring high levels of municipal services or substantial physical underutilization or vacancy of sites, buildings, or other improvements - Observed

The Plan Area is currently vacant and does not generate taxable revenue for the city. Through private investment and support from the Authority, the Plan Area will development into a vibrant property and be fully utilized.

Project Development Plan

The primary goal of this Plan is to eliminate the current conditions of blight in the Urban Renewal Area and prevent those conditions from reoccurring. The contemplated redevelopment of the Area is for use as affordable housing and related facilities; provided however, the Authority is authorized to approve any uses for the Area that eliminate blight and are consistent with the Comprehensive Plan and applicable zoning, including, without limitation, mixed use development, including residential, hotel, commercial, retail, office, industrial, cultural, and public uses.

Complete Public Improvements and Facilities

The Authority may undertake certain actions to make the Area more attractive for private investment. The Authority may, or may cause others, including, without limitation, one or more Districts to install, construct, and reconstruct any public improvements, including, without limitation, parking facilities. The Authority may, or may cause others to, demolish and clear buildings and existing improvements for the purpose of promoting the objectives of the Plan and the Act. Additionally, the Authority may, or may cause others to, install, construct and reconstruct any other authorized improvements, including, without limitation, other authorized undertakings or improvements for the purpose of promoting the objectives of this Plan and the Act.

Plan Modification

The Authority may propose, and City Council may make, modifications to this Plan as may be necessary; provided, however, any modification of the Plan shall (a) comply with the provisions of the Act, including §31-25-107(7); (b) not impair Available Revenues then-pledged by the Authority or the ability of the Authority to pay any outstanding Bonds, including any reimbursement obligations of the Authority; or (c) not impair the ability of the Authority or any party to any then-existing agreement to fully perform their respective covenants and duties under any such agreement. The Authority may, in specific cases, allow non-substantive variations from the provisions of this Plan if it determines that a literal enforcement or application of the provision would constitute an unreasonable limitation beyond the intent and purpose stated herein.

Provide Relocation Assistance

While it is not anticipated as of the date of this Plan that acquisition of real property will result in the relocation of any individuals, families, or business concerns; if such relocation becomes necessary, the Authority will adopt a relocation plan as necessary to comply with applicable provisions of the Act.

Demolition, Clear and Prepare Improvements

The Authority is authorized to demolish or cooperate with others to clear buildings, structures, and other improvements within the Area in an effort to advance projects deemed consistent with the vision stated herein. Such demolition or site clearance is necessary to eliminate unhealthy, unsanitary, and unsafe conditions; eliminate obsolete uses deemed detrimental to the public welfare; remove and prevent the spread of blight; and facilitate redevelopment of the Area by private enterprise.

Acquire and Dispose of Property

It is not expected that the Authority will be required to acquire property to carry out the project. However, if the Authority determines such acquisition is necessary, it is authorized to acquire any such property by negotiation or any other method, except that the Authority is not authorized to acquire property by eminent domain. Properties acquired by the Authority by negotiation may be temporarily operated, managed and maintained by the Authority if requested to do so by the acquiring entity and deemed in the best interest of the Urban Renewal Project and the Plan. Such property shall be under the management and control of the Authority and may be rented or leased pending its disposition for redevelopment.

The Authority may sell, lease, or otherwise transfer real property or any interest in real property subject to covenants, conditions and restrictions, including architectural and design controls, time restrictions on development, and building requirements in accordance with the Act and this Plan.

Enter into Redevelopment/Development Agreements

The Authority may enter into Redevelopment/Development Agreements or other contracts with developer(s) or property owners or such other individuals or entities determined to be necessary to carry out the purposes of this Plan, including the pledge by the Authority of Available Revenues to pay eligible costs pursuant to the Act or any other applicable law. Further, such Redevelopment/Development Agreements, or other contracts, may contain terms, provisions, activities, and undertakings contemplated by this Plan and the Act. Any existing agreements between the City and private parties that are consistent with this Plan are intended to remain in full force and effect unless all parties to such agreements agree otherwise.

Enter into Cooperation Agreements

The Authority is authorized to enter into such Cooperation Agreements as may be required by the Act, including tax sharing agreements. The Authority may also use the mediation and other provisions of the Act when necessary to provide adequate financing to carry out this Plan. This paragraph shall not be construed to require any particular form of cooperation.

Other Project Undertakings and Activities

Other project undertakings and activities deemed necessary by the Authority to carry out the Plan may be undertaken and performed by the Authority or pursuant to agreements with other parties or public bodies in accordance with the authorization of the Act and any applicable law or laws.

7. Project Financing

Financing Powers

Except as hereafter specifically provided, the undertakings and activities of the urban renewal project described in this Plan may be financed, in whole or in part, by the Authority to the full extent authorized under the TIF provisions of CRS § 31-25-107(9)(a) in the Urban Renewal Law, as amended, and with any other available sources of revenues and means of financing authorized to be undertaken by the Authority pursuant to the Urban Renewal Law and under any other applicable law, which shall include, without limitation:

- The collection and use of revenues from property tax increments, sales tax increments, interest income, federal loans or grants, agreements with public, quasi-public, or private parties and entities, loans or advances from any other available source, and any other available sources of revenue.
- The issuance of bonds and other indebtedness, including, without limitation, notes or any other financing instruments or documents in amounts sufficient to finance all or part of the Plan. The borrowing of funds and creation of other indebtedness.
- The use of any and all financing methods legally available to the City, the Authority, any private developer, redeveloper, or owner to finance in whole or in part any and all costs, including without limitation the cost of public improvements, described or anticipated in the Plan or in any manner related or incidental to the development of the Plan Area. Such methods may be combined to finance all or part of activities and undertakings throughout the Plan Area.
- The principal, interest, any premiums and any other amounts legally due on or in connection with any indebtedness or obligation of the Authority may be paid from property tax increments, sales tax increments or any other funds, revenues, assets or property legally available to the Authority.

This Plan contemplates, however, that the primary method of assisting with financing eligible expenses in the Plan Area will be through the use of revenues generated by Property Tax Increment. It is the intent of the City Council in approving this Plan to authorize the use of TIF by the Authority as part of its efforts to advance the vision, objectives, and activities described herein.

Tax Increment Financing District

Pursuant to the provisions of Section 31-25-107(9) of the Urban Renewal Law, in approving this Plan, the City Council hereby approves the Plan Area as a single tax increment financing district with the same boundary as the Plan Area (the "TIF District"). The boundaries of this TIF District shall therefore be as depicted in **Figure 1**.

Property Tax Increment Financing

The Authority is specifically authorized to collect and expend property tax increment revenue to the full extent authorized by the Urban Renewal Law and to use that revenue for all purposes authorized under this Plan.

Property Tax Increment Limitations

The Authority shall establish a fund for the financing authorized under this Plan that shall be funded with the property tax allocation authorized to the Authority under the Urban Renewal Law in C.R.S. Section 31-25-107(9). Under this method, the property taxes of specifically designated public bodies, if any, levied after the effective date of the approval of this Plan upon taxable property in the Plan Area each year by or for the benefit of the designated public body must be divided for a period not to exceed twenty-five (25) years after the effective date of the adoption of the tax allocation provision, as follows:

Base Amount – That portion of the taxes that are produced by the levy at the rate fixed each year by or for such public body upon the valuation for assessment of taxable property in the Plan Area last certified prior to the effective date of approval of the Plan or, as to an area later added to the Plan Area, the effective date of the modification of the Plan, shall be paid into the funds of each such public body as are all other taxes collected by or for said public body.

Increment Amount – That portion of said property taxes in excess of such base amount must be allocated to and, when collected, paid into a special fund of the Authority to pay the principal of, the interest on, and any premiums due in connection with the bonds of, loans or advances to, or indebtedness incurred by, whether funded, refunded, assumed, or otherwise, the Authority for financing or refinancing, in whole or in part, a specific project. Any excess property tax collections not allocated in this way must be paid into the funds of the municipality or other taxing entity, as applicable.

Unless and until the total valuation for assessment of the taxable property in the Plan Area exceeds the base valuation for assessment of the taxable property in the Plan Area, all of the taxes levied upon the taxable property in the Plan Area must be paid into the funds of the respective public bodies.

When such bonds, loans, advances, and indebtedness, if any, including interest thereon and any premiums due in connection therewith, have been paid, all taxes upon the taxable property in the Plan Area must be paid into the funds of the respective public bodies, and all moneys remaining in the special fund that have not previously been rebated and that originated as property tax increment generated based on the mill levy of a taxing body, other than the City, within the boundaries of the Plan Area must be repaid to each taxing body based on the pro rata share of the prior year's property tax increment attributable to each taxing body's current mill levy in which property taxes were divided. Any moneys remaining in the special fund not generated by property tax increment are excluded from any such repayment requirement. Notwithstanding any other provision of law, revenues excluded by §31-25-107(9)(a)(II) of the Act are not intended to be included in Available Property Tax Increment Revenues.

Notwithstanding any other provision of law, any additional revenues the City, county, special district, or school district receives either because the voters have authorized the City, county, special district, or school district to retain and spend said moneys pursuant to section 20(7)(d) of Article X of the Colorado Constitution subsequent to the creation of this special fund or as a result of an increase in the property tax mill levy approved by the voters of the City, county, special district, or school district subsequent to the creation of the special fund, to the extent the total mill levy of the City, county, special district, or school district exceeds the respective mill levy in effect at the time of approval or substantial modification of the Plan, are not included in the amount of the increment that is allocated to and, when collected, paid into the special fund of the authority.

In calculating and making these payments, the County Treasurer may offset the Authority's pro rata portion of any property taxes that are paid to the Authority under these terms and that are subsequently refunded to the taxpayer against any subsequent payments due to the Authority for an urban renewal project. The Authority shall make adequate provision for the return of overpayments in the event that there are not sufficient property taxes due to the Authority to offset the Authority's pro rata portion of the refunds. The Authority may establish a reserve fund for this purpose or enter into an intergovernmental agreement with the municipal governing body in which the municipality assumes responsibility for the return of the overpayments.

The portion of taxes collected may be irrevocably pledged by the Authority for the payment of the principal of, the interest on, and any premiums due in connection with such bonds, loans, advances, and indebtedness. This irrevocable pledge shall not extend to any taxes that are placed in a reserve fund to be returned to the county for refunds of overpayments by taxpayers or any reserve funds reserved by the Authority for such purposes in accordance with Section 31-25-107(9)(a)(III) and (b), C.R.S. The Authority shall set aside and reserve a reasonable amount as determined by the Authority of all incremental taxes paid to the Authority for payment of expenses associated with administering the Plan.

At the time of general reassessment of taxable property valuations in El Paso County, including all or part of the Plan Area subject to division of valuation for assessment between base and increment, as provided above, the portions of valuations for assessment to be allocated as provided above shall be proportionately adjusted in accordance with such reassessment or change. Note that at the time of this Plan adoption, such a general reassessment occurs every two years, in the odd-numbered years

Tax Increment Reimbursements

Tax increment revenues may be used to reimburse the City and/or a developer for costs incurred for improvements related to a project to pay the debt incurred by the Authority with such entities for urban renewal activities and purposes. Tax increment revenues may also be used to pay bonded indebtedness, financial obligations, and debts of the Authority related to urban renewal activities under this Plan.

Within the 12-month period prior to the effective date of the approval or modification of the Plan requiring the allocation of moneys to the Authority as outlined previously, the City, county, special district, or school district is entitled to the reimbursement of any moneys that such City, county, special district, or school district pays to, contributes to, or invests in the Authority for a project. The reimbursement is to be paid from the special fund of the Authority.

8. Severability and Reasonable Variations

The Authority shall have the ability to approve reasonable variations (as determined by the Board) from the strict application of these Plan provisions, so long as such variations reasonable accommodate the intent and purpose of this Plan and the Urban Renewal Law. Plan provisions may be altered by market conditions, redevelopment opportunities and/or the needs of the community affected by the Plan.

If any portion of this Plan is held to be invalid or unenforceable, such invalidity will not affect the remaining portions of the Plan.

THIS PAGE INTENTIONALLY LEFT BLANK

9. Effective Date of the Plan

This Plan shall be effective upon its final approval by the City Council. Except as otherwise permitted under the Urban Renewal Law, the term of the TIF period is twenty-five (25) years from the effective date of the Plan, unless the Authority deems, to the extent consistent with the terms in the applicable, agreements, including, without, limitation, Redevelopment/Development Agreements and Cooperation Agreements, that all activities to accomplish the Project have been completed and all debts incurred to finance such activities and all expenses of the Authority have been repaid. In that event, the Authority may declare the Plan fully implemented.



Teen Spaces Policy

BOARD POLICY

Pikes Peak Library District is committed to providing inviting and safe spaces for teen patrons (ages 12 through 18) to engage in individual and group activities. Our teen spaces are dedicated areas designed and intended exclusively for teen patrons. Teens can socialize, hang out, attend programs, and use Library resources in a welcoming and teen friendly environment.

PROCEDURES

- A. Parents and caregivers are responsible for determining the suitability of materials for their teen(s). Materials in the teen collection are selected for teen patrons. The collection should meet the needs of this entire age group; however, materials provided for an 18-year-old may not be appropriate for a 12-year-old.
- B. Teen spaces are intended exclusively for patrons ages 12 through 18 years old.*
- C. Adults (including, but not limited to parents, caregivers, tutors, or legal advocates) may stay in teen spaces with their teens only if they are actively assisting with material selection, homework, or other one-on-one help. Adults and children are welcome to browse and check out materials from the teen collection for use outside of the teen space.
- D. East Library and Library 21c offer study rooms in the teen spaces. The study rooms are available for, and may be reserved by, teen patrons only.
- E. Teen patrons are expected to follow Pikes Peak Library District's [Code of Conduct Policy](#).

*Some Library locations open teen spaces to other patrons when schools are in session. Ask Library staff about how their space is used.

**Pikes Peak Library District
November 17, 2021**

**Pikes Peak Library District – Janitorial/Carpet Cleaning Services 2022
Contract Revision**

In September of 2021, the Board of Trustees was presented with our recommendation and subsequently approved the contract for district janitorial and carpet cleaning services to begin January 1, 2022. The vendor, Colorado Building Maintenance (CBM).

In October, Facilities staff met with the leadership of CBM to discuss the upcoming year and expectations of quality and processes. During this meeting, it was discovered that during the RFP development, the porter services for the Sand Creek and Ruth Holley libraries was inadvertently omitted from the scope of work. This service consists of CBM providing a porter one (1) hour daily for each location to address cleaning and supply stocking that may be needed mid-day. This is a service that the staff and patrons have become accustomed to, and we would like to continue.

Analysis

The request was made of the vendor to provide costs to add the porter service into the approved contract for 2022. The cost came to \$380 per month, per location for a total amount of \$9,120 annually. This cost combined with the approved contract amount of \$455,631 is \$464,751.

Fiscal Impact

Company	Annual Service Costs
Colorado Building Maintenance (CBM)	\$464,751
FBG Service Corporation	\$703,054
City Wide Facility Solutions	\$1,249,960

Summary

Based on review of all submitted proposals and including the revised amount for adding the porter services at Sand Creek and Ruth Holley libraries, Colorado Building Maintenance (CBM) remains the best overall, complete proposal of services for this contract

Recommendation

It is recommended that the addition of porter services of one (1) hour per location, per day for an annual cost of \$9,120 be added to the 2022 Janitorial contract with Colorado Building Maintenance (CBM) be approved.

**Pikes Peak Library District
November 17, 2021
Board of Trustee Meeting**

Surveillance Camera System Interim Replacement

Background

At their March meeting, the Board of Trustee approved interim solution deployment of Surveillance Camera System and approved Springs Hosting as the winning vendor for Request for Proposal (RFP) #520-20-09 Cameras and Cabling with a \$289,648,81. Since March, camera system component changes provide an opportunity for the District to obtain components that will provide additional capabilities. For example, the newer Network Video Recorder (NVR) devices can hold more data than the original planned capability, newer cameras and monitors will reduce the overall number of end devices simplifying surveillance camera system management. In addition, additional cameras requirements were identified during execution. The cost increase for the technology changes and additions total \$22,347 as depicted in the following table:

Item	Planned	Revision	Change	
Cameras plus cables	681	687	+6	\$2,024
Cloud Key Plus	36	3	-33	(\$6,335)
Cloud Key	0	11	+11	\$1,969
NVR + 8 TB Hard Drive Qty 4	0	17	+17	\$19,040
Switches 24 ports	36	38	+2	\$768
Mounting kits	0	18	+18	\$1,782
Monitors plus misc. items	4	8	+4	\$2,379
Spare Hard Drives	0	4	+4	\$720
Resulting Cost Increase Associated with Changes				\$22,347

Fiscal Impact

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

Original Budget	\$302,000.00
Winning Vendor RFP Bid	\$289,648.81
Revision for Hardware Change	\$22,346.50
Revised Project Budget Total with Hardware Change	\$311,995.31
Requested Project Budget Increase	\$9,955.31
Management Reserve Request	\$3,000.00
Revised Budget+ Management Reserve	\$314,955.31

Recommendation: For the November 17, 2021 Board of Trustee meeting, management recommends approval to increase the contract amount from \$289,648.81 to \$314,955.31 and the Board of Trustees approve a management reserve allowance of \$3,000 to be used at the discretion of the Chief Information Technology Officer as it relates to this project.

Friends of the PPLD October 2021 Report

The major task this month was our full-board, all-day retreat on Oct. 23, led by facilitator Lauren Hug. Emphasis was on action items, including:

- Increasing and retaining membership
- Fully populating the Board and committees by engaging the Friends membership and the community
- Communicating who the Friends are to the broader community and establishing more community partnerships and connections
- Strengthening relationships with Friends groups at library branches and identifying a structure for supporting regional libraries that don't have Friends groups

The retreat was considered a resounding success, capitalizing on strategic planning done in recent years. It produced agreed-upon goals, deadlines and other metrics for gauging achievement. One of the many goals was to grow Friends membership to 1,000 households (currently 667) by the end of 2022. This entails seven actions with deadlines, including running a membership drive in October 2022. The hope is that all of these action steps will avoid the pitfall of great planning that's never really implemented.

Meanwhile, we have also created the position of book sales chairman to provide direct board oversight. That person is new board member AnnEliz Harford, an active bookstores volunteer. This also came out of the retreat process.

