



PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES

January 20, 2021 4 pm

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

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

Meeting ID: 999 9730 6850

Passcode: 399338

REGULAR MEETING OF THE BOARD OF TRUSTEES

- I. CALL TO ORDER
- II. DECISION 21-1-1: Ratify decision of Board President and CEO to hold the January 20, 2021 Regular Meeting of the Board of Trustees online.
- III. ITEMS TOO LATE FOR THE AGENDA
- IV. CORRESPONDENCE AND PRESENTATIONS
 - A. Correspondence
 - B. Presentations
 1. Staff Promotions
 - a. Kayla Rockhold, Social Worker (M. Brantner)
 - b. Shirley Martinez, DEI Director (T. Shainidze Krebs)
- V. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- VI. BUSINESS ITEMS
 - A. Decision 21-1-2: Minutes of the December 9, 2020 Meeting (p. 3)
 - B. Consent Items: Decision 21-1-3: Consent Items as Presented (p. 8)
Consent items shall be acted upon as a whole unless a specific item is called for discussion.
Any item called for discussion shall be acted upon separately as "New Business".
 - a. Resolution Designating Posting Places for 2021 Board Meetings
 - b. Resolution Designating the Official Custodians of Records
 - c. Property Disposal Guidelines
 - d. 2021 Contract/Vendor Approval
 - e. Conflict of Interest Statement
 - f. 2021 Insurance Policies
 - g. Independent Auditors - 2020 Financial Records
 - C. Unfinished Business
 - D. New Business
 - a. Decision 21-1-4: Patron Computer Use Policy (J. Spears) (p. 33)
- VII. REPORTS
 - A. Friends of the Pikes Peak Library District Report (S. Adams) (p. 35)
 - B. Pikes Peak Library District Foundation Report (L. James) (p. 37)
 - C. Financial Report: November and December 2020 (M. Varnet) (p. 38)
 - D. Public Services Report (T. Shainidze Krebs) (p.70)
 - E. Library Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Safety, Social Services & Security Report (p. 94)
 - F. Chief Librarian's Report (J. Spears)
 - G. Board Reports
 1. Governance Committee Report
 2. Internal Affairs Committee Report
 3. Public Affairs Committee Report
 4. Board President's Report

VIII. ADJOURNMENT

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

Providing resources and opportunities that impact individual lives and build community



PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
December 9, 2020 4 pm
[VIRTUAL MEETING \(ZOOM\)](#)
Call in: 1-253- 215-8782
Meeting ID: 960 7820 4536
Passcode: 719409

BOARD MEMBERS, PIKES PEAK LIBRARY DISTRICT STAFF AND OTHERS PRESENT

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

Chief Librarian and CEO John Spears, Chief Safety, Social Services, & Security Officer Michael Brantner, Executive Assistant Laura Foster, Volunteer Program Supervisor Karen Goates, Human Resources Administrative Specialist Laurie Jackson, Chief Development Officer and Foundation Executive Director Lance James, Videographer/Photographer James Krebs, Chief Human Resources and Organization Development Officer Heather Laslie, Chief Information Officer Rich Peters, Special Collections Program Coordinator Cara Ramsey, Chief Communications Officer Michelle Ray, 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

Trustee Dr. Ned Stoll joined the meeting at 4:10 p.m.

PUBLIC HEARING FOR THE PIKES PEAK LIBRARY DISTRICT 2021 BUDGET

CALL TO ORDER

President English called the Public Hearing for the Pikes Peak Library District 2021 Budget to order at 4:00 p.m.

PUBLIC COMMENT REGARDING THE 2021 BUDGET

There was no public comment regarding the 2021 Budget.

ADJOURNMENT

President English adjourned the Public Hearing for the Pikes Peak Library District 2021 Budget at 4:01 p.m.

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President English called the December 9, 2020 regular meeting of the Pikes Peak Library District Board of Trustees to order at 4:02 p.m.

ITEMS TOO LATE FOR THE AGENDA

There were no items to add to the agenda.

CORRESPONDENCE AND PRESENTATIONS

Presentation: Introduction of Promoted Staff

Chief Communications Officer Michelle Ray introduced recently promoted staff member James Krebs, Videographer/Photographer

Presentation: Wellness Team Award

A slideshow was shared and narrated by Regional History and Genealogy Program Coordinator and Chair of the Wellness Team Cara Ramsey. Pikes Peak Library District was nominated by our Cigna representative for the Cigna Well-being Award. The nomination criteria include Leadership support, Incorporation of whole person health, and Employee engagement. The Wellness Team successfully adapted to work within necessary restrictions due to the pandemic and remain a relevant resource to staff. PPLD received one of only 6 awards in the mountain region.

Presentation: Repeal of Gallagher Amendment impact on Pikes Peak Library District

Chief Financial Officer Mike Varnet indicated that although there is no impact in 2021, the benefit is a lower mill levy which provides more flexibility under the mill levy cap in future years.

PUBLIC COMMENT (3 Minute Time Limit per Person)

There was no public comment.

BUSINESS ITEMS

Board Minutes

Decision 20-12-1: Minutes of the November 18, 2020 Meeting

The minutes from the November 18, 2020 Meeting of the Board of Trustees were included in the Board packet.

Motion: Scott Taylor moved to approve the minutes of the November 18, 2020 regular meeting of the Board of Trustees as presented.

Second: Dora Gonzales seconded the motion.

Vote: The motion was approved unanimously by the members present at the time: President Debbie English, Secretary/Treasurer Wayne Vanderschuere, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Mina Liebert, Trustee Scott Taylor. Trustee Dr. Ned Stoll was absent for this vote.