Status of Operations as of October 31, 2021

Sales for October		
	Amazon	2350
	eBay	584
	Facebook	0
	Web storefront	65
	East Bookstore	2746
	Library 21C	1742
	Penrose	301
	Fall Big Booksale	8340
TOTAL SALES		\$16,128

- Current regular volunteer count is 34 for District Friends; temporary volunteers added another 36 for the month (70 total). Volunteer hours for October were 894 (includes booksale.) Four new volunteers for East are on board and in training. Four new volunteers (3 East, 1 21c) are waiting interview appointment, completion of their security check or awaiting their orientation appointment.
- Our eBay-palooza listing event went well in mid-October. We brought our number of listings up to 64 and have already sold a dozen of them.

- Semi-annual inventory of all online platform listings is complete for eBay, the webstore and about a third of Amazon's listings. Planned completion by the end of next week.
- Some hiccups occurring (pun intended) with the Holiday Better Books "Sip and Shop" sale. Discussions ongoing with Booksales Chairman and volunteers as to logistics and how to proceed. Will have plan by the Nov 10th Friends board meeting.



REPORT

Received a \$15,000 gift from the Friends of the Pikes Peak Library District to be applied to the area of greatest need

Received \$10,167.98 through the WalMart Lives Empowered grant program to support Library 21c kitchen and the Food industry Training Program

Received \$12,730.76 from the Wal-Mart Foundation (pass through from the Workforce Development Center) for the Talent Accelerator workforce development program

Received \$10,000 grant from the El Pomar Foundation supporting the Shivers Fund at PPLD

Submitted two (2) applications for COVID response through the Coronavirus Relief Fund from the State of Colorado's Department of Local Affairs

Coordinating details with Carl Bloom and Associates for year-end direct mail and electronic campaigns

Onboarding Courtney Deuser PPLD Individual Giving Coordinator

Attended El Pomar's Awards for Excellence Ceremony recognizing Peggy Shivers as the recipient of the inaugural Excellence in Arts and Culture Trustee Award, which honors an individual who has demonstrated a commitment to the advancement of arts and culture in Colorado

Held donor appreciation event at Library 21c

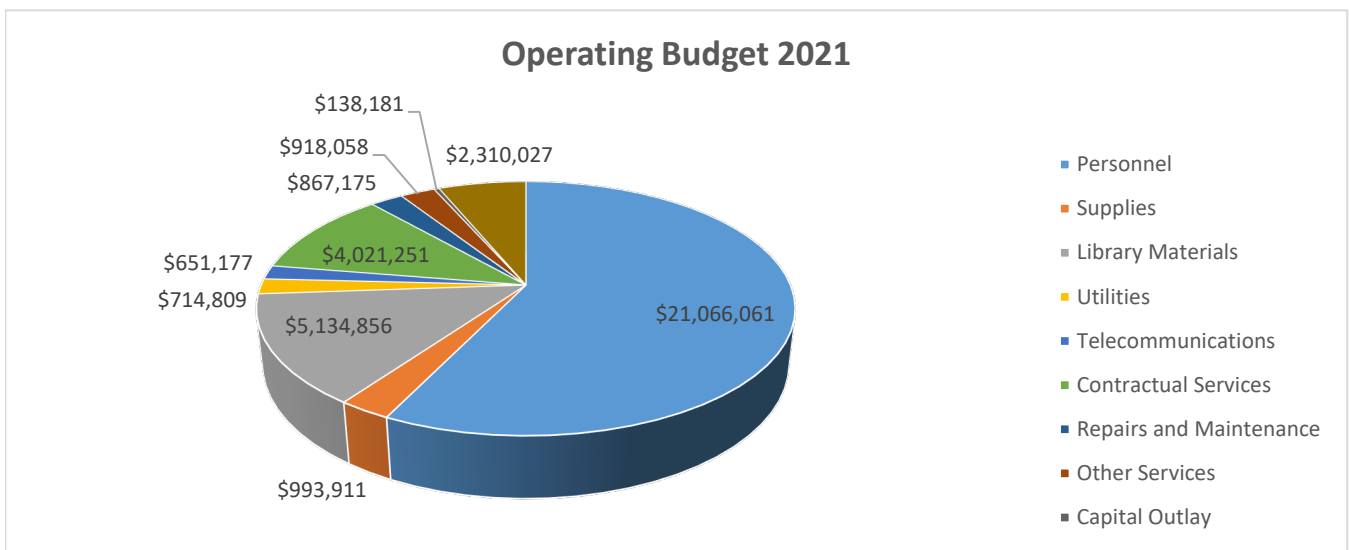
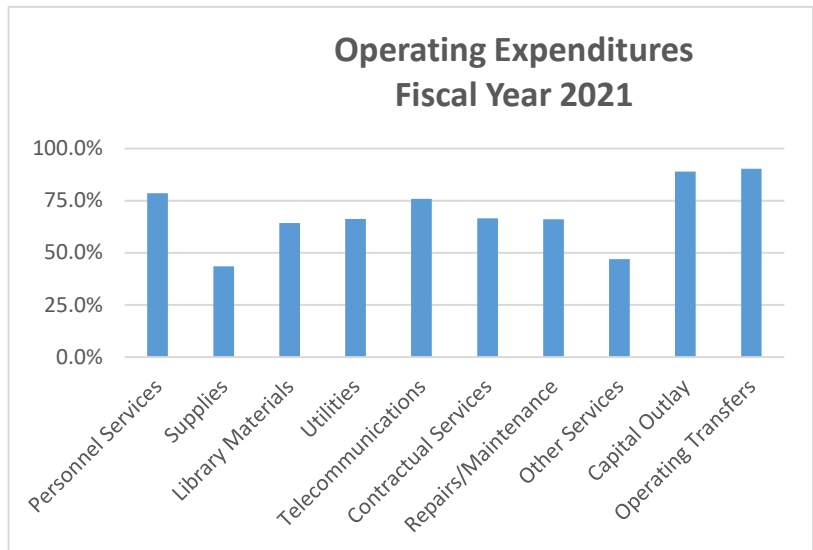
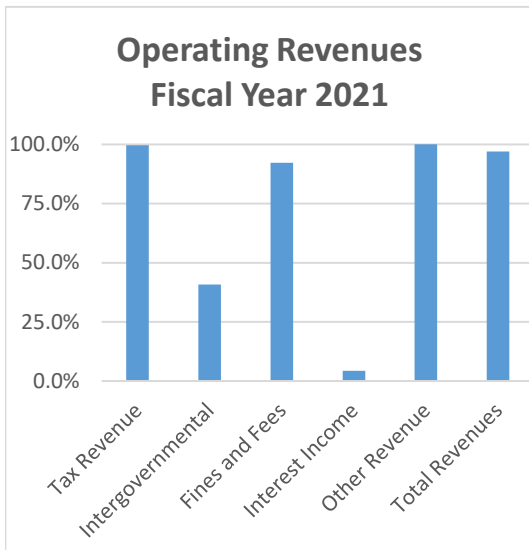
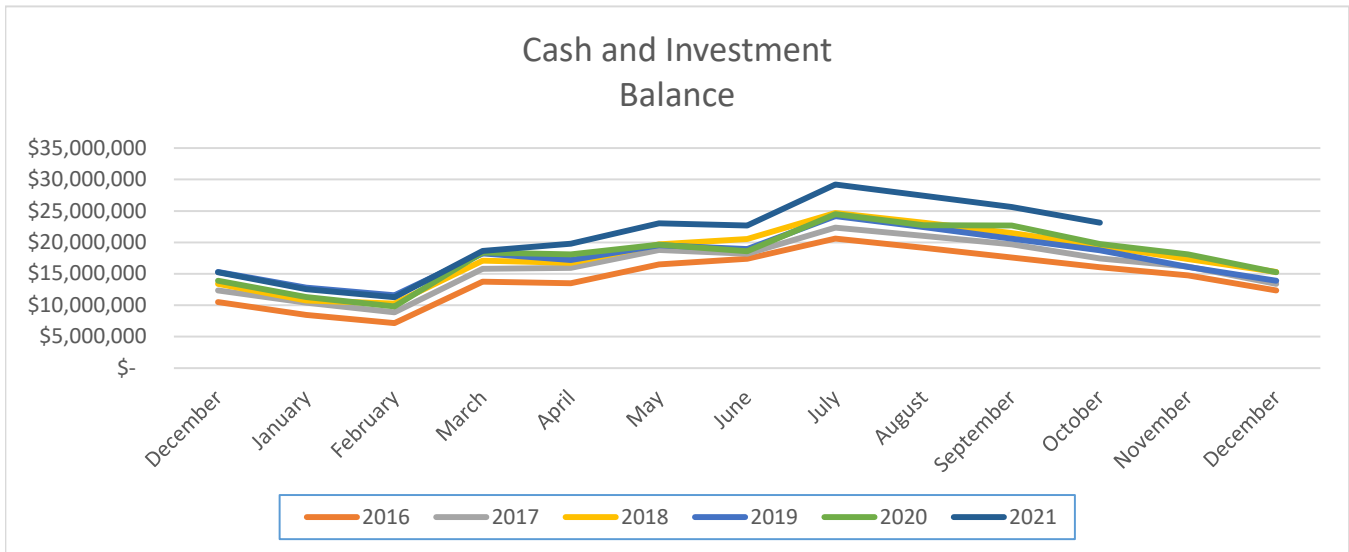
Held PPLD Foundation quarterly board, Executive Committee, and ad hoc Events Committee meetings

Attended 2021 Give! campaign kickoff virtual reception

Attended monthly Friends of PPLD board meeting

Pikes Peak Library District Financial Dashboard

October 2021



Pikes Peak Library District

October 2021 Financial Report

Presented to Board of Trustees on November 17, 2021

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

General Fund	Year-To-Date				Notes
	2021	2020	Change	% Chg.	
Revenues					
Property taxes	\$ 31,390,316	\$ 30,130,489	\$ 1,259,827	4.2%	
Specific ownership taxes	3,128,995	2,797,149	331,846	11.9%	1
Fines/fees	73,049	55,774	17,275	31.0%	
Investment earnings	7,940	113,013	(105,073)	-93.0%	2
Other	827,181	445,900	381,281	85.5%	3
Total Revenues	\$ 35,427,481	\$ 33,542,325	\$ 1,885,156	5.6%	

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 models continue during 2021.

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

**Pikes Peak Library District
Statement of Revenues
General Fund
For the Ten-Month Period Ended October 31, 2021**

Percent of Year 83.3%

Account Description	2021 Budget	YTD Actual	Variance	% Used
Tax Revenue				
Property taxes				
Current	\$ 31,312,948	\$ 31,404,596	\$ 91,648	100.3%
Abatements/refunds	(122,400)	(83,574)	38,826	68.3%
Omitted properties	7,140	1,561	(5,579)	21.9%
Delinquent	18,360	15,287	(3,073)	83.3%
Penalties/interest	36,720	42,339	5,619	115.3%
Specific ownership taxes	3,382,500	3,128,995	(253,505)	92.5%
Local government in lieu of prop. taxes	10,200	10,107	(93)	99.1%
Total Tax Revenue	34,645,468	34,519,311	(126,157)	99.6%
Intergovernmental				
Federal funds - other categories	761,748	403,735	(358,013)	53.0%
Federal - eRate Funding	229,800	-	(229,800)	0.0%
State Grant - library materials	351,820	143,445	(208,375)	40.8%
Total Intergovernmental	1,343,368	547,180	(796,188)	40.7%
Fines and Fees	79,200	73,049	(6,151)	92.2%
Interest Income	183,750	7,940	(175,810)	4.3%
Other Revenue				
Donations/grants/gifts				
PPLD Foundation	167,280	204,923	37,643	122.5%
Other	-	23,940	23,940	100.0%
Copier charges/PMS charges	80,400	33,911	(46,489)	42.2%
Parking lot collections	12,060	4,943	(7,117)	41.0%
Merchandise sales	-	664	664	100.0%
Miscellaneous	4,523	7,595	3,072	167.9%
Asset sales proceeds	5,025	4,025	(1,000)	80.1%
Total Other Revenue	269,288	280,001	10,713	104.0%
Total General Fund Revenues	\$ 36,521,074	\$ 35,427,481	\$ (1,093,593)	97.0%

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

General Fund	Year-To-Date				Notes
	2021	2020	Change	% Chg.	
Expenditures					
Personnel	\$ 16,540,835	\$ 16,543,377	\$ (2,542)	0.0%	
Supplies	432,084	631,101	(199,018)	-31.5%	
Library materials	3,303,129	3,331,611	(28,483)	-0.9%	
Utilities	473,702	447,402	26,300	5.9%	
Telecommunication costs	494,463	481,098	13,366	2.8%	
Contractual services	2,673,245	2,899,509	(226,264)	-7.8%	
Repairs and maintenance	573,046	463,114	109,932	23.7%	
Other services	431,910	372,071	59,838	16.1%	
Capital outlay	121,193	12,347	108,846	881.5%	1
Operating transfers - other funds	2,086,826	1,547,368	539,458	34.9%	2
Total Expenditures	\$ 27,130,432	\$ 26,728,998	\$ 401,434	1.5%	

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

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

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

Percent of Year 83.3%

Account Description	2021 Budget	YTD Actual	Available Budget	% Used
Personnel Services				
Regular employees	\$ 16,187,206	\$ 12,692,266	\$ 3,494,940	78.4%
Temporary employees	3,800	-	3,800	0.0%
Substitute employees	33,500	25	33,475	0.1%
Work-Study And internship	13,644	952	12,692	7.0%
Social security contributions	1,325,149	921,865	403,285	69.6%
Retirement contributions	1,124,906	842,562	282,344	74.9%
Health Plan contributions	2,110,000	1,879,013	230,987	89.1%
Unemployment insurance	40,000	34,191	5,809	85.5%
Workers compensation	55,000	40,588	14,412	73.8%
Vision Plan insurance	65,000	46,218	18,782	71.1%
Life A&D insurance	65,000	53,529	11,471	82.4%
Tuition assistance	40,000	28,548	11,452	71.4%
Total Personnel Services	21,066,061	16,540,835	4,525,226	78.5%
Supplies				
General	336,401	78,170	258,232	23.2%
Microform	2,450	103	2,347	4.2%
Software purchases/licenses	315,450	247,935	67,515	78.6%
Computer supplies	46,880	13,365	33,515	28.5%
Processing	85,000	2,395	82,605	2.8%
Office	63,750	14,818	48,932	23.2%
Food - culinary lab	17,400	1,473	15,927	8.5%
Other	126,580	73,824	52,756	58.3%
Total Supplies	993,911	432,084	561,828	43.5%
Library Materials				
Audio-visual materials	809,544	235,323	574,221	29.1%
Books	1,598,191	708,368	889,823	44.3%
e-materials	1,773,767	1,482,065	291,702	83.6%
Library materials - other	205,428	169,670	35,758	82.6%
Microforms	5,000	-	5,000	0.0%
Periodicals	110,505	98,812	11,693	89.4%
Serials	25,000	9,230	15,770	36.9%
Databases - online services	607,309	597,915	9,394	98.5%
Memorials	111	1,746	(1,634)	0.0%
Total Library Materials	5,134,856	3,303,129	1,831,727	64.3%

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

Percent of Year 83.3%

Account Description	2021 Budget	YTD Actual	Available Budget	% Used
Utilities				
Gas	88,643	66,615	22,028	75.1%
Electric	490,236	339,612	150,624	69.3%
Water/sewer	128,086	63,657	64,429	49.7%
Storm water fees	7,844	3,819	4,026	48.7%
Total Utilities	714,809	473,702	241,107	66.3%
Telecommunications				
Data	469,964	376,645	93,318	80.1%
Voice	77,000	61,883	15,117	80.4%
Cellular	104,213	55,935	48,279	53.7%
Total Telecommunications	651,177	494,463	156,714	75.9%
Contractual Services				
Janitorial services	341,000	272,270	68,730	79.8%
Carpet cleaning services	136,000	99,522	36,478	73.2%
Laundry services	7,500	-	7,500	0.0%
Library facility rental	680,558	523,311	157,247	76.9%
Common area maintenance	175,761	119,632	56,129	68.1%
Storage rental	3,000	-	3,000	0.0%
Audit	42,500	43,275	(775)	101.8%
Legal	50,000	27,865	22,135	55.7%
Consultant	303,770	96,311	207,459	31.7%
Cataloging	40,000	24,111	15,889	60.3%
Trash removal	23,345	13,597	9,748	58.2%
Copier services	61,000	8,121	52,879	13.3%
Courier services	224,476	136,996	87,480	61.0%
Liability/property insurance	160,693	153,023	7,670	95.2%
Printing	80,325	47,422	32,903	59.0%
Programming	419,746	136,833	282,912	32.6%
Strategic plan	40,000	-	40,000	0.0%
Treasurer fees	462,000	469,255	(7,255)	101.6%
Warrantire	37,000	-	37,000	0.0%
Microfilming services	22,600	7,370	15,230	32.6%
Computer support agreements	112,534	90,097	22,437	80.1%
Computer equipment maintenance	397,000	304,786	92,214	76.8%
Software licenses	91,918	24,477	67,441	26.6%
Software subscriptions	29,307	24,307	5,000	82.9%
Employee Assistance Program	21,218	7,545	13,673	35.6%
Parking	58,000	43,118	14,882	74.3%
Total Contractual Services	4,021,251	2,673,245	1,348,006	66.5%

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

Percent of Year 83.3%

Account Description	2021 Budget	YTD Actual	Available Budget	% Used
Repairs and Maintenance				
Grounds maintenance	88,000	66,095	21,905	75.1%
Vehicle operating costs	74,500	75,643	(1,143)	101.5%
Equipment maintenance	453,300	356,292	97,008	78.6%
Equipment repairs	61,350	8,273	53,077	13.5%
Furniture repairs	36,955	5,095	31,860	13.8%
Building repairs	153,070	61,648	91,422	40.3%
Total Repairs and Maintenance	867,175	573,046	294,129	66.1%
Other Services				
Translation services	300	-	300	0.0%
Advertising	1,000	89	911	8.9%
Bank And trustee Fees	8,000	7,401	599	92.5%
School engagement	3,000	2,074	926	69.1%
Mileage/Travel reimbursement	75,750	28,745	47,005	37.9%
Employee recruitment	37,500	11,384	26,116	30.4%
Dues and memberships	61,852	34,676	27,176	56.1%
Merchandising	8,000	6,594	1,406	82.4%
Employee recognition	27,644	19,828	7,817	71.7%
Board of Trustees	7,000	2,165	4,835	30.9%
Community outreach	161,958	95,614	66,344	59.0%
Training	286,512	91,168	195,344	31.8%
Signage	30,239	1,898	28,341	6.3%
Bindery	8,526	1,825	6,701	21.4%
Book mending	1,500	114	1,386	7.6%
Safety	14,250	2,248	12,002	15.8%
Summer Adventure Club	36,935	28,841	8,094	78.1%
Patron reimbursement	500	-	500	0.0%
Postage	60,500	26,824	33,676	44.3%
Volunteer program	9,500	968	8,532	10.2%
Safety and wellness	7,000	3,610	3,390	51.6%
Other	70,592	65,844	4,749	93.3%
Total Other Services	918,058	431,910	486,149	47.0%
Capital Outlay				
Other	136,181	121,193	14,988	89.0%
Total Capital Outlay	136,181	121,193	14,988	89.0%
Operating Transfers to Other Funds				
Fund transfers out	2,310,026	2,086,826	223,200	90.3%
Total Expenditures	\$ 36,813,506	\$ 27,130,432	\$ 9,683,074	73.7%