Consent Items

No consent items were presented.

Unfinished Business

There was no unfinished business.

New Business

Decision 20-12-2: 2021 Budget for Pikes Peak Library District

The 2021 Budget for Pikes Peak Library District was included in the Board Packet.

A public hearing for the 2021 Budget for Pikes Peak Library District was held on December 8, 2020. No public comment was made.

The Board discussed the 2021 Budget at its regular meeting on October 28, 2020, The Board received the draft 2021 Budget on October 15, 2020.

Chief Financial Officer Mikel Varnet noted that minor changes had been made to the 2021 Budget since the last time it was reviewed and discussed by the Board.

- The budget reflects the final assessed valuation figure for the county which did not change the property tax revenue significantly.
- Minor changes were made in training and substitute pay.
- Receipt of the \$500,000 CVRF grant in 2020 is noted.

Motion: Scott Taylor moved to approve the Resolution to Set Mill Levies as presented

Second: Dr. Ned Stoll seconded the motion.

Vote: The motion was approved unanimously

Motion: Dr. Ned Stoll moved to approve the Resolution to Adopt the Budget as presented.

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was approved unanimously.

Motion: Scott Taylor moved to approve the Resolution to Appropriate Sums of Money as presented.

Second: Mina Liebert seconded the motion.

Vote: The motion was approved unanimously.

Decision 20-12-3: 2021 Board of Trustees Meeting schedule

The schedule of proposed dates for regular meetings of the Pikes Peak Library District Board of Trustees was included in the Board packet. The 2021 schedule was decided to be the 3rd Wednesday of each month, changing the September meeting to the 4th Wednesday and the December meeting to the 2nd Wednesday.

Motion: Wayne Vanderschuere moved to approve the adoption of the 2021 Pikes Peak Library District Board of Trustees 2021 meeting schedule as the 3rd Wednesday of each month, changing September 2021 to the 4th Wednesday and December 2021 to the 2nd Wednesday as discussed.

Second: Dr. Ned Stoll seconded the motion.

Vote: The motion was approved unanimously.

Discussion: Committee Chair appointments

Governance Committee Chair Scott Taylor announced the Committee Chair and Representatives for 2021:

- Governance Committee – Chair Debbie English, and Dora Gonzales
- Internal Affairs Committee – Chair Dr. Ned Stoll, and Scott Taylor
- Public Affairs Committee – Chair Mina Liebert, and Cathy Grossman

REPORTS

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District Report was included in the Board packet. President Steve Adams was unable to attend the meeting.

Pikes Peak Library District Foundation Report

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

Public Services Report

The Public Services Report was included in the Board packet. Chief Librarian John Spears presented highlights of the Public Services Report:

- A Health and Wellness Fair was held at the Sand Creek Library in partnership with community organizations.
- The Artists of the Knight series, a program featuring local artists, was launched in December.
- Several Library Assistant positions were opened internally for Shelves to apply. 8 Shelves applied and accepted the positions. The 8 vacated Shelves positions will not be refilled.

Wayne expressed his appreciation for the ability to text for curbside pickup at Library 21c.

Library Reports

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

Chief Librarian's Report

Chief Librarian John Spears reminded those present that a motion to allow the Board to meet virtually must be approved immediately following the Call to Order at each Board meeting, per the bylaw update approved in September 2020. Chief Librarian Spears, Board of Trustees President Wayne Vanderschuere, and Chief Safety, Social Services, & Security Officer Michael Brantner will discuss a space with a projected view of the meeting within PPLD for public attendance.

Patrons may make appointments to use computers, copying, faxing, and scanning at all library locations. Walk-in appointments will be accepted if equipment is available.

In January, Knights of Columbus Hall (KCH) will open to the public on a limited basis as a computer lab. Other potential uses of KCH being discussed are providing a space for supervised visitation appointments and device charging.

Opening small meeting rooms for patron reservations is under evaluation by Regional Directors and Chief Safety, Social Services, & Security Officer Michael Brantner. This service is anticipated for early February 2021.

Dennis Humphries, an architect who is very familiar with both PPLD and Carnegie buildings, will submit a proposal for the renovation of the Manitou Springs Library building. Due to construction delays in moving into the MAC, an extension of the lease of the Manitou Springs Library building will be signed.

In response to Cathy Grossman's question about funding, Chief Librarian Spears indicated that the City of Manitou Springs hopes to fund the renovation through grants and donations.

Chief Librarian Spears extended an invitation to the Board of Trustees to attend the PPLD virtual holiday party on December 18, 2020.

Chief Librarian Spears expressed appreciation of President Debbie English for her leadership and partnership in navigating a difficult year.

Board Reports

Governance Committee Report

The Governance Committee did not meet in December 2020.

Internal Affairs Committee Report

The Internal Affairs Committee did not meet in December 2020.

Public Affairs Committee Report

The Public Affairs Committee did not meet in December 2020.

Board President's Report

President Debbie English shared her appreciation for how everyone within PPLD has risen to the challenges presented by the pandemic. President English stated she has been impressed with Chief Librarian John Spears' compassion and work ethic and that it has been an honor to work closely with him this past year.

President English also thanked the Board of Trustees for their support and trust in her when making decisions on their behalf.

Adopt a Trustee update

Trustee Scott Taylor attended a Human Resources staff meeting virtually.

Although she has completed the Adopt-a-Trustee 2020 meetings, Trustee Mina Liebert highlighted how PPLD has partnered with the community in the Southeast Region. The Sand Creek Library has collaborated with the RISE coalition and the Youth Advisory Council to reinvigorate Panorama Park, putting their dedication to the community into action outside of the expected activities the library provides.