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

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

Fund Balance - By Fund - October 31, 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 Ten-Month Period Ended October 31, 2021**

Account Description	Multi-Year Budget	Activity			Available Budget
		Prior Years	2021	Encumbrances	
Revenues and Other Sources of Funds					
Fundraising	\$ 5,000	\$ -	\$ -	\$ -	\$ (5,000)
Fund transfers in	232,372	148,172	84,200	-	-
Total Revenues and Other Sources of Funds	237,372	148,172	84,200	-	(5,000)
Expenditures					
2021 Projects					
Add a closet with cooling for IT	25,000	-	20,344	-	4,656
Contingency	25,000	-	-	-	25,000
Computer lab tables	20,000	-	-	-	20,000
COVID upgrades	14,200	-	-	-	14,200
Pre-2021 projects					
Chiller roof structure over pit	12,380	12,380	-	-	-
Roofing evaluation & design	13,241	2,078	-	-	11,163
External filtration system	1,907	1,907	-	-	-
Renovate security office	5,978	5,978	-	-	-
Replace aging fire panel	17,140	10,282	6,150	708	-
Replace emergency lighting generator	97,224	97,224	-	-	-
Furniture	30,000	-	5,038	-	24,962
Reading room furniture	20,000	15,640	-	1,225	3,135
Shared workstation - 4-person	2,765	2,765	-	-	-
Additional study room chairs	3,547	3,547	-	-	-
Contingency	20,143	-	9,093	-	11,050
IT equipment	2,071	253	-	-	1,818
Total Expenditures	\$ 310,596	\$ 152,054	40,625	\$ 1,933	\$ 115,984
Excess Revenues over Expenditures			43,575		
Fund Balance - January 1, 2021			74,342		
Fund Balance - October 31, 2021			<u>\$ 117,917</u>		

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

Account Description	Multi-Year Budget	Activity			Available Budget
		Prior Years	2021	Encumbrances	
Revenues and Other Sources of Funds					
Fund transfers in	\$ 97,224	\$ 96,700	\$ 524	\$ -	\$ -
Expenditures					
2021 Projects					
Open chairs for Adult Education Services	2,500	-	-	2,400	100
Roofing consultant to evaluate existing roof	35,000	-	11,520	8,100	15,380
Install glass wall structure - Executive Assistant area	15,000	-	3,400	7,250	4,350
Building maintenance/minor renovation projects					-
Add office for Manager	20,000	-	309	-	19,691
Add IT closet	25,000	-	-	24,662	338
Add messinine door structure	15,000	-	7,842	-	7,158
Painting allowance	25,000	-	-	-	25,000
Contingency	25,000	-	-	-	25,000
Pre-2021 Projects					
Asphalt crack fill	15,764	15,764	-	-	-
Roofing evaluation	30,000	2,078	-	-	27,922
KCH-movable walls/partitions	3,000	-	-	-	3,000
KCH-interior paint	22,390	22,390	-	-	-
KCH-replace awning - front entrance	1,500	-	-	-	1,500
Install carpet In vault for meeting room	1,064	1,064	-	-	-
Purchase mural on garage wall	5,250	5,250	-	-	-
Add storefront wall to create office for Adult Education	11,757	11,757	-	-	-
Replace existing parking meters	50,000	-	-	-	50,000
Penrose campus renovation project	560,381	560,381	-	-	-
Replace lobby rooftop unit	20,544	20,544	-	-	-
Replace existing fire panel	16,921	16,921	-	-	-
Chiller replacement	55,000	-	-	-	55,000
Adjustable height desks	852	852	-	-	-
KCH - chairs For mezzanine	2,550	-	-	-	2,550

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

Account Description	Multi-Year Budget	Activity			Available Budget
		Prior Years	2021	Encumbrances	
KCH - work tables (4), mezzanine	6,200	-	-	-	6,200
Replace all wooden chairs in public area	12,458	12,458	-	-	-
Contingency	122,461	12,665	9,250	11,259	89,287
Total Expenditures	\$ 1,100,592	\$ 682,124	32,321	\$ 53,671	\$ 332,476
Excess Revenues over Expenditures			(31,797)		
Fund Balance - January 1, 2021			417,945		
Fund Balance - October 31, 2021			<u>\$ 386,148</u>		

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

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

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

Account Description	Multi-Year Budget	Activity		Encumbrances	Available Budget
		Prior Years	2021		
Contingency	85,293	82,646	385	-	2,262
Audio/visual equipment	4,686	3,974	-	-	713
Studio noise mitigation	21,979	1,417	-	-	20,562
Increase stage size	4,908	1,788	-	-	3,120
Venue LED lighting	3,572	3,095	-	-	477
Total Expenditures	\$ 1,601,787	\$ 1,281,864	50,481	\$ 97,925	\$ 171,517
Excess Revenues over Expenditures			114,519		
Fund Balance - January 1, 2021			189,865		
Fund Balance - October 31, 2021			<u><u>\$ 304,384</u></u>		

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

Account Description	Multi-Year Budget	Activity			Available Budget
		Prior Years	2021	Encumbrances	
Revenues and Other Sources of Funds					
Fund transfers in	\$ 4,586,742	\$ 2,526,440	\$ 1,837,102	\$ -	\$ (223,200)
Tenant improvement reimbursement	72,076	61,695	10,202.00	-	(179)
Fundraising	123,000	-	75,000.00	-	(48,000)
Sale of assets	12,500	12,500	-	-	-
Total Revenues and Other Sources of Funds	4,794,318	2,600,635	1,922,304	-	(271,379)
Expenditures					
Facilities Capital					
2021 Projects					
City bookmobile headlight upgrade	2,500	-	-	-	2,500
City bookmobile leaf spring upgrade	5,000	-	-	-	5,000
County bookmobile - back-up camera upgrade	1,500	-	-	-	1,500
Lobby stop van - replace lift gate	4,000	-	2,895	-	1,105
Cheyenne Mountain - Meeting room tables	5,000	-	-	2,701	2,299
Ruth Holley - Curbside drive-up window	10,000	-	-	-	10,000
Ruth Holley - Learning lab - tables	5,000	-	-	5,000	-
Monument - Four (4) Rtu's replacement allowance	12,500	-	-	-	12,500
Old Colorado City - HVAC replacement/upgrades	5,000	-	-	-	5,000
Sand Creek - Replace rooftop unit	50,000	-	-	-	50,000
Sand Creek - Replace crash bar and lock on front door	5,568	-	5,704	-	(136)
Sand Creek - Adjustable height tables	2,052	-	1,953	-	99
Sand Creek - Locking drive-up book returns	6,000	-	-	5,300	700
Concrete replacement - districtwide allowance	10,000	-	-	-	10,000
Upgrade fire system dialers to cellular	12,000	-	3,570	1,885	6,545
Asphalt repairs and maintenance - districtwide allowance	15,000	-	14,712	-	288
Capital contingency	50,000	-	-	-	50,000
Furniture replacement contingency	25,000	-	4,097	403	20,500
Roof inspections, preventative maintenance repairs	15,000	-	4,250	-	10,750
Story walks at East, Penrose 21c and Fountain Libraries	16,000	-	15,262	-	738
Elevator electronic access at East and Penrose	3,966	-	-	-	3,966

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

Account Description	Multi-Year Budget	Activity			Available Budget
		Prior Years	2021	Encumbrances	
Purchase uniform recycling retainers at all facilities	10,000	-	-	-	10,000
Pre-2021 Projects					
District-wide - asphalt maintenance	7,628	7,628	-	-	-
Landscape allowance	39,859	37,354	-	2,505	-
Ruth Holley - replace meeting room carpet	13,000	13,000	-	-	-
Ruth Holley - repaint interior	10,000	10,000	-	-	-
Update service points	4,421	4,421	-	-	-
Ruth Holley - add electricity In storage	2,078	2,078	-	-	-
Monument - replace bulbs	864	864	-	-	-
Old Colorado City - replace floor main level	75,000	-	70,390	-	4,610
Roof inspection	25,000	8,992	-	15,500	508
Cheyenne Mountain - replace entry tile with carpet	1,980	1,980	-	-	-
Old Colorado City - canopy over book drop	5,000	-	-	-	5,000
Old Colorado City - replace carpet	3,500	-	-	-	3,500
Rockrimmon - replace carpet in meeting room	5,000	5,000	-	-	-
Calhan project	284,202	268,443	4,258	3,538	7,963
Ruth Holley leasehold improvements	-	-	-	-	-
Manitou Arts Council (MAC) project	198,946	24,480	146,935	7,967	19,564
MAC - intrusion alarms	12,559	6,279	6,280	-	-
MAC - furniture	38,694	18,543	14,376	4,519	1,256
Improvements other than buildings	15,111	14,263	-	848	-
District-wide - concrete replacement	23,560	5,630	-	12,200	5,730
District-wide - asphalt repairs	47,072	20,823	331	-	25,918
Staff lounge improvements - Penrose	9,972	234	-	-	9,738
Staff lounge improvements - East Library	9,972	1,018	-	-	8,954
Staff lounge improvements - L21c	9,972	2,195	-	-	7,777
Water management system	685	685	-	-	-
District-wide - tree trimming	6,880	6,880	-	-	-
Intrusion alarm system	2,850	2,850	-	-	(0)
Bookmobile - awning replacement	4,000	-	-	4,000	-
Bookmobile - (2) half wraps	15,000	2,787	-	12,213	-
Furniture	25,000	8,502	12,888	-	3,610
Furniture - prior year	37,389	37,389	-	-	-
Cheyenne Mountain - workroom cabinets storage	2,000	-	-	-	2,000

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

Account Description	Multi-Year Budget	Activity			Available Budget
		Prior Years	2021	Encumbrances	
Ruth Holley meeting room furniture	15,198	15,198	-	-	-
Ruth Holley study room furniture	2,962	2,962	-	-	-
Rockrimmon - redesign Children's area	2,500	-	1,883	-	617
Cheyenne Mountain circulation desk replacement	15,035	-	15,035	-	-
Fountain - furniture teen gaming area	5,000	-	-	-	5,000
Fountain - chair replacement meeting room	6,500	-	-	-	6,500
Ruth Holley - furniture meeting room	7,032	7,032	-	-	-
Monument - replace chairs adult area	2,400	-	-	-	2,400
Monument - blind replacement community room	4,700	-	-	-	4,700
Monument - tables and chairs replacement	8,000	-	-	-	8,000
Monument - PC tables and chair replacement	2,000	-	-	-	2,000
Old Colorado City - table and chairs replacement	5,650	-	4,080	-	1,570
Old Colorado City - charging tables and computer tables	12,000	-	-	-	12,000
Rockrimmon - meeting room tables	3,000	-	2,881	-	119
Shelving	14,428	14,428	-	-	-
Replace tractor	9,975	9,975	-	-	-
Replace generator bookmobile	12,500	-	-	-	12,500
Contingency	389,064	146,576	42,035	103,127	97,326
Signage allowance	7,618	7,618	-	-	-
Total Facilities Capital	1,733,842	716,107	373,815	181,706	462,214
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 Ten-Month Period Ended October 31, 2021**

Account Description	Multi-Year Budget	Activity			Available Budget
		Prior Years	2021	Encumbrances	
Information Technology Capital					
2021 Projects					
Telecommunications switches and UPS	115,200	-	-	-	115,200
Cabling infrastructure repair	25,000	-	-	25,000	-
East Admin and staff cabling	85,000	-	22,134	62,866	-
Penrose Admin and staff cabling	35,000	-	-	35,000	-
Contingency cabling (non eRate)	20,000	-	-	-	20,000
Technology refresh (staff)	110,000	-	7,798	3,853	98,349
Technology refresh (patrons)	230,000	-	745	-	229,255
AWE literacy stations	55,000	-	35,700	-	19,300
Adult Education Chromebook and hotspots	5,000	-	-	-	5,000
Creative Service specialized sap top (3D Capable)	3,200	-	1,414	-	1,786
Young Adult Services programming Chromebook	5,300	-	-	-	5,300
Security system elevator access control	3,966	-	-	-	3,966
Staff and public printers	5,000	-	-	1,200	3,800
Contingency	15,000	-	6,744	3,799	4,457
Access control	850,000	-	-	-	850,000
Surveillance cameras	100,000	-	-	100,000	-
District-wide audio-visual equipment standardization	56,000	-	3,512	35,628	16,860
Receipt printers	12,500	-	-	-	12,500
Barcode scanners	12,500	-	97	-	12,403
Upgrade to Drupal	40,000	-	7,500	-	32,500
Pre 2021 Projects					
Servers-East Library data updates	2,000	2,000	-	-	-
Data center redesign	90,000	90,000	-	-	-
PC purchases	382,639	20,067	40,344	107,097	215,131
Technology refresh (staff)	44,000	19,516	13,284	1,578	9,622
Technology refresh (patrons)	131,000	131,000	-	-	-
Replace computers	38,454	38,209	245	-	-
Technology refresh (patrons)	43,795	21,224	22,571	-	-

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

Account Description	Multi-Year Budget	Activity			Available Budget
		Prior Years	2021	Encumbrances	
Laptops- Young Adult Services	6,000	6,000	-	-	-
Laptops-Children's iPad	6,000	6,000	-	-	-
Self check - Penrose additional data ports	2,500	2,500	-	-	-
Scanners-Collect Management	2,080	2,080	-	-	-
Barcode scanners	15,102	15,102	-	-	-
RFID wands	15,000	13,416	-	1,584	-
Copier replacement	291,245	287,235	4,010	-	-
Network switches/UPS	336,000	85,071	93,846	163,340	(6,257)
MAC - networking	80,125	80,030	222	-	(127)
MAC - phone system	7,672	4,498	617	-	2,557
MAC - other	800	-	-	-	800
MAC - endpoints	31,944	13,106	17,502	-	1,336
MAC - security	97,456	35,439	59,454	-	2,563
Surveillance System redesign	18,473	18,473	-	-	-
Telephone switches	94,834	61,503	-	-	33,331
Firewall replacement	60,537	38,990	21,547	-	-
Switches/UPS replacement	40,000	23,165	16,835	-	-
ILS peripherals	265,000	27,434	4,688	54,136	178,742
IT equipment	49,145	49,145	-	-	-
Archival management system	13,400	-	-	-	13,400
AMH bins (2)	20,000	-	-	-	20,000
Genealogy equipment	29,000	15,380	4,220	-	9,400
East Library teen computers	4,000	4,000	-	-	-
Datacenter project	111,399	54,563	9,582	-	47,254
Security system	203,077	-	-	190,449	12,628
AV Equipment - districtwide	126,676	1,676	-	-	125,000
IT management reserve	24,277	-	-	-	24,277
Contingency	2,320	2,320	-	-	-
Total Information Technology Capital	4,469,616	1,169,142	394,611	785,530	2,120,333

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

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

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

Account Description	Multi-Year Budget	Activity		Encumbrances	Available Budget
		Prior Years	2021		
Creative Services Capital					
2021 Projects					
3D scanner	3,000	-	2,920	-	80
Pre 2021 Projects					
Equipment initiatives	27,900	19,987	3,285	-	4,628
Cricut machines	412	412	-	-	-
Sand Creek-larger kiln	2,994	-	2,994	-	-
East-larger laser cutter	17,440	17,440	-	-	-
New maker kits	1,000	-	-	-	1,000
Equipment replacement	3,500	792	-	-	2,708
Contingency	52,740	5,175	158	-	47,407
Total Creative Services Capital	108,986	43,806	9,357	-	55,823
Total Expenditures	\$ 6,454,454	1,995,005	797,655	\$ 967,386	\$ 2,694,408
Excess Revenues over Expenditures			1,124,649		
Fund Balance - January 1, 2021			2,313,943		
Fund Balance - October 31, 2021			<u>\$ 3,438,592</u>		

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

	COLOTRUST Investments	US Bank Checking	Total Cash
Cash and Investments Balance October 1, 2021	\$ 24,734,024	\$ 890,311	\$ 25,624,335
Receipts			
Property Taxes	378,059	-	378,059
Cash Receipts	-	12,491	12,491
Credit card and other activity	-	5,130	5,130
CVRF Grant	-	50,000	50,000
Interest	343	-	343
Disbursements			
Payment of Bills week of 10/1/2021	-	-	-
Payment of Bills week of 10/8/2021	-	-	-
Payment of Bills week of 10/15/2021	-	(193,042)	(193,042)
Payment of Bills week of 10/22/2021	-	(359,310)	(359,310)
Payment of Bills week of 10/29/2021	-	(86,123)	(86,123)
Payroll 10/1/2021	-	(595,928)	(595,928)
Payroll 10/15/2021	-	(762,991)	(762,991)
Payroll and end of month 10/29/2021	-	(920,019)	(920,019)
Transfer between funds	(2,000,000)	2,000,000	-
Cash and Investments October 31, 2021	<u>\$ 23,112,426</u>	<u>\$ 40,519</u>	<u>\$ 23,152,945</u>

Public Services Report October 2021

Combatting Loneliness

Seven Adult Education volunteers resumed conversation groups and one-on-one tutoring in October. They volunteered a total of 35 hours in October and served 31 learners. The volunteers and their students were very happy for the return.

Toni Miller (Regional History & Genealogy) received a patron call with the request for a picture of a young girl who was the inspiration behind the founding of Colorado College. After quite a bit of research, Toni located a line drawing of the girl and a photograph of her father in one of the Special Collections books and shared them with the patron. The patron remarked how much he appreciated her willingness to find things for him, this wasn't his first request. He mentioned he couldn't investigate like he used to, but his city research kept him busy and fulfilled.

Because of the connections made during regular Regional History & Genealogy virtual *Coffee Talks*, a repeat attendee visited Special Collections. Based on this and other feedback, we see that these programs highlight PPLD historic resources, build community, and have helped combat loneliness during the pandemic since they began over one year ago.

Danielle Seltenright hosted the fourth virtual Teen Advisory Board (TAB) meeting. Erica Purgason (MLIS Intern and Penrose Library) attended for additional staff presence and for the opportunity to see how a TAB can be organized.

Susan Simpson (Old Colorado City Library) observed: "Old Colorado City Library sits right in the middle of the Old Colorado City Community. The OL patron base is stable and appreciates the accessibility of neighborhood library services. Staff greet many patrons by their first name and patrons respond with smiles and greetings for staff as well. Patrons often take the time to chat with staff, sharing triumphs, tragedies, good news, and bad news. Much like hairdressers and bartenders, OL staff often serve as compassionate sounding boards and confidential keepers of the stories of patrons' lives."

Young Adult Services staff and the three young adult librarians participated in the book club discussion for *Together* by Vivek H. Murthy. We had our last session on October 27.

Compliments

We had 273 chats through LibChat. Of those 273, 34 patrons chose to rate them. Twenty-eight were rated *excellent* and six were rated *good*. Some patrons left comments about the person who chatted with them:

- "Great Support!" Joe Paisley (Adult Services)
- "Friendly and helpful" Mary Gapko (Fountain Library)
- "She was great and her tone was upbeat and very happy loved using the chat and would use it again. On point" Meagan Huber (Adult Services)
- "This is a great way to help people!" Jake Rundle (Fountain Library)
- "Appreciate the quick response to chat and info I received. Thanks!" Stacey Marin (Ruth Holley Library)
- "Very helpful" Lacey Palmrose (Penrose Library)
- "Very quick and informative response" Janis Moore (Southeast Region)
- "Very Helpful! Thank you!" Chris Fink (Penrose Library)



From Rockrimmon's Tina Matiatos. "I was observing our kind Paws to Read Volunteer, Sue, with her dog, Sky, at work at Rockrimmon Library. A parent thanked me profusely for having this amazing opportunity for kids to read aloud. Her son is in the sixth grade and struggles with dyslexia. He is extremely uncomfortable reading aloud. She shared (with eyes welled with tears) that he does not have the opportunity to practice reading aloud at school any longer, so this is a big moment for her to observe her son reading aloud cheerfully. She is incredibly grateful to Pikes Peak Library District for being so inventive to create such a life-changing moment for her and her son."

For several years, local tutoring organization Love to Learn has used PPLD libraries to host free student tutoring. Love to Learn's leader Linette Weise met with Catie Tierney (Library 21c) to check-in on the partnership and determine how the groups can best support one another. Linette shared with Catie the following story of impact during the meeting. Upon immigrating to the United States from Africa, one mother's two children were behind in schooling and she was struggling to help them catch up on their educations. While visiting a library branch, the mother obtained a copy of Learn to Love's informational brochure. She reached out to the organization to enroll her children in tutoring, and they have since been successful in catching up to their peers. Linette said that each week, this mother shares her gratitude with the Love to Learn tutors. Library 21c will continue to provide space for Love to Learn's weekly tutoring sessions through at least May 2022 when Linette and Catie will connect again to discuss future coordination of the spaces.

Studio 21c received several positive reviews from its users: "We use the space regularly for video and audio recordings that we then use to market our websites. We love the equipment and various resources available but the staff are the main reason we keep coming back! Knowledgeable and friendly help is so beneficial!!!" "I was wandering the library and I heard about Studio 21c. I asked to use the Studio and it was amazing! This resource is so amazing and I was helped and guided every step of the way. I came back two times in a row!" "Every visit is visionary and exceptionally refreshing to have access to equipment, professionals, and professional guidance. Family is created here. Memories are developed."

Mark Fletcher (Fountain) from Cody Logsdon & Sarah Marshall (Human Resources): "I wanted to reach out and let you know that Sarah and I went to Fountain last week to be trained on circulation tasks and Mark did such a great job. He made us feel very welcome and I think we both would have stayed longer if we could."

North Region **Community**

This year, High Prairie Library's Harvest Festival was a series of age-specific programs, take and makes, food donations for our partner Fresh Start Center, and cookbook submissions. There was a combined attendance of 75 patrons, and 180 take and makes were handed out.

Laura Foye, of High Prairie Library, attended the Falcon Elementary School trunk or treat. There were about 250 people in attendance, and everyone seemed to be having fun. Visitors really liked the cauldron ball toss game and the bubble machine.

Meredith Moore and Megan Dooley, of Monument Library, attended an outreach to the Tri-Lakes Community & Business Expo. They talked to 82 participants.

Resources

Silver Key kicked off meal distributions at High Prairie and Calhan Libraries this month. The first week saw 12 individuals picking up much needed meals. The marketing seems to be paying off as Farmers State Bank came into High Prairie to ask for flyers for their customers after they heard about it on the radio.

Toys are back in Rockrimmon's children's play place and hands-on creating in our kids create corner passive program. Rockrimmon staff have established a Family & Children's Services approved cleaning regimen and have already received much positive feedback from patrons. Monument Library, High Prairie, and Library 21c also welcomed back toys and interactives in their children's spaces this month.

Rockrimmon had now received Chromebooks to replace our patron laptops. The few patrons that have used them have been happy with the change.

Innovation/Creativity

As a focus for the community teaching garden at High Prairie Library, the Library grew pumpkins to donate to Fresh Start Center, a local food bank. High Prairie donated 20 pumpkin kits. Each kit included a 'sugar pie' edible pumpkin, some supplies for decorating, and recipes for pumpkin pancakes and a side dish with bacon and onions. In consideration of being inclusive, Laura Foye took care to find recipes that did not require a great deal of kitchen equipment. Grant Winger, Executive Director at Fresh Start Center, said the pumpkin kits were a big hit with the families at the food bank.



Fifteen students from the Colorado School for the Deaf and the Blind visited Library 21c on October 21 and again on October 25. During their October 21 visit, students toured Library 21c as an introduction of its offerings. Students were excited to obtain library cards, browse the DVDs and games, peek in the Studio, and learn about the library's adaptive video phone technology. On October 25, the group returned for a makerspace demonstration by Bradley Harbison.

Service

Starting in November, Liz Willhoff (High Prairie and Calhan Libraries) and Andrea Keiter (Calhan Library) will be taking over the Community Outreach Coalition meetings. The members would like to hear more from the community and what current needs may be. Liz has started reaching out to the Town of Calhan and local churches to extend invitations to the meetings. They will also reach out to the schools and local businesses as well.

Athena Cazier and Mae Lage of Monument Library did a special Halloween themed storytime. This was Mae's first-time doing storytime after being trained this month. The kiddos loved her! Monument has also been trying to bring back Paws to Read and had a new dog named Wrigley (who is wiggly!).

Troy Roth, the new Young Adult Senior Associate at Monument, attended his first outreach event at the Inside Out Youth Services Halloween Party with Mikaela Fortune of Young Adult Services. In his words: "It was a great success! It was a lot of fun and we got a lot of engagement with the teens who attended. I am hoping to work with Inside Out more in the future, and to help them extend their services more to the northern parts of the county."

Internal/Staff

The North Region is pleased to welcome Jean Carrier as the new library manager for Monument and Palmer Lake libraries. Jean, whose background is in teaching, has served in several roles at PPLD for the past seven years, most recently as the supervisor and interim manager of the Monument and Palmer Lake libraries.

Liz Willhoff and Laura Foye of High Prairie, along with the help of Gary Syling, Chief Facilities Officer, presented "Sustainability on the Prairie" for this year's PPLDCon. They discussed the sustainable building features, participation in the Environmental Leadership Program, and sustainability practices done at High Prairie.

Library 21c experienced several staffing changes. Adult Library Associate Mimi Mesa and Library Assistant Jacks Pasteur joined the Public Services team. Two staff members, Children's Library Associate Matt Kaip and Adult Library Associate Sarah Hetzel, were promoted within the Library District. Matt accepted the role of Young Adult Senior Associate at Ruth Holley Library, and Sarah joined Adult Education as their newest Instructor.

Accountability

Catie Tierney (Library 21c) noticed a need for seating outside the building's two public entrances when she repeatedly witnessed patrons leaning against the bicycle racks or sitting on the ground. Catie worked with the Facilities team to order two new concrete benches that will be placed at both public entrances of the building. The addition of these benches will provide patrons a place to sit while waiting for the library to open or waiting for a ride.

Southeast Region



The Fountain Library participated in the City of Fountain's Annual Trunk or Treat event. Staff from all over the District worked together to make this event happen. The Library's contribution to the event included a projected storytime, spooky green screen, s'more kits (next year – fire!) and using the MLS truck for the Trunk or Treat.



Sara Sharples (Sand Creek Library), Jordan Newby (Sand Creek Library), and Melody Alvarez (Director of Family & Children's Services) met with the family program coordinator for the ATLAS Prep to discuss how PPLD can work with the school to increase library awareness, share available resources with families, and provide off-site programming at the schools.

Resources

Janis Moore, promoted PPLD's resources and services to about 55 attendees with Yvette Dow-Rose (Equity, Diversity, and Inclusion) at Colorado Springs Imaging, Anthem Seniors' Outreach.

As a part of All Pikes Peak Makes, the MESO bus (Mobile Earth and Space Observatory) came to the Fountain Library parking lot. Patrons had a chance to look through telescopes, see how infrared cameras work, and play with sand on a digital topography map powered by a computer and an Xbox Kinect

(motion capture hardware). Creative Services staff were there to answer questions about the library's makerspaces and how patrons can access tools and Marietta Montaine, East Library Associate, helped with the Mobile Earth and Space Observer and Cool Science day at Manitou Library.



Innovation/Creativity

Vince Burke (Fountain Library) hosted a Murder Mystery program at Fountain Library this month. Unfortunately, there were not enough participants to host the full program, but Vincent was able to work with those who did show up to walk through how they could do something like this with their own group of friends or family. Participants were happy to see how the experience should work with the correct number of people and were able to get some snacks and watch a mystery movie, too.

Service

Stacey Marin (Ruth Holley Library) helped facilitate the Art of Grief program that was offered through Equity, Diversity, and Inclusion. Nine patrons participated and loved the program and presenters. This program brought in a lot of new patrons.

In her quest to make every storytime diverse, Thea Martinez (East Library) read *Amy Wu and the Perfect Bao* by Kat Zhong, which tells the story of a Chinese-American making bao with her family. None of the children had heard of bao, but most of them were really interested in the story. The following week, one of the families told Thea they found a recipe for bao and made it at home so they could experience the Chinese food they read in the book. They also found traditional Chinese music to listen to during dinner. Thea was happy that the families took the opportunity to learn even more about Chinese culture after reading our Storytime. The next week a child even brought Thea a painted coloring page of bao she did the next week as a thank you.

Internal/Staff

Matthew Kaip was promoted and transferred from Library 21c and began in his new role as Senior Library Associate at Ruth Holley on October 18.

Jenny Gaechter (East Library) attended the in-person training for Family Place Libraries in New York which focused on family centered public services, collaboration and outreach, early childhood development and parent education, how to host a parent/child workshop, creating early learning spaces in the library, developing a parent collection and local resource materials, marketing and public relations, and program evaluation.

Accountability

Additional Creative Services and Southeast staff were trained on Studio916 operations to support the studio while key staff are on leave.

Johana Pacheco has been seeking out our Spanish speaking patrons at East Library. These patrons have also been visiting our makerspace and through these interactions, Johana was able to help Creative Services get the waivers translated to Spanish sooner than anticipated.

West Region **Community**

Felisha Port and Alison Kelly hosted Penrose Perk, where they counted at least 50 attendees who enjoyed coffee, tea, and snacks. They received endless thanks from patrons for this service, and they will be hosting again in December.

Mobile Library Services celebrated Halloween throughout El Paso County through several community activities including Hillside Community Center's Trunk or Treat, The City of Fountain's Trunk or Treat and Manitou's Emma Crawford parade. These events allowed the Mobile Library staff to work with PPLD's Family and Children's Services staff, the Fountain Library staff and we even had Rachel Ghramm from Penrose Library security participate in the Emma Crawford Parade.

The spooky Stroll-a-Story in Old Colorado City coordinated by Sarah Hoelting was a success. Patrons came from across the District for the spooky stroll-a-story during October. Participating businesses loved the partnership with the Old Colorado City Library and expressed interest in continuing the passive program in the future.

Old Colorado City Library participated along with Old Colorado City community members and businesses for the annual Falliday event on Saturday, October 30. The Library staged a canopy and tables outside the front of the library, and utilized Creative Services' watercolor kit as a fun activity for families. Andy Rusk created a scavenger hunt inside the library for the day. Sarah engaged with 47 people.

Karin Swengel and Toni Turner at Manitou and Ute Pass Libraries hosted an intergenerational event, where teens and adults could learn something new in a collaborative and creative environment. Celia Egghart held Pumpkinpalooza at Ute Pass Library and had 27 patrons come and paint pumpkins. One of the regular families of Ute Pass came to the program to celebrate their daughter's seventh birthday and really enjoyed it.

Resources

Some of the facilities the Lobby Stop Van serves are at fifty percent occupancy. Due to the low occupancy and less funding, the activity staff at the assisted living facilities do not have the budget for extra activities. The Take and Make kits are helpful at these facilities because they allow the activity directors to provide fun and creative activities at no cost to the facilities.

Innovation/Creativity

Mobile Library Services had the pleasure to share our services with Saul Hernandez, the Mobile Library Coordinator for Charlotte Mecklenburg Public Library. Saul went to library school with Catie Tierney. Due to his connection with Catie and PPLD's proud history of Mobile Library Services, he asked to visit our operations to launch Mobile Library Services in Charlotte. Saul spent three days on the route with the staff.

Service

Evan Childress (Penrose Library) attended Family Place Training in Centereach Long Island. Evan learned how to implement their family-centric approach in the public library space. Penrose Library is very excited to become a Family Place Library and continue our dedication promoting early literacy throughout our programming offerings.

Internal/Staff

PPLD training supervisor, Sarah Marshall, facilitated teambuilding exercises for Cheyenne staff and West Region floaters. Staff enjoyed the training and found it useful as they consider internal and external

communication approaches. Staff had a chance to review and share some Microsoft 365 communication tools, along with tips and tricks for organizing and reading emails. Strategic services librarian, Sandy Hancock also helped facilitate customer service training scenarios and a LibGuide and website overview. Staff partnered one-on-one with each other to work on circulation, Bridge, Assabet, and SharePoint.

Taryn Malila started as the new Manager to Manitou Springs and Ute Pass libraries on October 19.

Accountability

Tiffany Paisley (Cheyenne Mountain Library) and Barbara Huff (Family & Children's Services) went to a meeting with Meadows Park Community Center director, Brian Kates, and their new recreation assistant, Amber Rotramel, to discuss program and partnership planning for the spring and summer, as well as ideas for how we can pick up the momentum that we had started with partnership efforts right before the pandemic.

Adult Education Community

Seven Adult Education volunteers resumed conversation groups and one-on-one tutoring in October. They volunteered a total of 35 hours in October and served 31 learners.

Resources

Deya Rohe, the career navigator, met with learners in the ESL and GED classes to present career development resources and services.

Service

We had one student graduate from the Career Online High School program in October.

Internal/Staff

Sarah Hetzel started with us October 18 as the new Adult Education instructor for ABE/HSE.

Accountability

Adult Education and Creative Services grant application to the Colorado Springs Health Foundation was award \$10,000 to purchase equipment for the kitchen and Food Industry Training program.

Adult Education's grant application to IMLS to implement a year-long district-wide NorthStar Digital Literacy training program was awarded \$44,000.

Adult Services Community

Legal Resource Day was on October 29. It was a virtual event put on by the Fourth Judicial Access to Justice Committee, the Fourth Judicial District, Colorado Legal Services, the Justice Center, and PPLD (Deb Hamilton). The event website housed several videos on a wide range of civil legal topics including landlord tenant, family law, estate and probate, small claims, and more. We held a call-in clinic where people could speak with an attorney for free. We had almost 200 people register.

Resources

Leading up to the November 2 election date, Bryan Matthews continually sought after, evaluated, and included pertinent websites and resources for the [Voting and Elections](#) LibGuide. Off year elections often get less attention and information is more difficult to locate; by continually updating and improving guide content, a valuable and informative resource was provided to the public.

Sandy Hancock developed the LibGuide: [Immigrant and Refugee Resources](#). Currently, the main topics are Immigrant Resources, Refugee Resources, US Citizenship, and Books and Ebooks. As resources are developed to support patrons needing this information, Sandy will continue to expand this LibGuide. This LibGuide can be accessed from ppld.org – Research – By Subject.

Innovation/Creativity

In late October, Heidi Buljung and Adult Services wrapped up the adult All Pikes Peak Reads programming; programs included more stops from the Colorado College Mobile Arts Truck, Q&A with Nate Marshall, a virtual visit with Robert Kolker, and a panel on mental health. We received great feedback about Robert's program; patrons were happy that we had him as a keynote speaker, we had *Hidden Valley Road* as an APPR book, and we highlighted mental health as a discussion topic. We had about 170 people for Robert's presentation. It was great to have Colorado College so involved in APPR this year, and it was great to get support from local organizations with the mental health panel. Denise Abbott was very supportive of our APPR events and getting the word out about them – she set up an interview with [Fox 21](#).

Service

Joe Paisley coordinated the One Nation Walking Together hygiene drive and worked with Robin Hammitt to collect the items from the locations. We collected about two-thirds of a mini-van, which was appreciated by the organization.

Heidi Buljung hosted a panel on mental health consisting of local mental health experts and local law enforcement. The panel shared local resources and had a great conversation about the current state of mental health in Colorado Springs. One of the panelists is interested in doing a series of presentations with PPLD involving people living with mental illness. The discussion was recorded and will be available on our YouTube channel soon.

Internal/Staff

Katie Edson had a busy month of professional development. She attended Candid's Network Days, and the Colorado Nonprofit Association Conference.

Heidi Buljung attended the Library Journal Summit – it was great to take advantage of this free professional development opportunity and learn more about what's going on in libraries across the country.