ADJOURNMENT

There being no further business to discuss, President English adjourned the December 9, 2020 regular meeting of the Pikes Peak Library District 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>

Providing resources and opportunities that impact individual lives and build community

Pikes Peak Library District Board of Trustees
Resolution approving all designated posting places of notices for all meetings of the Pikes Peak Library District Board of Trustees, as required by State statutes.

Whereas, the Board of Trustees must designate and post the time and place for all Board meetings; and

Whereas, the Board of Trustees must pass a resolution at the first regular meeting of each year as to the posting place of the agenda notice; and

Whereas, the Board of Trustees must designate at least one place to post the notice of all meetings of a quorum of the Board at which public business is discussed in a designated public place no less than 24 hours prior to said meeting, the notice of which must include specific agenda items when possible (C.R.S. 24-6-402(2)(c)).

Now, therefore, be it resolved by the Board of Trustees of the Pikes Peak Library District that:

1. The public bulletin board located on the main floor at the Penrose Public Library is the designated place to post the 24-hour notices as required by State Statute for all meetings of the Board of Trustees during 2021.
2. In addition, meeting notices and agendas are to be posted in at least three other District facilities no later than 24 hours prior to the meeting.
3. In addition, meeting notices, agendas and meeting documents are to be posted on the District's web site no later than 24 hours prior to the meeting.
4. The audio recording is hereby designated as the official recording of meetings.
5. The audio recording of executive sessions is hereby ordered, except for attorney/client communications.

Adopted, this 20th day of January 2021.

Wayne A. Vanderschuere
President
Board of Trustees

Resolution Designating the Official Custodian of Records of the Pikes Peak Library District

WHEREAS, the Board of Trustees of the Pikes Peak Library District (“District”) is responsible for the management, control, and supervision of all of the business and affairs of the District; and

WHEREAS, the Board of Trustees of the District has the authority to appoint an agent; and

WHEREAS, the Board of Trustees of the District has determined that it is appropriate to designate an official custodian of the District’s records for the protection of such records and in order to permit their inspection by the person entitled to examine and copy such records in an orderly fashion.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Pikes Peak Library District that for calendar year 2021:

1. Official Custodians.
 - a. The Secretary of the Board of Trustees is hereby designated as the Primary Official Custodian responsible for the maintenance, care and keeping of all records of the District, except as provided herein.
 - b. The Executive Assistant to the Chief Librarian and Chief Executive Officer is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all official minutes of the regular, special and executive session meetings of the District, and all other legal records of the District. The location of all such records shall be the Penrose Library, 20 N. Cascade Ave., Colorado Springs, CO 80903.
 - c. The Chief Facilities Management Officer for the District’s construction projects is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District’s construction projects, subject to the control, supervision, and direction of the Primary Official Custodian.
 - d. The Chief Financial Officer for the District is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District’s finances, subject to the control, supervision, and direction of the Primary Official Custodian.
 - e. The Chief Human Resources and Organizational Development Officer is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District’s employee personnel records, subject to the control, supervision, and direction of the Primary Official Custodian.
 - f. The Chief Public Services Officer is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District’s patron records, subject to the control, supervision, and direction of the Primary Official Custodian.
2. Agents of the Official Custodian. The Official Custodians shall have the authority to designate such agents as they shall determine appropriate to perform any and all acts necessary to enforce and execute the provision of the Resolution.
3. Inspection of Public Records. All public records of the District shall be open for inspection at the times designated herein, unless prohibited by the provisions of Part 2 of Title 24, Article 72 (“Open Records Act”) or policies adopted by the Board of Trustees in conformance with the Open Records Act.

4. Request for Inspection. Request for inspection and copying of any public record(s) of the District shall be made to the office of the appropriate Official Custodian in writing and shall set forth the particular documents or record desired to be inspected or copied. If such document or record is available for inspection and copying, the appropriate Official Custodian will notify the applicant of the date, time and location where the material can be inspected or copied. If such public record is not available in such Official Custodian's office, the applicant shall be notified of this fact.
5. Times for Inspection. Inspection of the District's public records shall be made, where permitted by law, during normal business hours, Monday through Friday, except on holidays, at an hour specifically set by the appropriate Official Custodian for each particular request for inspection.
6. Copies, Print-Outs or Photographs of Public Records. In a case where a person has a right to inspect a public record under the control of the Official Custodian and requests in writing that the District furnish copies, print-outs or photographs thereof, the Official Custodian shall notify the applicant if such record is available for copying, and may furnish such copies, print-outs or photographs for a reasonable fee to be set by the Official Custodian, which shall not exceed twenty-five cents (\$.25) per page, unless the actual cost exceeds that amount, in which case the actual cost may be charged.
7. Exemptions. No person shall be permitted to inspect or copy any record of the District if, in the opinion of the Official Custodian after consultation with the District's general counsel, such inspection or copying would come within the prohibition of one or more exemptions set forth in the Open Records Act.

The foregoing Resolution was approved and adopted this 20th day of January 2021.

PIKES PEAK LIBRARY DISTRICT

By _____
Wayne A. Vanderschuere
President
Board of Trustees

Resolution Approving Property Disposal Guidelines, Pursuant To State Statutes

Whereas, State Statutes dictate the responsibilities for library Board of Trustees in terms of disposing library property; and

Whereas, the Board of Trustees of the Pikes Peak Library District (PPLD) should adopt a policy during January of each year that dictates how library property shall be disposed of during the year; and

Whereas, Colorado Revised Statute 24-90-109(1) states:

“The Board of Trustees shall:

Sell, assign, transfer, or convey any property of the library, whether real or personal, which may not be needed within the foreseeable future for any purpose authorized by law, upon such terms and conditions as it may approve, and lease any such property, pending sale thereof, under an agreement of lease, with or without an option to purchase the same. The Board, prior to conveyance of such property, shall make a finding that the property may not be needed within the foreseeable future for library purposes, but no such finding shall be necessary if the property is sold or conveyed to a state agency or political subdivision of the state.”