Accountability

Bryan Matthews worked with Karen Goates to recruit a new volunteer to help with the Local Author database. The database content reflects the diverse values, ideas, and creativity of our local community. Recruiting volunteer help is an extremely valuable resource to ensure this database is updated and reviewed on a more frequent basis.

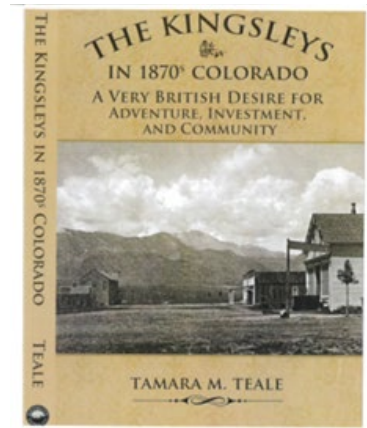
Melissa Mitchell worked with Dawn and Kristy from Natural Grocers to have live and pre-recorded nutrition classes.

Collection Management Community

Heidi Pritchard, attended the El Pomar Awards for Excellence in Arts and Culture, honoring Peggy Shivers. Heidi was Ms. Shivers' special guest at this event, having worked closely with her for many years purchasing material for the Shivers African-American Historical & Cultural Collection.



PPLD patron, Tamara Teale, invited Interlibrary Loan Manager Amanda Marez-Frutchey to an event at Hooked on Books, on Saturday, October 23, to launch *The Kingsleys in 1870s Colorado: A Very British Desire for Adventure, Investment, and Community*, a detailed account of English cultural influence in early Colorado Springs. Tamara used PPLD services (Interlibrary Loan and Regional History & Genealogy) to assist with her research for the book.



PPLD donated items that were removed from the collection to local organizations, including Greccio Housing and the El Paso County Community Justice Center. Josh Spiker and Jacqueline from Greccio Housing load up the Greccio van.

Resources

Marie Duplantis-Webb and Heidi Pritchard compiled data for the semi-annual in-house use study of periodicals and books. The in-house use study records the usage of materials (particularly magazines and newspapers) that are used in the library but not checked out. This provides a more accurate snapshot of how well materials are being used, and helps staff make decisions about materials retention and periodical renewals.

Krista Meier started pre-ordering items in OverDrive to match the availability in the catalog with print items which are now being ordered three months ahead of publication.

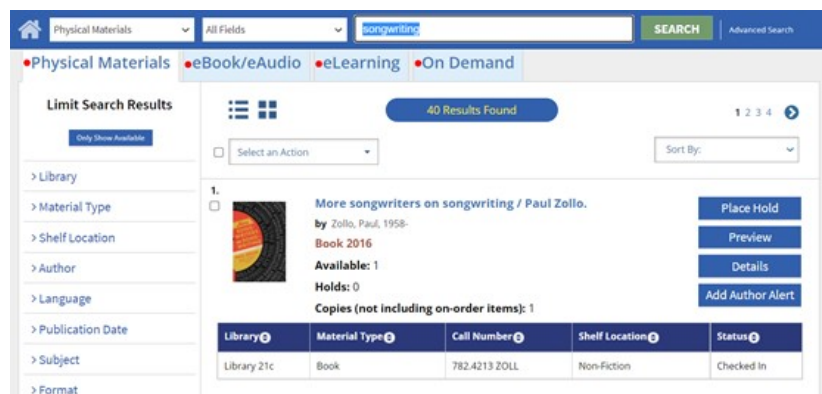
PPLD hit 2,000,000 checkouts in OverDrive on October 13! This milestone occurred almost two weeks earlier than last year.

Service

Tammy Ross completed the conversion of music CDs from the previously used ANSCR classification system. All music CDs are now classified under user-friendly genre names, such as Pop/Rock, Country, Holiday, Children's, Classical, and Jazz, among many others.

Innovation

ILS Administrator Colleen Medling launched the new search results interface for the online catalog. The search results are automatically sorted into tabs for physical materials, eBooks & eAudios, eLearning (online classes), and On Demand (always available eBooks, Streaming Movies/TV and Music).



Internal/Staff

Circulation Services Coordinator Greg Roes helped the Organizational Excellence Team prepare staff awards for PPLDCon.

Accountability

Members of Acquisitions participated in the fourth quarter budget meeting. They reviewed funds and determined how to shift those funds to best serve patrons.

Creative Services

Community

The Pikes Peak Poet Laureate, Ashley Cornelius, was installed. Over eighty people came out for an evening of poetry to celebrate her taking on this role. Dustin Booth (committee chair), with support and assistance from Jennifer Eltringham and the Pikes Peak Poet Laureate Steering Committee, facilitated the jurying process and worked closely with Communications to promote the event.

Resources

Creative Services offered a special All Pikes Peak Makes Take and Make for October - a solar bug that patrons were able to build. Jennifer Eltringham collaborated with Ingrid Daniel of Cool Science to add education and experimental tinkering to the at-home activity.

Innovation/Creativity

All Pikes Peak Makes was held for two weeks during October instead of the large one-day event of years past. The celebration of making in our region included solar bug Take and Makes, makerspace tours, a small hands-on maker event at Knights of Columbus Hall, and visits to five locations from the Mobile Earth and Space Observatory (MESO - a science center on wheels). The MESO stops were especially popular with many people staying for more than thirty minutes to enjoy everything. These events helped nearly 340 attendees to experience and understand scientific concepts in hands-on ways. At the All Pikes Peak Makes event at KCH, Scott Crum made delicious cake pops in a cooking demonstration. Jennifer Eltringham led the All Pikes Peak Makes workgroup that tackled this multi-day event.



Service

Creative Services staff finished offering the most recent round of makerspace training to new staff from the creative space locations. Plans are being put together for another round soon. These trainings help make sure staff are comfortable in the spaces and providing a high level of customer service to patrons.

Internal/Staff

Several Creative Services staff are learning how to work in Studio916 to help with covering the space during an upcoming temporary staffing shortage. Other Library staff are also going to assist with covering events at Knights of Columbus Hall so that we can better assist at Studio916.

Accountability

Sarah Holland continues to keep our makerspace equipment running with maintenance on the 3D printers, laser cutters, and a sewing machine. She has also researched a different filament type that we might be able to use to better support makers.

Scott Crum has revamped the kitchen inventory sheet for better utilization and cost analysis breakdown of the ingredients used in recipes by linking items within the inventory sheet with the currently used food service vendors.

Diversity, Equity, and Inclusion Service

Community

EDI, FCS, and Sand Creek Library partnered with Deer Field Community Center to present Hispanic Heritage month event for the community.



Shirley Martinez and Tammy Sayles attended the Mayors State of the City event on October 15, information was provided to attendees about the City of Colorado Springs 2021 achievements and 2022 strategic direction



EDI and Southeast staff attended Farmer's Market and PPLD Vaccine Clinic and provided take-and-make kits for 25, over 400+ attendees stopped by the PPLD tent. The vaccine clinic provided 29 boosters





Resources

Yvette Dow-Jones, completed the LibGuide page for the EDI department going live October 11

Innovation/Creativity

Yvette Dow-Rose helped collaborated the program The Art of Grief - In Person. Area multimedia instructors Sophie T. and Patti Smithsonian presented a workshop offering projects for honoring the departed, feelings of love and grief, and honor our memories of those we are grieving. Included was a slideshow of how many cultures honor their departed including Ofrendas (Mexico), Joss paper (Chinese), and Ossa de Mortu (Italy).



Yvette Dow-Rose, Shirley Martinez and Janice Moore worked outreach Health Screen event with Anthem for 55+ aging/older. Continuing to build the 55+ program for the EDI department



Yvette Dow Jones provided the Dia De Los Muertos Community Celebration and Vaccine Clinic take-and-make kit creation, printing, and assembly for 25. Yvette Dow Jones attended the event for PPLD.



Internal/Staff

Shirley Martinez and Yvette Dow-Jones presented “Why Content Matters” at the PPLDcon for staff. Additionally, EDI team presented the Service Spotlight on the newly formed EDI department

Accountability

Shirley Martinez attended the SHRM Inclusion conference October 25 through October 27. Continuing education on the latest education for Diversity, Equity & Inclusion



Family and Children’s Services

Community

Staff from FCS, EDI, Sand Creek Library, Young Adult Services, Facilities, and Adult Services had a great Hispanic Heritage Celebration on October 2, at Deerfield Community Center. Barb Huff, Jake Rundle (FO), and Shirley Martinez (EDI) worked together to coordinate this event that 275 people attended! The event had food trucks and dancers to represent the Hispanic culture. Staff passed out books in Spanish and library swag. This was a great event that brought the community together.

Barb Huff, Gayle Meredith, Kristin Brown (Penrose Library), Rachel Martin (Penrose Library) and Carol Scheer represented PPLD at UCCS Cool Science Festival. Carol Scheer provided Take & Makes for 300+ attendees. One patron said, “You’re the Take & Make people! We love Take & Makes!”

Resources

Laura Broderick continues to be a member of the Education Council team which is a partnership with local agencies to produce data on education in El Paso County. She met with Tammy Sales (Adult Education) numerous times to prepare data and write narratives and attended the in-person data analysis meeting with community members at Pikes Peak United Way on October 26.

PPLD is collaborating with the Space Foundation on a grant they received, *Small Steps Giant Leaps*. Laura Broderick is working with FCS staff to conduct two STEM storytimes a month, and the Space

Foundation provides the STEM activity. Storytimes are held at the Space Foundation and virtually at PPLD locations. This grant started in October and will run until August.

Innovation/Creativity

Brady Nickerson (Library 21c) submitted a program request to provide an interactive Octopus Dance Party. The highlight was to wear giant octopus costumes! FCS added this fun program to the menu and nine locations offered it in the past two months. Staff dressed up, a special under the sea music playlist was created, and 297 families participated.



Service

FCS continues to be very busy visiting schools. Barb Huff and Melody Philbrick (Fountain Library) attended a parent/teacher day at Patriot Elementary School at Fort Carson and spoke to over 300 people. Christa Funke explained the D20 PowerPass and signed seven parents for library cards during Ranch Creek Elementary's book fair and spoke to 81 people at the event. Betty McDonald presented *Dry Ice Bubbles* Lightning Lessons to second grades at Ranch Creek Elementary three times in one week. Betty McDonald and Gayle Meredith presented PPLD resources to parents attending a class arranged by Parents' Challenge. Gayle gave parents a tour of the makerspace and the Educational Resource Center at East Library and Betty gave a short tour of East Library Children's area with 27 parents attending.

Barb Huff presented *Mess Around with Sound* Lightning Lessons at Aragon Elementary School in Fountain to three fourth grade classes. Students experimented with sound as they played with tuning forks and thunder makers. She saw 52 students and teachers, and received some sweet thank you notes including one from a child that said "Thank you for coming here and wasting your time, I really liked what you brought...did you make them all them by yourself because if you did that is cool and you are talented. If you didn't then they're still cool and you are still talented." Betty McDonald presented the interactive Lightning Lesson from the History Colorado Center in Denver to fifth graders at Peyton Elementary. Betty McDonald assisted Christa Funke in her presentation of the Lightning Lesson on Cubelets to two fifth grade classes at Aragon Elementary. Betty McDonald attended an evening literacy event at Odyssey Elementary and spoke to 150 families.

Internal/Staff

Christa Funke presented the training Working with Tweens at PPLDCon. Interested staff learned about tween development, tips, and strategies for navigating behavioral issues, and participated in brainstorming solutions to scenario questions.

Accountability

Christa Funke started a three-session class offered through ALSC (Association of Library Service to Children) entitled *The Library in the Middle: Serving Tweens through Change and Self-Discovery*. So far, the class has covered Tween development and creating a tween collection. Christa is collecting additional resources and information to enhance the tween training she provides for PPLD staff on working with tweens. She's also completing a homework project examining what a tween collection might look like at PPLD.

Regional History & Genealogy Community

Cara Ramsey and Joy Fleishhacker (Family & Children's Services) delivered a third *Into the Vault* program. Over the past year, Cara and Joy worked together to provide regional history and genealogy-related programming to a new audience for RH&G, homeschool students. Most homeschool

programming previously focused on arts and sciences, so this represents a new subject for homeschool students to explore. This series of programs has been a successful example of inter-service collaboration between RH&G and Family and Children's Services staff.

Service

Erinn Barnes spearheaded an in-depth tour and orientation to using archives for a University of Colorado Colorado Springs anthropology class. Students are using PPLD historic resources to document hidden histories of topics such as water rights, LGBTQ+ history, migrant worker education programs, and KKK activities in Colorado Springs.

Internal/Staff

RH&G staff members selected Jamie Wagner for the senior library associate position. Tim Morris and Brett Lobello combined two vacant part-time senior library associate positions to develop and strengthen the community engagement function of our team. The re-imagined full time senior library associate position will fulfill a needed desk function while also collaborating with community members and groups outside the walls of Special Collections. Jamie brings various talents and expertise to our team; he begins on November 2.

Erinn attended the Digital Transitions Fall Roundtable, a virtual mini conference hosted by digitization company DT Heritage. This two-day event highlighted equipment, workflows, strategy, and techniques from a wide variety of institutions engaged in cutting edge digitization projects. Presenters provided valuable suggestions to apply when planning future digitization efforts.

Young Adult Services

Community

Amanda Franke at Rockrimmon Library is making great connections at schools. She is in contact with Colorado Springs Christian Schools about students using PPLD databases and how their can students can get a library card. She is also building the connection with staff at Eagleview Middle School. Once a month the school's Anime Club will meet at Rockrimmon in conjunction with the PPLD's Anime Club.

Resources

As part of the International Games Week celebration, Becca Philipsen finalized the game giveaway prize as well as the printable games for patrons, with help from Cathy Wood (Library 21c) and Laura Broderick (Family and Children's Services).

Innovation/Creativity

Danielle Seltentright provides Fox Meadow Middle School with Take and Makes each month so that the school librarian, KayLa Sanchez, can do the activity with the severe special needs class that utilizes the school library and looks forward to the monthly craft.

Britt Bloom worked with Joe Paisley from Adult Services to get Painting without a Twist kits to staff at the libraries. At the High Prairie Library, the event had 10 attendees who seemed to really enjoy the project. We were impressed seeing someone paint so well while in a full-face mask!



Service

Mikaela Fortune attended the El Paso County Youth Suicide Prevention Workgroup meeting. The workgroup is comprised of over 90 community members who are working to provide information and support around mental health and suicide prevention. Mikaela is attending these meetings as a part of the Youth Support/Education subgroup, whose objective is to disseminate resources to youth and work to remove barriers of access so youth can find the information they need.

Internal/Staff

Becca Philipsen and Britt Bloom presented at PPLDCon about Data-Driven Decisions and how to use backwards design and outcomes to help guide decisions, as well as creating programs and services that can be more effectively evaluated.

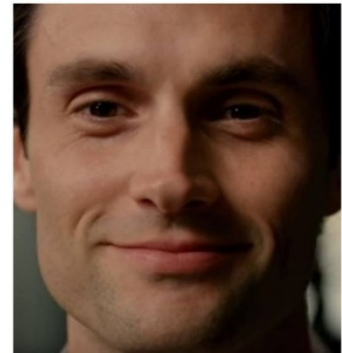
Danielle Seldenright and Mikaela Fortune attended “Community Conversations with the AAYLC” hosted by the African American Youth Leadership Conference about multiple topics of discussion. Brittany Nash is the primary point of contact from this connection, and Danielle looks forward to expanding the support that Pikes Peak Library District can extend to the AAYLC and partnering for future outreach events.

Accountability

Britt Bloom and Becca Philipsen continued to oversee the teens Instagram and Facebook accounts with help and guidance from Brenna Hemphill in Communications. We posted 157 stories with 5,024 views (six months ago, in April, we posted 150 stories with 1,392 views). The most popular meme on Instagram was used to promote authors that we love:

Our reels paid off, as we reached an additional 11,671 accounts with reels. Our best performing reel was <https://www.instagram.com/p/CUIMWMMFbM3/>

When you realize your favorite author is on Instagram



2021 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	19930	27967	30814	25275	24471	25755	26052	24964	23403	23810	0	0	252441
Mobile Libraries Total	7799	7874	8576	8284	8378	8448	8847	7916	9305	9116	0	0	84543
Calhan	1366	1597	1783	1444	1230	1635	1555	1661	1654	1582	0	0	15507
Cheyenne	18418	24980	29124	23684	22348	23889	25287	24551	23393	22388	0	0	238062
Fountain	8096	10698	12260	10485	10388	11593	11341	10545	10870	11190	0	0	107466
High Prairie	13552	17345	20921	19216	17423	21666	22714	21107	21068	21651	0	0	196663
Holley	11490	13994	15668	14351	14304	16395	16502	15356	14554	15585	0	0	148199
Manitou	1540	1516	2145	1726	1478	1622	1533	1639	1475	1668	0	0	16342
Monument	18631	23180	28401	25282	24719	29827	29079	29277	26510	25555	0	0	260461
Old Colorado City	1736	532	3212	7670	8953	10004	10129	9575	9787	9382	0	0	70980
Palmer Lake	0	0	0	0	7	0	0	0	0	0	0	0	7
Rockrimmon	18811	22947	26263	23908	23403	26182	26170	24836	24433	23986	0	0	240939
Sand Creek	9445	12878	14372	12131	11983	14281	14445	13426	13779	13383	0	0	130123
Ute Pass	1646	1842	1873	2187	1787	2165	2521	2083	2200	2348	0	0	20652
Senior Van	991	928	1051	939	1129	1196	1763	1325	1172	1266	0	0	11760
Bookmobiles	6808	6946	7525	7345	7249	7252	7084	6591	8133	7850	0	0	72783
East	50944	72000	86929	81407	79466	94589	96941	92474	88959	86081	0	0	829790
Library 21c	36833	49441	57706	50667	52005	66261	66033	66931	60242	58711	0	0	564830
Parenting	105	90	105	96	95	112	109	99	121	88	0	0	1020
Total Physical Materials	220342	288881	340152	307813	302438	354424	359258	346440	331753	326524	0	0	3178025

YTD CIRC Comparison	2021	2020	% Change
Penrose	252441	236340	6.8%
Mobile Libraries Total	84543	76374	10.7%
Calhan	15507	11172	38.8%
Cheyenne	238062	196008	21.5%
Fountain	107466	92883	15.7%
High Prairie	196663	152429	29.0%
Holley	148199	152045	-2.5%
Manitou	16342	16252	0.6%
Monument	260461	206467	26.2%
Old Colorado City *	70980	99998	-29.0%
Palmer Lake (bookmobile only) **	7	14061	-100.0%
Rockrimmon	240939	201722	19.4%
Sand Creek	130123	139126	-6.5%
Ute Pass	20652	15128	36.5%
Senior Van	11760	10234	14.9%
Bookmobiles	72783	66140	10.0%
East	829790	716001	15.9%
Library 21c	564830	474038	19.2%
Parenting	1020	711	43.5%
Total Physical Materials	3178025	2800755	13.47%

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

** Palmer Lake Library closed due to ADA accessibility in August 2020.

Current Month Comparison CIRCULATION	2021	2020	% Change
Penrose	23810	30552	-22.1%
Mobile Libraries Total	9116	8833	3.2%
Calhan	1582	1446	9.4%
Cheyenne	22388	26587	-15.8%
Fountain	11190	12400	-9.8%
High Prairie	21651	20815	4.0%
Holley	15585	18889	-17.5%
Manitou	1668	1550	7.6%
Monument	25555	27335	-6.5%
Old Colorado City	9382	12889	-27.2%
Palmer Lake	0	1	-100.0%
Rockrimmon	23986	26861	-10.7%
Sand Creek	13383	15457	-13.4%
Ute Pass	2348	2130	10.2%
Senior Van	1266	1255	0.9%
Bookmobiles	7850	7578	3.6%
East	86081	94071	-8.5%
Library 21c	58711	61428	-4.4%
Parenting	88	78	12.8%
Total Physical Materials	326524	361322	-9.63%

Circulation Report By Facility October 2021

Current Month Comparison VISITORS	2021	2020*	% Change
Penrose	16258	11629	39.8%
Mobile Libraries Total	6656	1936	243.8%
Calhan	385	351	9.7%
Cheyenne	8154	7451	9.4%
Fountain	4525	3582	26.3%
High Prairie	4366	2429	79.7%
Holley	6349	5645	12.5%
Manitou	1629	326	399.7%
Monument	7429	6594	12.7%
Old Colorado City	5153	5593	-7.9%
Palmer Lake (book mobile only)	0	0	
Rockrimmon	9938	8895	11.7%
Sand Creek	6978	7318	-4.6%
Ute Pass	464	1139	-59.3%
Knights of Columbus Hall	0	0	
East	21815	30672	-28.9%
Library 21c	21450	9053	136.9%
TOTAL	121549	102613	18.5%
Special Collections	692	0	

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

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

Library doors re-opened on July 1, 2020

2021 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	158899	203580	241895	223285	219854	264377	267168	261256	249274	244646	0	0	2334234
DVD	45907	65152	74691	62754	61068	65140	67336	62326	60696	60723	0	0	625793
CD Music	5364	7041	7584	6724	6456	7222	7496	6766	6460	6169	0	0	67282
CD Book	5979	7191	8540	8114	8252	9189	9024	8358	8156	7855	0	0	80658
Playaway	2359	3293	4165	3886	3846	4899	4607	4240	4040	3956	0	0	39291
Kit	584	823	1234	1274	1105	1442	1447	1321	1308	1274	0	0	11812
Game	1250	1801	2043	1738	1778	2076	2116	2123	1788	1872	0	0	18585
Discovery Kits	0	0	0	38	79	79	64	50	31	29	0	0	370
TOTAL Physical Items	220342	288881	340152	307813	302438	354424	359258	346440	331753	326524	0	0	3178025
													0
ILL	793	1036	1191	1084	1025	1023	1063	1040	1216	1076	0	0	10547
CyberShelf-OverDrive	224978	200339	215715	201889	210906	205150	211173	209903	198264	209572	0	0	2087889
OverDrive eMags	8495	7996	8343	4633	4434	4293	5109	4943	4858	0	0	0	53104
eReader	1	1	3	1	3	4	1	0	1	0	0	0	15
Hot Spots	21	13	28	19	27	24	24	19	20	70	0	0	265
Cameras & Equipment	1	20	16	38	45	36	38	55	54	46	0	0	349
													0
TOTAL STATE Circ	454631	498286	565448	515477	518878	564954	576666	562400	536166	537288	0	0	5330194
Freegal Music	6125	5716	6015	5646	5744	5136	5116	5749	5109	4951	0	0	55307
Freeding	175	148	110	110	117	89	113	102	103	88	0	0	1155
DVD Player	0	0	0	1	3	9	30	29	82	71	0	0	225
Hoopla	2802	3519	3345	3205	3263	2941	3131	3462	2955	2988	0	0	31611
Comics	506	721	532	524	618	436	410	521	412	470	0	0	5150
Kanopy	2977	2822	3639	2535	2485	2383	2479	2434	2505	2579	0	0	26838
													0
CLC	5306	6531	6365	5977	5572	6347	6586	6007	6839	6549	0	0	62079
Laptop Use	2	0	6	7	25	100	114	86	89	97	0	0	526
Active Users	262787	261515	260265	258658	257267	278865	278716	280810	284688	284252	0	0	2707823

Monthly Circ by Format			
	2021	2020*	Change
Print	244646	248673	-2%
DVD	60723	86299	-30%
CD Music	6169	8785	-30%
CD Book	7855	9748	-19%
Playaway	3956	4488	-12%
Kit	1274	1278	0%
Game	1872	2051	-9%
Discovery Kits	29		
TOTAL Physical Items	326524	361322	-9.63%
ILL	1076	988	9%
CyberShelf-OverDrive	209572	198953	5%
OverDrive eMags 2021**		9058	
eReader	0	8	-100%
Hot Spots	70	14	400%
Cameras & Equipment	46	0	
Total e-materials	209642	208033	1%
Freegal Music	4951	5913	-16%
Freeding	88	119	-26%
DVD Player	71	0	
Hoopla	2988	3243	-8%
Comics (included in Hoopla)	470	512	-8%
Kanopy	2579	2426	6%
CLC	6549	7845	-17%
Laptop Use	97	0	
Active Users	284252	266720	7%

MTD Total	2021	2020	Change
January	454631	703288	-35%
February	498286	653851	-24%
March	565448	440931	28%
April	515477	229841	124%
May	518878	301866	72%
June	564954	334184	69%
July	576666	554885	4%
August	562400	564757	0%
September	536166	556643	-4%
October	537288	570447	-6%
November		521888	-100%
December		428559	-100%

YTD Total	2021	2020	Change
January	454631	703288	-35%
February	952917	1357139	-30%
March	1518365	1798070	-16%
April	2033842	2027911	0%
May	2552720	2329777	10%
June	3117674	2663961	17%
July	3694316	3218846	15%
August	4256740	3783603	13%
September	4792906	4340246	10%
October	5330194	4910693	9%
November		5432581	-100%
December		5861140	-100%

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

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

Library doors re-opened on July 1, 2020

**OverDrive Emags 2021 included in CyberShelf-OverDrive total beginning October 2021.

Circulation Report By Item Type October 2021

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Penrose	12,534	14,592	15,405	13,973	13,180	14,895	15,220	13,710	13,189	13,330			140,028
Mobile Libraries	4,943	5,289	5,379	5,396	5,365	5,189	5,163	4,708	6,607	5,998			54,037
Calhan	940	819	1,096	816	689	1,019	934	1,021	1,004	999			9,337
Cheyenne	12,129	14,974	16,817	14,459	13,433	15,577	15,925	14,918	14,835	13,056			146,123
Fountain	5,319	6,297	7,322	6,070	6,258	7,433	6,597	6,184	6,652	6,872			65,004
High Prairie	8,836	10,638	12,492	11,332	9,896	13,121	13,624	11,952	12,504	12,445			116,840
Ruth Holley	7,169	7,870	8,556	8,587	8,271	9,917	9,631	8,917	8,447	9,123			86,488
Manitou Springs	948	983	1,400	857	834	974	945	970	983	1,160			10,054
Monument	11,860	14,473	16,737	15,316	14,762	18,957	17,789	17,270	15,753	14,887			157,804
Old Colorado City	136	4	2,525	5,041	5,472	6,286	6,347	5,728	6,067	5,681			43,287
Palmer Lake					5								5
Rockrimmon	12,150	14,143	15,368	14,447	14,098	16,237	16,402	15,075	14,830	14,259			147,009
Sand Creek	5,926	7,732	7,903	7,081	6,695	8,842	8,465	7,515	7,889	7,602			75,650
Ute Pass	1,063	1,077	1,214	1,402	1,215	1,518	1,769	1,405	1,427	1,479			13,569
Senior Van	733	745	743	770	909	991	961	1,008	992	968			8,820
East	34,248	41,240	47,695	46,567	45,314	57,409	57,316	51,436	51,561	49,190			481,976
Library 21c	24,676	29,363	33,055	28,902	30,433	40,941	39,838	38,017	34,105	33,981			333,311
Total	143,610	170,239	193,707	181,016	176,829	219,306	216,926	199,834	196,845	191,030	0	0	1,889,342

YTD CIRC Comparison	2021	2020	% Change
Penrose	140,028	128,548	8.9%
Mobile Libraries	54,037	48,250	12.0%
Calhan	9,337	7,039	32.6%
Cheyenne	146,123	118,510	23.3%
Fountain	65,004	55,524	17.1%
High Prairie	116,840	91,180	28.1%
Ruth Holley	86,488	86,635	-0.2%
Manitou Springs	10,054	9,654	4.1%
Monument	157,804	127,274	24.0%
Old Colorado City*	43,287	60,635	-28.6%
Palmer Lake**	5	8,276	-99.9%
Rockrimmon	147,009	122,862	19.7%
Sand Creek	75,650	77,740	-2.7%
Ute Pass	13,569	9,402	44.3%
Senior Van	8,820	7,977	10.6%
East	481,976	400,415	20.4%
Library 21c	333,311	270,726	23.1%
Total Physical Materials	1,889,342	1,630,647	15.9%

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

** Palmer Lake Library closed due to ADA accessibility in August 2020.

Current Month CIRCULATION Comparison by Facility	2021	2020	% Change
Penrose	13330	14436	-7.7%
Mobile Libraries	5998	5428	10.5%
Calhan	999	800	24.9%
Cheyenne	13056	14091	-7.3%
Fountain	6872	6742	1.9%
High Prairie	12445	11331	9.8%
Ruth Holley	9123	9213	-1.0%
Manitou Springs	1160	830	39.8%
Monument	14887	15469	-3.8%
Old Colorado City	5681	7153	-20.6%
Palmer Lake	0	0	
Rockrimmon	14259	14909	-4.4%
Sand Creek	7602	7821	-2.8%
Ute Pass	1479	1122	31.8%
Senior Van	968	948	2.1%
East	49190	45411	8.3%
Library 21c	33981	30265	12.3%
Total Physical Materials	191030	185969	2.7%

Current Month e-materials & Summary	2021	2020	% Change
OverDrive	209572	198953	5.3%
OverDrive eMags		9058	
eReaders	0	8	-100.0%
Hot Spots	70	14	400.0%
Total e-materials	209642	208033	0.8%
ILL	1076	988	8.9%
Cameras/Equip	46	0	
Physical Materials	191030	185969	2.7%
Total Monthly Circ	401794	394990	1.7%

**OverDrive Emags included in CyberShelf-OverDrive total beginning October 2021.

Circulation without Renewals October 2021

Current Month Comparison VISITORS	2021	2020**	% Change
Penrose	16258	11629	39.8%
Mobile Libraries	6656	1936	243.8%
Calhan	385	351	9.7%
Cheyenne	8154	7451	9.4%
Fountain	4525	3582	26.3%
High Prairie	4366	2429	79.7%
Ruth Holley	6349	5645	12.5%
Manitou	1629	326	
Monument	7429	6594	12.7%
Old Colorado City	5153	5593	-7.9%
Palmer Lake			
Rockrimmon	9938	8895	11.7%
Sand Creek	6978	7318	-4.6%
Ute Pass	1116	1139	-2.0%
East	21815	30672	-28.9%
21c	22133	9053	144.5%
KCH	372	0	
TOTAL Visitors	123256	102613	20.1%
Special Collections	692	0	

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

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

Library doors re-opened on July 1, 2020

SEPTEMBER 2021

	DISTRICT		LIBRARIES		TOTAL	
	Programs	People	Programs	People	PROGRAMS	PEOPLE
ADULT EDUCATION						
Virtual - attended live	8	21	0	0	8	21
Virtual - recorded	4	47	0	0	4	47
In-house/in-person programming			4	33	4	33
Outside/in-person programming			0	0	0	0
Digital Literacy			0	0	0	0
LibGuides	6	739	0	0	6	739
Facebook Engagement		25		0		25
Facebook Reach		620		0		620
VIRTUAL PROGRAM TOTAL	12	68	0	0	12	68
IN-PERSON PROGRAM TOTAL	0	0	4	33	4	33
ENGAGEMENT TOTAL	6	764	0	0	6	764
REACH TOTAL		620		0		620

ADULT SERVICES						
Virtual - attended live	13	177	2	21	15	198
Virtual - recorded	9	381	0	0	9	381
Virtual Outreach (outside program)			0	0	0	0
All Ages in-house/in-person programming			4	39	4	39
All Ages outside/in-person programming	1	44	0	0	1	44
In-house/in-person programming			18	195	18	195
Outside/in-person programming			0	0	0	0
Outreach program (In-person)			1	120	1	120
LibGuides	66	10716	0	0	66	10716
Take and Make			18	290	18	290
Telegram (same as Dial-a-Story)			0	0	0	0
Facebook Engagement		1796		0		1796
Facebook Reach		205		0		205
Individual/Passive program (e.g. fun at home/scavenger hunt)			0	0	0	0
VIRTUAL PROGRAM TOTAL	22	558	20	311	42	869
IN-PERSON PROGRAM TOTAL	1	44	22	234	23	278
ENGAGEMENT TOTAL	66	12512	0	0	66	12512
REACH TOTAL		205	0	0		205
INDIVIDUAL/PASSIVE PROGRAM	0	0	0	0	0	0
OUTREACH PROGRAM (in-person) TOTAL	0	0	1	120	1	120

FAMILY AND CHILDREN'S SERVICES						
Virtual - attended live	10	107	0	0	10	107
Virtual - recorded	7	194	0	0	7	194
In-house/in-person programming	132	1674	131	1925	263	3599
Outside/in-person programming	10	253	2	86	12	339
Outreach program (In-person)	4	147	2	96	6	243
LibGuides	5	769	0	0	5	769
Tween Challenge			0	0	0	0
Story Walk			0	0	0	0
Summer Adventure Registered			0	0	0	0
Take and Make	4	1550	64	1545	68	3095
Dial-A-Story			0	0	0	0
Drive-in Storytime			0	0	0	0
Facebook Engagement		1607		0		1607
Facebook Reach		8506		0		8506
VIRTUAL PROGRAM TOTAL	35	2251	66	1641	101	3892
IN-PERSON PROGRAM TOTAL	142	1927	133	2011	275	3938
ENGAGEMENT TOTAL	5	2376	0	0	5	2376
REACH TOTAL		8506	0	0		8506
OUTREACH PROGRAM (in-person) TOTAL	4	147	2	96	6	243

OCTOBER 2021

	DISTRICT		LIBRARIES		TOTAL	
	Programs	People	Programs	People	PROGRAMS	PEOPLE
ADULT EDUCATION						
Virtual - attended live	7	20	0	0	7	20
Virtual - recorded	4	49	0	0	4	49
In-house/in-person programming			3	19	3	19
Outside/in-person programming			0	0	0	0
Digital Literacy			0	0	0	0
LibGuides	6	837	0	0	6	837
Facebook Engagement		22		0		22
Facebook Reach		542		0		542
VIRTUAL PROGRAM TOTAL	11	69	0	0	11	69
IN-PERSON PROGRAM TOTAL	0	0	3	19	3	19
ENGAGEMENT TOTAL	6	859	0	0	6	859
REACH TOTAL		542		0		542

ADULT SERVICES						
Virtual - attended live	23	453	2	20	25	473
Virtual - recorded	5	150	0	0	5	150
Virtual Outreach (outside program)			0	0	0	0
All Ages in-house/in-person programming			2	20	2	20
All Ages outside/in-person programming			0	0	0	0
In-house/in-person programming	1	6	20	184	21	190
Outside/in-person programming			0	0	0	0
Outreach program (In-person)	1	18	0	0	1	18
LibGuides	70	13177	0	0	70	13177
Take and Make			19	422	19	422
Telegram (same as Dial-a-Story)		0	0	0	0	0
Facebook Engagement		417		0		417
Facebook Reach		6129		0		6129
Individual/Passive program (e.g. fun at home/scavenger hunt)			1	15	1	15
VIRTUAL PROGRAM TOTAL	28	603	21	442	49	1045
IN-PERSON PROGRAM TOTAL	1	6	22	204	23	210
ENGAGEMENT TOTAL	70	13594	0	0	70	13594
REACH TOTAL		6129	0	0		6129
INDIVIDUAL/PASSIVE PROGRAM	0	0	1	15	1	15
OUTREACH PROGRAM (in-person) TOTAL	1	18	0	0	1	18

FAMILY AND CHILDREN'S SERVICES						
Virtual - attended live	18	172	2	10	20	182
Virtual - recorded	4	134	0	0	4	134
In-house/in-person programming	100	1997	129	1997	229	3994
Outside/in-person programming	19	579	14	413	33	992
Outreach program (In-person)			4	328	4	328
LibGuides	5	714	0	0	5	714
Tween Challenge			0	0	0	0
Story Walk			0	0	0	0
Summer Adventure Registered			0	0	0	0
Take and Make	5	2220	76	2220	81	4440
Dial-A-Story			0	0	0	0
Drive-in Storytime			0	0	0	0
Facebook Engagement		3000		0		3000
Facebook Reach		18030		0		18030
VIRTUAL PROGRAM TOTAL	46	3105	82	2558	128	5663
IN-PERSON PROGRAM TOTAL	119	2576	143	2410	262	4986
ENGAGEMENT TOTAL	5	3714	0	0	5	3714
REACH TOTAL		18030	0	0		18030
OUTREACH PROGRAM (in-person) TOTAL	0	0	4	328	4	328