Whereas, other library districts throughout Colorado have adopted a similar resolution on an annual basis to clearly dictate how property shall be disposed of during the year to comply with the State Statutes; and.

Whereas, the Library has several classes of assets the staff may identify for disposal, at such times PPLD may not need assets for library purposes in the near future, including:

- a. Library materials (books, CD's, etc.)
- b. Information Technology (IT) and Audio/Visual (A/V) equipment (PC's, printers, monitors, servers, overhead projection system, large screen displays, etc.)
- c. Furniture and equipment (including, but not limited to, chairs, tables, shelving, telephones, other office items such as lamps and filing cabinets, book cases, cash registers, etc.)
- d. District fleet vehicles
- e. Real property (land and buildings owned by the Library)

Now, therefore, the Board of Trustees of the Pikes Peak Library District resolves that the library staff will use the following guidelines for disposal of Library property during the year 2021:

1. Any disposal of an item/system that has a value \$10,000 or more requires specific approval by the Board of Trustees before the asset can be disposed of in any manner.
2. PPLD staff may dispose of discarded or weeded library materials (books/materials weeded during 2021 calendar year which are no longer needed by PPLD) in one of the following methods:
 - a. Donated to the Friends of the Pikes Peak Library District for sale to the public.
 - b. Taken to and sold at an auction house, or sold through an on-line vendor service or some other establishment that sells used books to the public. The Library receives the proceeds less a commission to the establishment for their services.

- c. The Chief Librarian and Chief Executive Officer (CL&CEO) or CL&CEO designated representative may direct donating assets to charities or other non-profit organizations.
 - d. The CL&CEO or CL&CEO designated representative may direct giving assets to other political subdivisions of the State of Colorado.
 - e. Recycled when the PPLD staff has exhausted other methods of disposal. PPLD staff may dispose of items that are broken, destroyed or otherwise have no value in the same manner.
3. PPLD staff may dispose of IT and A/V equipment with a value less than \$10,000 that the Chief Information and Technology Officer (CITO) has certified is no longer needed, obsolete or have no retail value in the following manner:
- a. For IT and AV equipment with an estimated value of greater than \$1,000 (per item), PPLD staff shall hold a public sale, only if the CITO estimates proceeds from the sale exceeds the estimated cost of conducting the public sale by more than \$1,000.
 - b. IT staff may take the equipment to an auction house, or sell assets through an on-line vendor service or some other establishment selling used IT equipment. The Library receives the proceeds less a commission to the establishment for their services.
 - c. CITO shall place surplus IT and AV equipment with an estimated value less than \$1,000 (per item) on the Library's Internet web site or other similar on-line options available through the Internet (i.e. E-bay, Craigslist, etc.) for a period not less than 1 week for sale to the public and staff. CITO or IT staff shall establish a sale price based on comparable sales of similar items on internet sale sites. CITO or IT staff may group items together for sale as necessary to ensure quick removal from inventory. The CFO may place a legal notice in the local newspaper that promotes the item for sale, as deemed appropriate.
 - d. CITO may return to the supplier for credit any equipment excess to the needs of the district.
 - e. CITO with CL&CEO or CL&CEO designated representative approval may donate surplus/obsolete IT and A/V equipment to the Friends of the Pikes Peak Library District for sale to the public.
 - f. CITO may dispose of IT and A/V equipment through regulated IT and A/V disposal companies after other methods of disposal listed in previous paragraphs are exhausted. Items that are broken or otherwise have no value may be disposed of in the same manner. The CITO has the authority to transfer non-functioning IT and AV equipment to the public should the CITO determine it is beneficial to PPLD versus paying the recycling costs.
 - g. The CL&CEO or CL&CEO designated representative may direct the CITO to transfer obsolete/surplus IT and A/V assets to other state or local government entities in the State of Colorado (i.e., public schools, etc.).
 - h. CITO with CL&CEO or CL&CEO designated representative approval may transfer obsolete (items with minimal to no value) IT and A/V equipment to charities or other non-profit organizations.
 - i. The CITO will determine the cost effectiveness of selling items, recycling items or giving items away against the overall staff resources associated with executing a "retail" sale of IT and A/V equipment. If the CITO determines it is not cost effective to conduct retail

sales then the CITO will request CL&CEO or CL&CEO designated representative approval to bypass retail sales and proceed to equipment disposal.