	DISTRICT		LIBRARIES		TOTAL	
	Programs	People	Programs	People	PROGRAMS	PEOPLE
YOUNG ADULT SERVICES						
Virtual - attended live	3	13	0	0	3	13
Virtual Outreach			0	0	0	0
Virtual - recorded	127	1862	0	0	127	1862
In-house/in-person programming			15	51	15	51
Outside/in-person programming			1	9	1	9
Outreach Program (In-person)	31	773	0	0	31	773
Individual/Passive program (e.g. fun at home/scavenger hunt)			0	0	0	0
LibGuides			0	0	0	0
Summer Adventure Registered			0	0	0	0
Take and Make			6	244	6	244
Instagram Engagement		481		0		481
Instagram Reach		17153		0		17153
Facebook Engagement		85		0		85
Facebook Reach		2858		0		2858
VIRTUAL PROGRAM TOTAL	130	1875	6	244	136	2119
IN-PERSON PROGRAM TOTAL	0	0	16	60	16	60
INDIVIDUAL/PASSIVE PROGRAM	0	0	0	0	0	0
ENGAGEMENT TOTAL	0	566	0	0	0	566
REACH TOTAL	0	20011	0	0	0	20011
OUTREACH PROGRAM (in-person) TOTAL	31	773	0	0	31	773
CREATIVE SERVICES						
Virtual - attended live			0	0	0	0
Virtual - recorded	1	21	0	0	1	21
In-house/in-person programming			8	74	8	74
Outside/in-person programming			0	0	0	0
LibGuides	20	4462	0	0	20	4462
Email - Contact Us		3	0	0		3
Take and Make			12	253	12	253
VIRTUAL PROGRAM TOTAL	1	21	12	253	13	274
IN-PERSON PROGRAM TOTAL	0	0	8	74	8	74
ENGAGEMENT TOTAL	20	4462	0	0	20	4462
REQUESTS/REFERENCE TOTAL		3	0	0		3
REGIONAL HISTORY AND GENEALOGY						
Virtual - attended live	11	88	0	0	11	88
Virtual - recorded	4	28	0	0	4	28
In-house/in-person programming	3	65	0	0	3	65
Outside/in-person programming			0	0	0	0
PPNF requests fulfilled		151	0	0		151
Ref. Questions		399	0	0		399
Facebook Engagement		110	0	0		110
Facebook Reach		1208	0	0		1208
VIRTUAL PROGRAM TOTAL	15	116	0	0	15	116
IN-PERSON PROGRAM TOTAL	3	65	0	0	3	65
ENGAGEMENT TOTAL	0	110	0	0	0	110
REACH TOTAL		1208	0	0		1208
REQUESTS/REFERENCE TOTAL		550	0	0		550
KNIGHTS OF COLUMBUS HALL						
Virtual - attended live			0	0	0	0
Virtual - recorded			15	113	15	113
All Ages in-house/in-person programming			12	192	12	192
All Ages outside/in-person programming			0	0	0	0
In-house/in-person programming			0	0	0	0
Outside/in-person programming			0	0	0	0

	DISTRICT		LIBRARIES		TOTAL	
	Programs	People	Programs	People	PROGRAMS	PEOPLE
YOUNG ADULT SERVICES						
Virtual - attended live			0	0	0	0
Virtual Outreach			0	0	0	0
Virtual - recorded			0	0	0	0
In-house/in-person programming			17	105	17	105
Outside/in-person programming			21	863	21	863
Outreach Program (In-person)			0	0	0	0
Individual/Passive program (e.g. fun at home/scavenger hunt)			0	0	0	0
LibGuides			0	0	0	0
Summer Adventure Registered			0	0	0	0
Take and Make			15	422	15	422
Instagram Engagement		703		0		703
Instagram Reach		19768		0		19768
Facebook Engagement		72		0		72
Facebook Reach		1847		0		1847
VIRTUAL PROGRAM TOTAL	0	0	15	422	15	422
IN-PERSON PROGRAM TOTAL	0	0	38	968	38	968
INDIVIDUAL/PASSIVE PROGRAM	0	0	0	0	0	0
ENGAGEMENT TOTAL	0	775	0	0	0	775
REACH TOTAL	0	21615	0	0	0	21615
OUTREACH PROGRAM (in-person) TOTAL	0	0	0	0	0	0
CREATIVE SERVICES						
Virtual - attended live			0	0	0	0
Virtual - recorded	2	30	0	0	2	30
In-house/in-person programming	7	370	12	52	19	422
Outside/in-person programming			0	0	0	0
LibGuides	20	5624	0	0	20	5624
Email - Contact Us		3	0	0		3
Take and Make			15	332	15	332
VIRTUAL PROGRAM TOTAL	2	30	15	332	17	362
IN-PERSON PROGRAM TOTAL	7	370	12	52	19	422
ENGAGEMENT TOTAL	20	5624	0	0	20	5624
REQUESTS/REFERENCE TOTAL		3	0	0		3
REGIONAL HISTORY & GENEALOGY						
Virtual - attended live	6	69	0	0	6	69
Virtual - recorded			0	0	0	0
In-house/in-person programming	1	23	0	0	1	23
Outside/in-person programming			0	0	0	0
PPNF requests fulfilled		112	0	0		112
Ref. Questions		400	0	0		400
Facebook Engagement		57	0	0		57
Facebook Reach		626	0	0		626
VIRTUAL PROGRAM TOTAL	6	69	0	0	6	69
IN-PERSON PROGRAM TOTAL	1	23	0	0	1	23
ENGAGEMENT TOTAL	0	57	0	0	0	57
REACH TOTAL		626	0	0		626
REQUESTS/REFERENCE TOTAL		512	0	0		512
KNIGHTS OF COLUMBUS HALL						
Virtual - attended live			0	0	0	0
Virtual - recorded			15	133	15	133
All Ages in-house/in-person programming			23	372	23	372
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

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

	DISTRICT		LIBRARIES		TOTAL	
	Programs	People	Programs	People	PROGRAMS	PEOPLE
KNIGHTS OF COLUMBUS HALL						
LibGuides					0	0
Take and Make					0	0
VIRTUAL PROGRAM TOTAL	0	0	15	133	15	133
IN-PERSON PROGRAM TOTAL	0	0	23	372	23	372
ENGAGEMENT TOTAL	0	0	0	0	0	0
Curbside Patrons - Holds			3385		3385	
Curbside Patrons - Printing			16		16	
Curbside Patrons - Kits			259		259	
Hours Open			3216.5		3216.5	
Door Count			122241		122241	
Ref. Questions	94		7654		7748	
Bundles			5		5	
					PROGRAMS	PEOPLE
					GRAND TOTAL	
VIRTUAL SERVICES PROGRAM TOTAL	93	3876	148	3887	241	7763
IN-PERSON PROGRAM TOTAL	128	2975	241	4025	369	7000
SERVICES INDIVIDUAL PROGRAM TOTAL	0	0	1	15	1	15
SERVICES ENGAGEMENT TOTAL	101	24623	0	0	101	24623
SERVICES REACH TOTAL		46942	0	0		46942
OUTREACH PROGRAM(In-person) TOTAL	1	18	4	328	5	346
REQUESTS/REFERENCE TOTAL	609		7748		8357	
BUNDLES TOTAL			5		5	

Communications Department: Report for November 2021

NEWS COVERAGE

- Total features and mentions:*
 - **October:** 104
 - **Year-to-date:** 842
 - **Average per month:** 84.2
- Highlighted coverage (from last month):
 - Both [All Pikes Peak Reads](#) and [All Pikes Peak Makes](#) had dedicated segments during FOX21's Loving Living Local.
 - [Colorado Public Radio](#) and KCRF-FM spotlighted the **new Pikes Peak Poet Laureate, Ashley Cornelius**. [Springs Magazine](#)'s feature on Arts Month also included the Pikes Peak Poet Laureate's inauguration ceremony at PPLD's Knights of Columbus Hall, along with All Pikes Peak Reads' author visits.
 - PPLD's **milestone of 2 million digital checkouts** was covered by [FOX21](#) and KOAA.
 - PPLD's announcement about **reduced service hours at several libraries due to current staffing shortages** was covered by local news outlets including [The Gazette](#) KRDO, and KOAA.
 - PPLD's **new meal distribution partnership with Silver Key** garnered local coverage, with both Calhan and High Prairie libraries serving as meal distribution sites for area seniors. The announcement was picked up by [KKTU](#), [The Gazette](#), and the *Fountain Valley News*.
 - Last month's [Library Limelight column](#) was all about **Arts Month in October**, an annual celebration led by the Cultural Office of the Pikes Peak Region, with a focus on **PPLD's All Pikes Peak Makes, Pikes Peak Poet Laureate Project, and Pikes Peak Culture Pass**. It was featured online and in print for *The Cheyenne Edition*, *The North Springs Edition*, and *The Tribune*.
 - **Other community partnerships with PPLD** received recent news coverage, including the Panorama Park tile art project with Sand Creek Library (in a [guest column for The Gazette](#)) and the Space Foundation's "Small Steps, Giant Leap: STEM Adventures for Little Space Explorers" programming (featured on [FOX21](#)).



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

DIGITAL MARKETING

- PPLD.org website statistics (as of last month):
 - **Most popular web page**, besides the home page: ppld.org/kids
 - **Monthly totals:** 403,596 pageviews; 122,223 visitors, with 108,122 being new users; and 213,903 sessions
 - **Year-to-date totals:** 3,436,654 pageviews; 1,015,437 visitors, with 876,002 being new users; and 1,918,455 sessions
- District-wide social media statistics (as of last month):
 - **Facebook:** 13,613 total followers, plus 28,703 daily engagement
 - **Twitter:** 5,192 total followers, plus 376 engagement
 - **Instagram:** 2,751 total followers, plus 1,370 engagement
 - **LinkedIn:** 1,274 total followers, plus 201 engagement
- Highlights:
 - **[Pikes Peak Poet Laureate video](#):** The new five-minute feature of Ashley Cornelius, which was produced in-house by PPLD staff, reached over 20,000 people on Facebook, with 1,400 engagements and more than 6,000 views.
 - **[DINovember video](#):** Check out the one-minute, PPLD-produced PSA to promote the monthlong celebration of dinosaurs and get more children and families involved.
 - **Other notable web pages (not highlighted elsewhere in the report below):** [Service hour changes](#) at several libraries, Regional History Symposium's [call for proposals](#), Pikes Peak Poet Laureate [celebration](#), and [Disability Awareness Month](#) (October)
 - **Other high-performing posts on social media:** PPLD's Working in the Zone Award winner for the quarter, digital checkout milestone, new Pikes Peak Poet Laureate, All Pikes Peak Makes and programming opportunities like sewing and quilling, Spooky Stroll a Story, other upcoming programs, testimonials, quotes, memes, and more



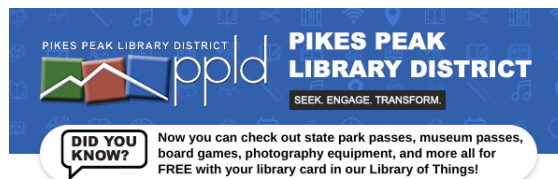
OTHER UPDATES & HAPPENINGS

Staffing news:

- **Retirement:** Longtime employee, David Kelly, will retire on Fri., Dec. 3. He's worked for PPLD in various roles during his 30-year tenure, most recently as our Marketing Project Coordinator. A big thanks to David for his three decades of service, and congratulations on his retirement!
- **Parental leave:** One of our graphic designers and member of the marketing team is officially on parental leave through January 2022. Congratulations to Nicole Enger and her growing family!

Improved customer service for Library cardholders:

- PPLD launched a **new monthly email newsletter this month** on Nov. 9! It delivers to all active Library cardholders (defined as users in the past three years), with an option to opt-out for this specific email communication at any time. Each newsletter will highlight various resources, services, programs, and other pertinent information and news for our Library patrons.



- We're **updating exterior and interior signage at various Library locations** through 2022 to ensure key informational and directional signage are on brand, easy to follow, and standardized across the District, all to improve the patron experience. During Fall 2021 we're currently focused on Ruth Holley Library and Sand Creek Library.
- The Library recently **remodeled its [online Catalog](#)**, designed with patrons in mind, and launched it on Oct. 25. The Catalog now separates out eBook/eAudio items ([OverDrive items](#)) into a tab called "eBook/eAudio," and physical materials have a separate tab called "Physical Materials."



Community partnerships & outreach:

- **Nutcracker performances:** Students of the [Colorado Ballet Society](#) will perform the [Petite Nutcracker](#) once again at [Library 21c](#) for three shows on Wed., Nov. 24 and Sat., Nov. 27 at 11 a.m., 12:30 p.m. and 2 p.m. The condensed, 20-minute version of The Nutcracker is a great introduction to the story for children of all ages. Tickets are \$5, with a portion of the proceeds benefiting Care & Share Food Bank.
- **Future PowerPass partner:** Calhan School District has officially signed on as the fourth school district to launch PPLD's [PowerPass](#) by early January 2022.
- **Upcoming outreach events:**
 - College Experience Virtual Resource Fair at UCCS (Dec. 4)



Current & upcoming programs:

- **[Native American Heritage Month](#)**
Through November 30
Celebrate Native American heritage with PPLD all month long! Learn more about Native American culture and history with programs and resources at the Library.
- **[DINOvember](#)**
Through November 30
Celebrate dinosaurs with PPLD this November! Find the dinosaurs inside your favorite Library location to get a prize (and don't forget about our Dinorama take and make kits). Check out one of our Dinosaur Storytimes, Dinosaur Resource Centers, or virtual puppet shows that's all about dinosaurs.
- **[Experimental Music Summit](#)**
Fri., Nov. 19 at 6 p.m., Knights of Columbus Hall
Join PPLD for an evening of experimental musical performances by local artists. These artists will perform original works with a conceptual approach to tonality, structure, and performance.



Meeting & study rooms:*

- **Library-hosted programs & room use (including Virtual Library):** 546 for last month, bringing the year-to-date total to 2,337
- **Patron reservations:** 1,235 for last month, bringing the year-to-date total to 5,275
- **Online patron requests:** 1,279 during last month, bringing the year-to-date total to 6,020
- **Phone & email inquiries:** 135 for last month, bringing the year-to-date total to 896



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

Internal communications:

- **The Bookmark**, PPLD's weekly email newsletter for all staff
- **Talking points** for staff
- **Intranet** updates and spotlights
- **Staff input and feedback** via online surveys, including a Summer 2021 all-staff survey with results presented to PPLD leadership and management teams



Facilities Department Report November 17, 2021

Projects

Facilities released the RFP for the Penrose/Carnegie roof replacement on October 29, 2021, with a due date set for December 3, 2021. There will be a mandatory pre-bid conference conducted on site the morning of November 15, 2021. This meeting will allow those intending to bid the project to ask questions of Roof Tech Consultants, who are the engineers/designers and quality control on this project. It will also permit contractors to view and walk the job site prior to bidding. Facilities will present our recommendation for award to the board during the January 2022 board of trustees meeting.

Project is targeted to begin in spring or early summer 2022

The project for the creation of the new DEI Director's office at East has been awarded to GE Johnson Construction Company in the amount of (\$46,074). A pre-construction meeting was conducted on November 2. Preliminary schedule has construction beginning on Monday, January 3, 2022, with an anticipated duration of 4-weeks. Facilities is currently working with the DEI Director in procuring workstations and other FF&E for this space

The High Prairie sensory path RFQ was released on September 23, 2021, with a mandatory pre-bid walk-through scheduled for October 7. Due to lack of attendance, individual walk-throughs have either been completed or are scheduled. Depending on weather outlook, this project may be deferred to the spring of 2022. Schedule will be determined once a contractor has been awarded.

After delays in shipping of the new garage door for the Calhan facility, it has been delivered to the contractor. Installation is being scheduled at this time with expectations that it will be completed by mid-November.

According to the Palmer Lake Town Administrator/Clerk, the library's ramp installation should be completed within the next two weeks. We anticipate the draft lease to be provided to us by Friday, November 12. Once received it will be provided to the district's CFO as well as PPLD's legal counsel for review, revisions and/or approval.

Library 21c facilities department unfortunately had one of their snow plowing trucks (L699) stolen in October. This vehicle was specifically designated for assisting only in snow plowing at 21c due to its age (2001). It was one of our oldest fleet vehicles. The Facilities Office is currently working to purchase a new truck for LI 21c to replace this vehicle. Dealers have mentioned that delivery at this time could be 4-5 months. Facilities has developed a plan to address the snow removal until replacement.

Staffing

Facilities is almost at full staff. One position for the Special Projects Specialist is currently posted. This position differs from the Facilities Specialist in that they will work closely with the project manager on field needs, and also address deferred maintenance projects the regional facilities staff are unable to complete.

Monthly Statistics

In the month of October, 2021, the Facilities department completed a total of (140) routine visits to district library facilities. Routine visits are done weekly and allow Facilities Specialists and Supervisors to complete any pending work orders, inspect location for safety issues, address minor projects, restock building supplies, and meet with managers regarding any concerns or requests.

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

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

Human Resources:

Major projects included the following:

- Organizational Development (Cody Logsdon)
 - Worked on putting together data for Market Study – reviewed and rated comparable jobs found by consultant.
 - Prepared submission folders for Feedback Session forms and created Feedback session 101 training for new supervisors or those who need a refresher.
 - Coordinated snacks for staff for PPLDCon.
 - Participated in Monument manager interview panel.
 - Collected Branch Manager job descriptions from various non-PPLD libraries for minimum requirements reference
 - Reviewed intern/job descriptions for Facilities and Family & Children’s Services.
 - Developed 2021 Compensation Page on the Intranet to help inform staff of pay practices.
 - Working with Young Adult Services to set up sub-account in Bridge (learning management system) for their summer volunteers.
 - Updated Onboarding Guide to reflect that John’s Library 101 session will now be required for all New Hires to watch.
 - Met with Carol Morrow from Finance to discuss Authoring new Munis trainings in Bridge.
 - Coded staff survey results for the four questions related to training; made recommendations for improvement.
 - Met with ILS RFP Steering Committee.
 - Met with Catalog Crew.
 - Met with Organizational Excellence Team to debrief PPLDCon and discuss new Peer to Peer recognition ideas.
 - Employee relations (disciplinary actions, interactive process conversations, staff coaching, etc.).
- HRIS/Benefits/Compliance (Cristina Jaramillo)
 - Worked with Finance on improving IT ticket customer service process for promotions and transfers.
 - Presentations and Benefits paperwork for participants in two Quickstarts.
 - Completed 54 Equal Pay for Equal Work Act pay raises adjustments in MUNIS.
 - Completed Affordable Care Act lookback compliance; no one was eligible for medical coverage next year based on the lookback.
 - Participated in PPLDCon.
 - Worked on improving Quickstart paperwork process for new hires.
 - Working on 4 different ADA situations.
 - Employee Relations (disciplinary actions, interactive process conversations, staff coaching, etc.).
 - Began work on Open Enrollment Benefits Guide for new staff in 2022.
 - Handled more FMLA questions and situations.
 - Worked on fixing MUNIS issues for open enrollment and preparing database for “go time”.
 - Created Benefits Memo to be emailed out to all benefitted employees with current 2021 deductions as reference guide for open enrollment.
 - Updated intranet with latest benefits information pertaining to 2022.
- Administrative Support Specialist (Laurie Jackson)
 - Awarded six employees with Preventative Wellness Challenge gift cards.