- j. The CITO or IT staff shall send to a computer recycling firm for disposal, according to legislation prohibiting the wholesale dumping of such equipment computer equipment, when obsolete and not subject to donation or sale. The CITO or IT staff will record the reduction of assets and accumulated depreciation in the financial records upon disposal of capital assets.
4. Surplus and/or obsolete furniture and equipment with a value less than \$10,000 that is no longer needed or obsolete shall be disposed of in the following manner:
 - a. For furniture and equipment with an estimated value of greater than \$1,000 (per item), PPLD staff shall hold a public sale, only if the estimate of proceeds will exceed the estimated cost of conducting the garage sale by more than \$1,000.
 - b. PPLD staff can take surplus furniture and equipment to an auction house, sold through an on-line vendor service, or some other establishment that sells surplus furniture and equipment to the public. The Library receives the proceeds less a commission to the establishment for their services.
 - c. PPLD staff shall place surplus furniture and equipment with CL&CEO or CL&CEO designated representative approval, with an estimated value less than \$1,000 (per item) on the Library's Internet web site or other similar on-line options available through the Internet (i.e. E-bay, Craigslist, etc.) for a period not less than 1 week for sale to the public and staff. PPLD staff shall establish a sale price based on comparable sales of similar items on internet sale sites. PPLD staff may group items together for sale as necessary to ensure quick removal from inventory. The CFO may place a legal notice in the local newspaper that promotes the item for sale, as deemed appropriate.
 - d. PPLD staff may donate surplus/obsolete furniture and equipment with CL&CEO or CL&CEO designated representative approval, to the Friends of the Pikes Peak Library District for sale to the public.
 - e. PPLD staff may transfer surplus/obsolete furniture and equipment, with CL&CEO or CL&CEO designated representative approval, to other government entities in the State of Colorado (i.e., public schools, etc.)
 - f. PPLD staff may transfer obsolete (items with minimal to no value) furniture and equipment, with CL&CEO or CL&CEO designated representative approval, to charities or other non-profit organizations.
 - g. Surplus furniture and equipment may be disposed of through recycling when other methods of disposal have been exhausted. Items that are broken, destroyed or otherwise have no value may be disposed of in the same manner.
 5. Library fleet vehicles and real property (land and buildings) owned by the Library requires approval by the Board of Trustees prior to disposal in any manner.

Adopted, this 20th day of January 2021.

Wayne A. Vanderschuere
President
Board of Trustees

**Pikes Peak Library District Board of Trustees
Resolution Approving Contracts and Vendors with Projected 2021 Activity Greater Than
\$100,000**

Whereas, the Financial Guidelines) dictate that the Board of Trustees must approve all contracts and purchases (singularly and in aggregate) in excess of \$100,000 annually; and

Whereas, Attachment A to this resolution includes the list of contracts, other estimated obligations and estimated purchases with vendors that either are or may be in excess of \$100,000 during 2021; and

Whereas, the Board of Trustees legally approved the expenditures when they approved the 2021 budget.

Now, therefore, be it resolved by the Board of Trustees of the Pikes Peak Library District that:

The list of contracts and all other obligations included under Attachment A to this resolution are approved for 2021 for the purposes stated and at the specified amounts.

Adopted, this 20th day of January 2021.

Wayne A. Vanderschuere
President
Board of Trustees

Attachment A

List of Contracts/Vendors with Projected 2021 Activity greater than \$100,000

1. Contract Purpose: Rent charges – Cheyenne Mountain Library.

Vendor: Monitor Cheyenne LLC

Status: This amount represents the total rent due for all of 2021 in accordance with the lease agreement.

Amount: \$127,906

2. Contract Purpose: CAM charges – Cheyenne Mountain Library

Vendor: Monitor Cheyenne LLC

Status: This amount represents an estimate of the CAM charges for the Cheyenne Mountain Library for 2021. The amount is calculated in accordance with the provisions of the lease agreement.

Amount: \$34,118

3. Contract Purpose: Rent charges – Rockrimmon Library

Vendor: Monitor Rockrimmon LLC

Status: This amount represents the total rent due for all of 2021 in accordance with the lease agreement.

Amount: \$183,501

4. Contract Purpose: CAM charges – Rockrimmon Library.

Vendor: Monitor Rockrimmon LLC

Status: This amount represents an estimate of the CAM charges for the Rockrimmon Library for 2021. The amount is calculated in accordance with the provisions of the lease agreement.

Amount: \$42,791

5. Contract Purpose: Rent charges – Monument Library

Vendor: Woodmoor Village, LLC

Status: This amount represents the total rent due for all of 2021 in accordance with the lease agreement.

Amount: \$131,327

6. Contract Purpose: CAM charges – Monument Library.

Vendor: Woodmoor Village, LLC

Status: This amount represents an estimate of the CAM charges for the Monument Library for 2021. The amount is calculated in accordance with the provisions of the lease agreement.

Amount: \$28,645

7. Contract Purpose: Rent charges – Ruth Holley Library

Vendor: Murray Square Investments

Status: This amount represents the total rent due for all of 2021 in accordance with the lease agreement.

Amount: \$137,118

8. Contract Purpose: CAM charges – Ruth Holley Library.

Vendor: Murray Square Investments

Status: This amount represents an estimate of the CAM charges for the Ruth Holley Library for 2021. The amount is calculated in accordance with the provisions of the lease agreement.

Amount: \$42,791

9. Contract Purpose: Estimated utilities costs for 2021 – various District facilities.

Vendor: Colorado Springs Utilities

Status: It is recommended that an open purchase order be prepared for the following estimated utility costs:

Penrose	Water and Sewer charges	\$33,280
Penrose	Electricity charges	\$125,000
Penrose	Gas charges	\$23,000
East	Water and Sewer charges	\$32,000
East	Electricity charges	\$130,000
East	Gas charges	\$14,000
Chy. Mtn.	Gas charges	\$3,000
Chy. Mtn.	Electricity charges	\$13,300
Library 21C	Water and Sewer charges	\$35,000
Library 21C	Gas charges	\$29,493
Ruth Holley	Gas charges	\$2,900
Ruth Holley	Electricity charges	\$11,936
OCCB	Water and Sewer charges	\$2,236
OCCB	Electricity charges	\$7,000
OCCB	Gas charges	\$1,700
Rockrimmon	Electricity charges	\$9,500
Rockrimmon	Gas charges	\$2,900
Sand Creek	Water and Sewer charges	\$2,500
Sand Creek	Electricity charges	\$15,000
Sand Creek	Gas charges	\$2,500

Amount: The total of all open purchase orders listed above is \$496,245.