- Volunteer program (Karen Goates)

October 2021	Total # of Volunteers	Total # of Hours
Adult Volunteers	154	976
Teens: Review Crew and Workforce Readiness	6	72
Friends of the Library	75	966

- Volunteers now have the ability to sign up for the FlashAlert system used to notify staff of library closures. This will allow volunteers to be aware of closures or delays, mostly during the winter months, and remove the task of notification from PPLD Staff. Volunteers also have the option to check the website or call to verify closures and delays.

- Recruitment (Soumya Gollapalli)

Recruitment / Selection Activity	October 2021
Jobs Posted	10
Newly Hired Employees	12
Promoted Employees	6
Transferred Employees	0
Separated Employees	3

- Attended PPLDCON on October 04.
- Participated in interview panel for the Program Logistics Assistant position.
- Attending Leadership program – Conducted interview of a leader.
- Coordinated CFO interviews, lunches, presentations.
- Provided interview coaching to staff members competing for internal positions.

- Training (Sarah Marshall)

- PPLDCon 2021 – recorded sessions uploaded on our learning management system, Bridge, for staff to review or who were unable to attend.
- Facilitated Leadership Program session #2.
- Met with Training Crew to discuss training expectations for Request for Proposals for Integrated Library System.
- Facilitated staff team building activities at Cheyenne Mountain Library.

- Other Projects (Heather Laslie)

- Completed coordinating the Equal Pay for Equal Work Act audit and recommended adjustments
 - EPEWA results came in on 10/4/21.
 - The results affected 54 employees for a total of \$165,692.80 in annual adjustments.
 - Mike V. and I worked on 10/5/21 to calculate the retro pay for affected employees and notices of any pay adjustments were sent via email 10/6/21.
 - Any pay changes and retro pay took effect on the 10/15/21 pay check.
- Began coordinating the Market Study with anticipated recommendations to arrive November 22.
- 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	October 2021
Total Permanent Employees	403
Total Active Positions	445

Information Technology (IT) Department Report

November 2021

Infrastructure Team

Network Transport Transition (E-Rate Funded). Allstream change over on target for December 1 completion.

Surveillance System Replacement Project. Fountain Library surveillance camera cable installation completed in October. East Library and Monument Library scheduled for November. Camera installation will proceed once Board of Trustees approve hardware and budget change request at this month's meeting.

Annual Cybersecurity Review. Team establishing cybersecurity baseline for 2022 representing significant change from previous years. Cyber liability insurance coverage will require implementing multi-factor authentication in 2022 for staff.

End User Services (EUS) Team

Hotspot Preparation and Deployment. 100 New patron hotspots put into service. Libraries received 96 with remaining 4 going to mobile library.

Chromebook Deployment. Team replacing patron laptops with chromebooks. The EUS team deployed 84 chromebooks in October.

Windows 10 Upgrade. Team working on upgrading all public facing computers with High Prairie completed in October.

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

Statistics.

- *Worked on 614 tickets and closed 292.*
- *Computer Usage was 17,043 sessions.*
- *Hotspot Circulation to Library Patrons was 83.*
- *Printed Pages 81,236.*
- *Fax Pages 3,158*
- *Laptop circulation was 97.*
- *AWE Early Literacy Station usage was 982.*

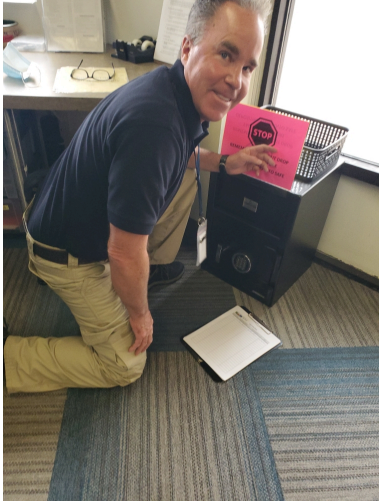
Web Team

Drupal 9 Transition Completed. This year the web team transitioned from Drupal 7 (end of life extended due to Covid to 2022) to Drupal 8 (end of life November 3, 2021) and then Drupal 9. This provides the District with the secure web framework through November 2023.

Security Board Report Contributions

Southeast Region

- Officer Stephen Smith has stepped up as Southeast Regions Money drop officer. He has also been flexible to help within the entire region helping where help is needed.



- Troy Lennen has returned to the southeast region as the regional security supervisor. He has started catching up on everything that has gone on within the region as well as the district.



- We have a new officer coming on in the Southeast region. He will be stationed at Ruth Holley library and we are looking forward for him be on the Security team.



North Region

- North Region Security Officer Kurt has been at East Library for a temporary promotion to Southeast Region Security Supervisor, he has been in the position for several weeks and is doing a great job!! He was able to get the promotion due to his performance in the North Region and growth from the PPLD Leadership class sessions. Kurt is an incredible asset to the North Region Security Team.



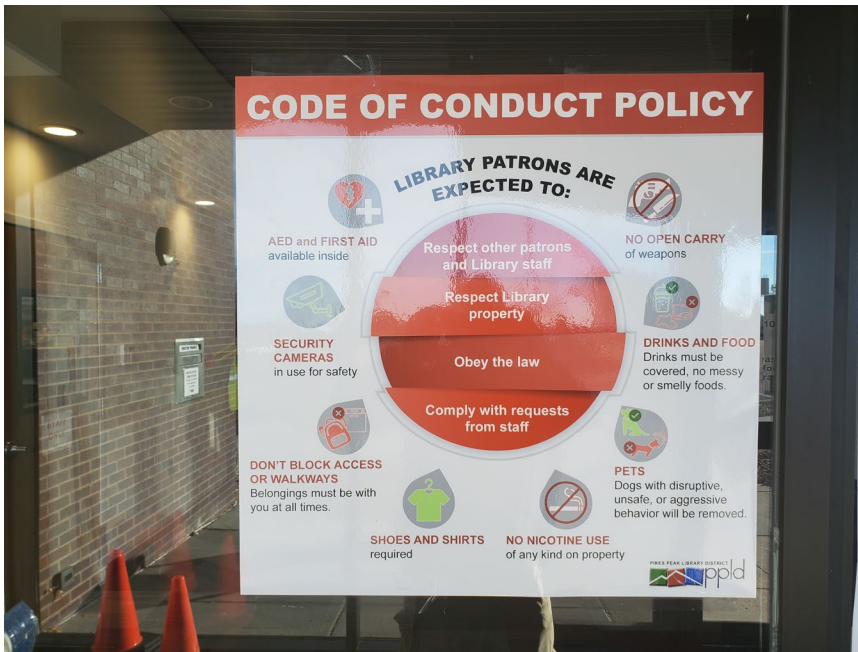
- Security Officer Pagan is a member of the PPLD Green Team and initiated a plastic grocery bag recycling project to create mats for patrons in crisis or homeless. Pagan was able to receive support for the project from her supervisor, David Knowles and Branch Managers throughout the District. Pagan will cut the plastic bags into strips then crochet the strips into a mat for someone to rest or sleep on. All bag donations are being sent to the Library 21c Security Office and this photo is Pagan with just a few of the many bags she has already received. This project is focused on cleaning up the plastic bags everywhere in Colorado Springs and creating a positive item from them.

We would greatly appreciate grocery bags from any Board of Trustees members



- New Code of Conduct signs have been installed by the North Region Security Team, these new signs provide information in a quick and positive manner. Previous signs have been taken down and are no longer of use.

I have received feedback from patrons regarding the appearance of the sign and how it portrays PPLD as a more welcoming and safe organization. As you can see from the photo, the signs are easily read and provide PPLD expectations for all patrons

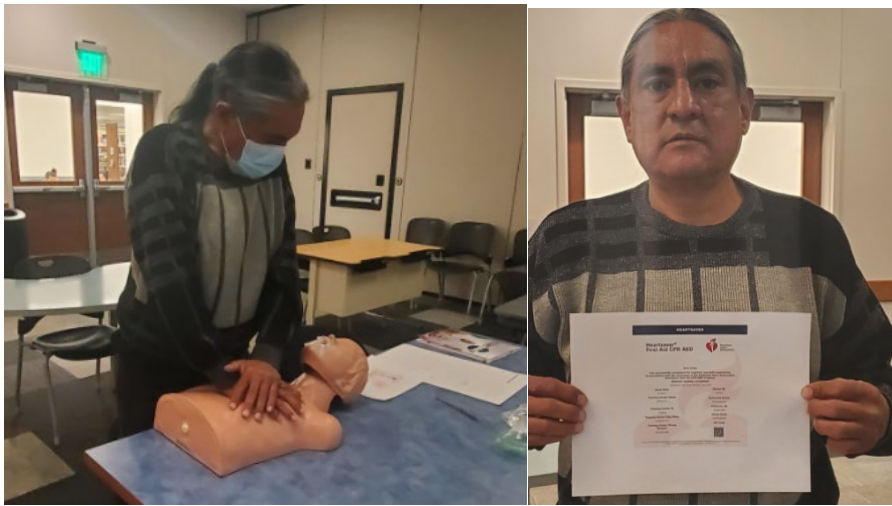


West Region

- Arynn Huffman is new hire and is assigned to the west region. She completed a lot of his required training in a short period of time. Arynn is already taking over the lost and found program for west region and she will be a great asset to our team. “One Team One Fight”



- Mr. Dodge (Homeless patron) was suspended and during his appeals meeting he discussed how it's hard to get a job due to qualifications. I, Scotty Stephens West Region security supervisor, asked him what in particular? He responded with CPR. After some discussion I told Mr. Dodge I would pay and do his CPR class for him, but he must promise me he will follow through. As of 10/30/2021 Mr. Dodge starts a new Job on 11/4/2021 and his looking for apartment.



- West region Security staff volunteered to participate and decorate the mobile van alongside mobile staff for the Emma Crawford Hearse Parade.



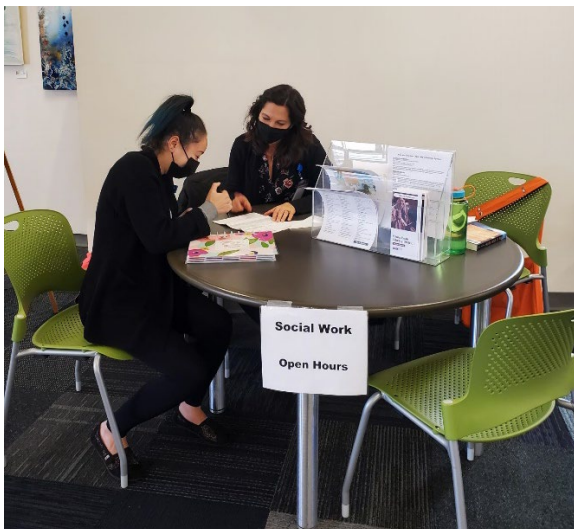
Social Work

Activities for October 2021 – Kayla Rockhold

- Biweekly Security appeal meetings
- Internal meeting/collaboration with: Danielle & Joanna (YAS)
- 154 separate patron meetings, serving 92 individuals; 63 of which were new clients
- Weekly CE meetings
- Open hours: 6 hrs/month at PE, 4 hrs/month at RU, 2 hrs/month at SA; 2 hrs/month at MO

Accomplishments

- Provided 130 bus passes for patrons to access DHS, job searches, ID services, shelter, DMV, parole appointments, and medical appointments
- Selected to serve on the Pikes Peak Continuum of Care Board starting Jan 2022
- Started open hours at MO as a trial for remainder of 2021, ongoing evaluation for frequency of permanent open hours in 2022



Social Work interns Macie and Bridget hard at work

Report & Suspension Increasing Totals

2020 - Reports

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

2021 - Reports

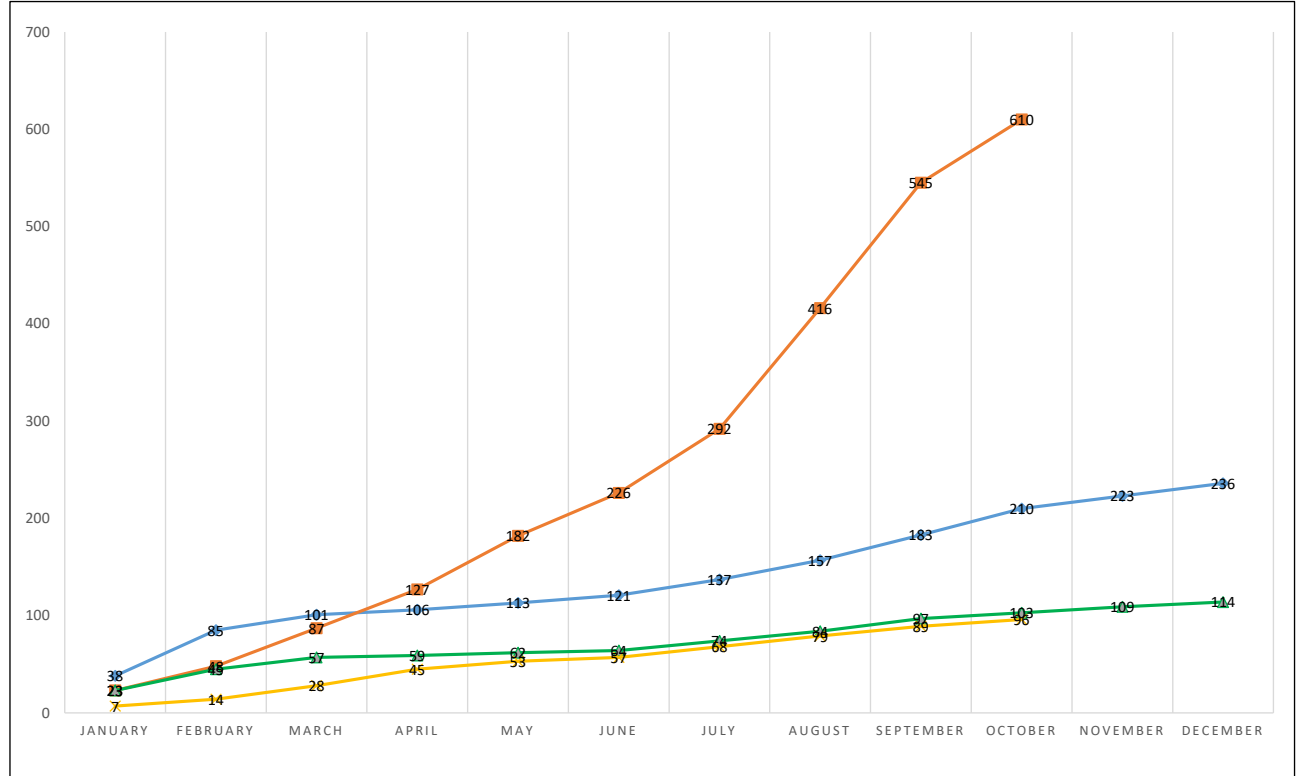
JANUARY	23
FEBRUARY	25
MARCH	39
APRIL	40
MAY	55
JUNE	44
JULY	66
AUGUST	124
SEPTEMBER	129
OCTOBER	65
NOVEMBER	-
DECEMBER	-

2020 - Suspensions

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

2021 - Suspensions

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

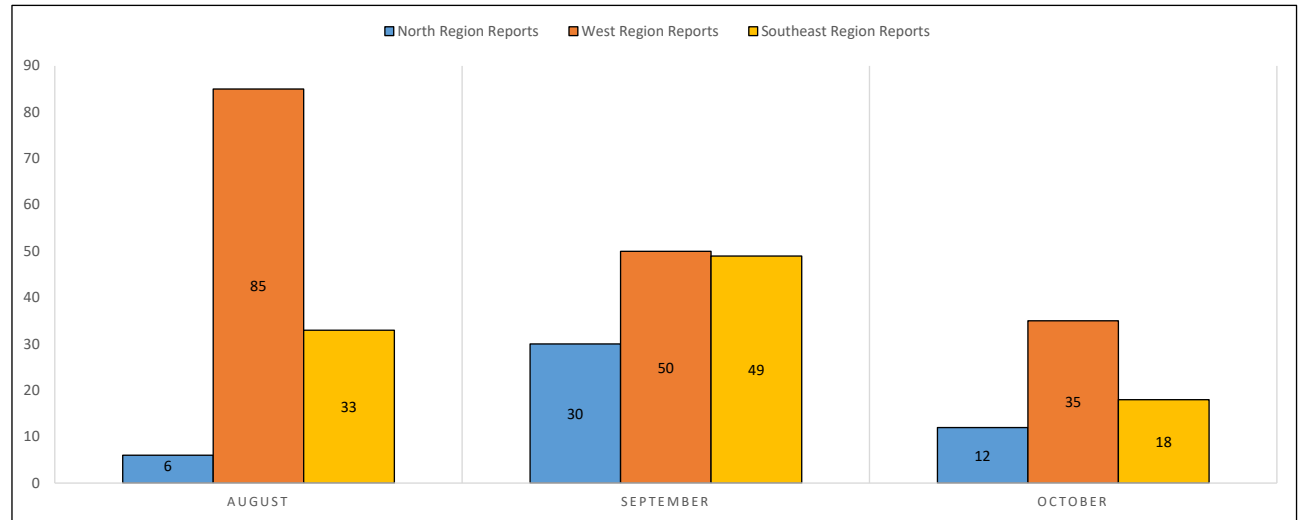


Reports - Regional Monthly Comparison

North Region Reports	
AUGUST	6
SEPTEMBER	30
OCTOBER	12

West Region Reports	
AUGUST	85
SEPTEMBER	50
OCTOBER	35

Southeast Region Reports	
AUGUST	33
SEPTEMBER	49
OCTOBER	18



Suspensions - Regional Monthly Comparison

North Region	
AUGUST	0
SEPTEMBER	1
OCTOBER	0

West Region	
AUGUST	10
SEPTEMBER	6
OCTOBER	7

Southeast Region	
AUGUST	1
SEPTEMBER	3
OCTOBER	0