10. Contract Purpose: Payment of the El Paso County Treasurer's Office fees during 2021, as mandated by State Statute.

Vendor: El Paso County Treasurer's Office

Status: State Statutes authorize all County Treasurers to withhold 1.5% of all property tax collections made on behalf of other governmental entities within their jurisdiction. This charge has been imposed on the District since inception.

Amount: \$462,000

11. Contract Purpose: Broadband services

Vendor: Comcast Business

Status: Comcast provides broadband service for PPLD to meet requirements for internet wide area network services. The Federal E-Rate program subsidizes 80% of this service.

Amount: \$250

12. Contract Purpose: Offsite hosting services for SIRSI system annual support, and other services

Vendor: SIRSIDYNIX

Status: This amount covers the off-site hosting charges for the SIRSI system for 2021, and the support for other related services.

Amount: \$250,000

13. Contract Purpose: The District's share of the estimated 2021 contribution to the El Paso County Retirement Plan.

Vendor: El Paso County Pension Trust

Status: The District offers a retirement plan benefit for all of its full time employees. The District contributes 8.0% of all full time employee salary to the El Paso County Retirement Plan. The District has participated in this plan for many years. The amount below is an estimate of the District's cost (only) for 2021.

Amount: \$1,100,000

14. Contract Purpose: Library book purchases - an estimate for 2021.

Vendor: Baker and Taylor

Status: Baker and Taylor is the District's secondary vendor for book purchases and standing orders. In addition, some pre-processing processes are set up with Baker and Taylor.

Amount: \$200,000

15. Contract Purpose: Purchases of library materials (CD's, DVD's or other items) – 2021 estimate.

Vendor: Midwest Tape

Status: The amount below is simply an estimate of how much the District will spend on library materials with this vendor during 2021. It is based on total annual amounts spent with this vendor during prior years. The District's Collection Management Department determines which vendor to use to purchase selected items, and it generally selects the vendor that offers the best price.

Amount: \$500,000

16. Contract Purpose: Purchase of periodicals and serials for 2021 and certain databases

Vendor: EBSCO

Status: The amount below represents an estimate of what the Library will pay during 2021 for the purchase of periodicals and serials (subscriptions) and databases. The District has used this vendor in the past because they provided the best services at the most competitive price rates.

Amount: \$150,000

17. Contract Purpose: Purchases of library materials (eBooks, CD's, DVD's, online platforms or other items) – 2021 "not to exceed" estimate.

Vendor: Recorded Books, Inc.

Status: The amount below is simply an estimate of how much the District will spend on library materials with this vendor during 2021. It is based on total annual amounts spent with this vendor during prior years. The District's Collection Management Department determines which vendor to use to purchase selected items, and it generally selects the vendor that offers the best price.

Amount: \$100,000

18. Contract Purpose. Maintenance for Computer Reservation and Print Services.

Vendor: Today's Business Solution.

Status: Maintenance of equipment.

Amount: \$100,000

19. Contract Purpose: Purchases of library materials – 2021 "not to exceed" estimate.

Vendor: Overdrive, Inc.

Status: The amount below is simply an estimate of how much the District will spend on electronic library materials with this vendor during 2021. It is based on total annual amounts spent with this vendor during prior years.

Amount: \$2,750,000

20. Contract Purpose: Office supplies - 2021

Vendor: Staples

Status: This amount covers an estimated amount of office and other supply purchases from Sun Office products.

Amount: \$150,000

21. Contract Purpose: Courier services

Vendor: Stat Courier Services

Status: This amount covers delivery services for all district facilities during 2021.

Amount: \$200,000

22. Contract Purpose: Library book purchases – an estimate for 2021

Vendor: Ingram

Status: Due to the results of an RFP for processing services, Ingram is the District's primary vendor for book purchases for most materials. Ingram has shown to have the best discounts for materials, as well as superior processing, cataloging and shipping services.

Amount: \$750,000

23. Contract Purpose: Janitorial and carpet cleaning services

Vendor: Frank Martin

Status: This vendor is used to provide janitorial and carpet cleaning services throughout the District.

Amount: \$480,000

24. Contract Purpose: Purchase of computer equipment

Vendor: Dell Computer Corporation

Status: This vendor is used to purchase certain computer equipment and software such as laptops, PC's, monitors, annual operating system license, etc.

Amount: \$340,000

25. Contract Purpose: Maintenance for self-check equipment

Vendor: Bibliotheca, Inc.

Status: This amount covers the annual maintenance/service for self-check equipment. Self-check equipment planned replacement in 2025.

Amount: \$125,000

**Interim Conflict of Interest Statement
Pikes Peak Library District**

- I. Certain activities sponsored by the Pikes Peak Library District (PPLD) may pose an actual or potential “conflict of interest” between a member of any one of the three PPLD Boards (Board of Trustees, PPLD Foundation, PPLD Friends of the Library), or any employee’s business or personal affiliations and his or her participation in that association. The following will serve as a guide to the possible types of activities that might cause conflicts of interest and that should be fully reported to the Executive Director or his/her designee:
- To hold, directly or indirectly, a position or financial interest in any outside concern from which the individual has reason to believe PPLD secures goods or services.
 - To hold, directly or indirectly, a position or financial interest in any outside concern that competes, directly or indirectly, with PPLD.
 - To render managerial or consultative services to any outside concern that does business with, or directly competes with PPLD.
 - To accept excessive gifts, entertainment, or other excessive favors from any outside concern that does, or is seeking to do, business with, or is a competitor of PPLD.
 - To participate, directly or indirectly, in any matter involving the District where they or a member of their family has a direct or indirect financial interest.
- Full disclosure of any situation in doubt should be made so as to permit an impartial and objective determination.
- II. Members of the PPLD Board of Trustees, the PPLD Foundation, the Friends of the PPLD and employees asked to serve as officers or on committees must be aware of potential conflicts of interest and the possible effects of such conflicts on PPLD. Such activities include, but are not limited to:
- Service as an elected or appointed officer.
 - Service on nominating committees; service on award committees.
 - Service as a liaison from PPLD to other organizations within or beyond Pikes Peak Library District.
 - Discussion and evaluation of standards for services received from suppliers and other vendors.
 - Awarding of contracts to investment firms or consultants.
 - Participation in programs or presentations to the membership as a whole.
 - Other activities that may influence or have financial implications on one's work or personal life.
- III. No member of the PPLD Board of Trustees, the PPLD Foundation, the Friends of the PPLD, or any employee should make, participate in making, or use his/her PPLD position to influence the making of any committee, section or division decision in which the member has a direct or indirect financial or personal interest.
- If a member of the PPLD Board of Trustees, the PPLD Foundation, the Friends of the PPLD or any employee determines that he/she should not participate in a decision due to an actual or potential conflict of interest, disclosure should be made to either the group chair or group as a whole.
 - In the case of a voting body, the determination and disclosure should be made part of the official record of the body, and the member should abstain from action on the matter(s) in conflict.
 - In the case of a committee appointment, the disclosure should be made in writing to the appropriate appointing officer.
 - In the case of disclosure of potential conflicts of interest, written or verbal, by committee appointees, written response should be received from the appropriate appointing officer or nominating committee.
 - Potential conflicts of interest should be disclosed to nominating committees prior to agreeing to run for office.
- IV. Any member of the PPLD Board of Trustees, the PPLD Foundation, the Friends of the PPLD or any employee who is unsure of his/her responsibilities in this area may request assistance from the Chief Librarian & CEO or his/her designee.
- V. If a member of the PPLD Board of Trustees, the PPLD Foundation, the Friends of the PPLD or any employee fails to identify a conflict of interest that may reflect negatively on the actions of PPLD, following appropriate review the Chief Librarian & CEO or his/her designee may recommend appropriate and or corrective action, up to and including termination of employment.

(This statement is to be readopted by the PPLD Board of Trustees each year.)

PIKES PEAK LIBRARY DISTRICT STATEMENT OF ECONOMIC INTEREST

Updated May 2007 – Readopted January 20, 2021

Pursuant to the purposes and intent of the Pikes Peak Public Library District (PPLD) Board of Trustees requiring disclosure of certain interests, a copy of which has been furnished to me, I hereby state that I, or members of my immediate family have the following affiliations of interest, and/or have taken part in the following transactions that, when considered in conjunction with my position, may constitute a conflict of interest. (Check NONE where applicable).

1. Financial and Business Arrangements

() NONE

Describe any financial arrangements or other continuing financial, business or professional dealings with business associates, clients or customers who may be affected by policies/work product that you will influence through the duties of the position you hold.

2. Organizational Loyalties

() NONE

List and describe, with respect to yourself or your immediate family, any affiliation with any organizational entity that might affect how you vote or make decisions for the PPLD. Examples might be other board positions or professional organizations to which you belong.

3. Investments and Other Obligations

() NONE

List any investments, obligations, liabilities, or other financial relationships, including real estate holdings, which constitute potential conflicts of interest through the duties of the position you hold.

4. Business Relationships

() NONE

Describe any business relationship, dealing or financial transaction during the last five years whether for yourself, on behalf of a client, or acting as an agent, that constitutes a potential conflict of interest with the duties of the position which you hold.

5. Fiduciary Relationships

() NONE

List names of all corporations, firms, partnerships or other business enterprises, and all nonprofit organizations, and other institutions with which you are now, or during the past five years have been, affiliated as an officer, owner, director, trustee, partner, advisor, attorney or consultant.

6. Disciplinary Actions

() NONE

Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct by, or are currently the subject of a formal complaint procedure in any court, administrative agency, professional association, disciplinary committee, or other professional group? If so, please provide full details.

7. Acceptance of Gifts

() NONE

List and describe, with respect to yourself or your immediate family, any accepted gifts, gratuities or entertainment; that might influence your judgment or actions concerning business of PPLD.

8. Library Information

() NONE

List and describe, with respect to yourself or your immediate family, any instances in which you have disclosed or used information relating to PPLD's business for the personal profit or advantage of yourself or any members of your immediate family.

I hereby agree to report to the Chief Librarian & CEO or his/her designee any change in the responses to each of the foregoing questions that may result from changes in circumstances before completion of my next questionnaire.

SIGNATURE _____

DATE _____









Insurance Policies - 2021

During 2015, the District completed a formal RFP process to select an insurance consultant for all non-employee benefit-related insurance policies. The consultant selected was HUB International (HUB).

Due to the pandemic, management elected to postpone the RFP process for a insurance consultant until 2021 (for 2022 insurance policies).

HUB obtained renewal quotes for 2021 from our current carriers, as follows (including 2020 insurance policies/premiums for comparative purposes):

Premium Summary

Coverage	Expiring		Renewal	
	Carrier	Premium	Carrier	Premium
Property including Equipment Breakdown		\$83,524		\$75,089
Inland Marine		Included		Included
General Liability		\$22,252		\$16,502
Business Automobile		\$4,225		\$4,329
Umbrella Liability		\$9,777		\$8,795
Abuse & Molestation		Included		Included
Workers Compensation & Employers Liability*		\$39,573		\$40,333
Public Officials Liability		\$15,180		\$17,276
Volunteer/Accident		\$3,874		\$2,933
Cyber Liability		\$5,850		\$7,750
Crime		\$5,721		\$5,550
Brokerage Consulting Fee		\$17,000		\$17,000
		\$205,076		\$195,557

Please note the District elected to pay the consultant this fee directly to HUB.

The policy coverage is substantially the same between the 2020 (Expiring) and 2021 (Renewal), a savings of \$9,519. In addition, the Colorado Special Districts Pool (CSD) offers a volunteer/accident policy as

part of their total insurance package. By doing this, the total premium for 2021 decreases from \$195,557 to \$192,624, resulting in a saving of \$12,452 from 2020.

The District has not had any significant claims for the past several years, and when claims do occur, they have been appropriately managed and resolved by both District and Insurance personnel. This helps keep the premium cost comparable from year-to-year.

HUB's consulting fee for 2021 is \$17,000, which is the same as their 2020 fee. This fee is included in the totals above.

Recommendation

Management recommends the Board of Trustees approve the renewal policy premiums listed above for the District's 2021 insurance policies, along with HUB's consulting fee of \$17,000, for a total cost of \$192,624.

Independent Auditors – 2020 Financial Records

The Local Government Audit Law (Section 29-1-601 et seq., C.R.S.) requires Colorado local governments such as the Pikes Peak Library District (the District) to have an annual audit of their financial statements. The law states that the audit must be performed by an independent Certified Public Accountant, and be in accordance with Generally Accepted Accounting Standards.

The District completed a formal Request for Proposal process for auditing services related to the District's financial records in 2019/2020, and BKD, LLP was selected as the District's independent auditors for financial fiscal years 2019 – 2023. The Internal Affairs Committee previously indicated they were pleased with the outcome of the 2019 audit, and that they expressed no concerns related to the work done by BKD, LLP.

Attached is a copy of their Engagement Letter, which complies with the terms of their proposal. The fee for their audit of the 2020 financial records is \$32,125.

Recommendation

Management recommends BKD's Engagement Letter be executed for their audit of PPLD's 2020 financial records at a fee of \$31,125, which represents the second year of the 5 year audit engagement.

October 8, 2020

Internal Affairs Committee and Board of Trustees
Wayne Vanderschuere, President
Michael Varnet, Chief Finance and Business Officer
Pikes Peak Library District
Library 21C
1175 Chapel Hills Drive
Colorado Springs, Colorado 80920

We are pleased to confirm the arrangements of our engagement and the nature of the services we will provide to Pikes Peak Library District (the District).

ENGAGEMENT OBJECTIVES AND SCOPE

We will audit the basic financial statements of Pikes Peak Library District as of and for the year ended December 31, 2020, and the related notes to the basic financial statements.

Our audit will be conducted with the objectives of:

- ✓ Expressing an opinion on the financial statements
- ✓ Issuing a report on your compliance based on the audit of your financial statements
- ✓ Issuing a report on your internal control over financial reporting based on the audit of your financial statements

OUR RESPONSIBILITIES

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Those standards require that we plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by fraud or error. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS.

In making our risk assessments, we consider internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Also, in the future, procedures could become inadequate because of changes in conditions or deterioration in design or operation. Two or more people may also circumvent controls, or management may override the system.

We are available to perform additional procedures with regard to fraud detection and prevention at your request, subject to completion of our normal engagement acceptance procedures. The actual terms and fees of such an engagement would be documented in a separate letter to be signed by you and BKD.

Chris Telli, Partner, will oversee and coordinate the engagement. Steven Sauer, Director, is responsible for supervising the engagement and authorizing the signing of the report or reports.

We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Board of Trustees of the Pikes Peak Library District. You are responsible to distribute our reports to other officials who have legal oversight authority or those responsible for acting on audit findings and recommendations, and to others authorized to receive such reports. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis of matter or other matter paragraph(s), or withdraw from the engagement. If we discover conditions that may prohibit us from issuing a standard report, we will notify you as well. In such circumstances, further arrangements may be necessary to continue our engagement.

We will also express an opinion on whether your combining and individual fund statements (supplementary information) is fairly stated, in all material respects, in relation to the financial statements as a whole.

YOUR RESPONSIBILITIES

Our audit will be conducted on the basis that management and, where appropriate, those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
3. For identifying and ensuring compliance with the laws, regulations, contracts and grants applicable to your activities; and
4. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management and, where appropriate, those charged with governance, written confirmation acknowledging certain responsibilities outlined in this engagement letter and confirming:

- The availability of this information
- Certain representations made during the audit for all periods presented
- The effects of any uncorrected misstatements, if any, resulting from errors or fraud aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole

The results of our tests of compliance and internal control over financial reporting performed in connection with our audit of the financial statements may not fully meet the reasonable needs of report users. Management is responsible for obtaining audits, examinations, agreed-upon

procedures or other engagements that satisfy relevant legal, regulatory or contractual requirements or fully meet other reasonable user needs.

With regard to supplementary information:

- Management is responsible for its preparation in accordance with applicable criteria
- Management will provide certain written representations regarding the supplementary information at the conclusion of our engagement
- Management will include our report on this supplementary information in any document that contains this supplementary information and indicates we have reported on the supplementary information
- Management will make the supplementary information readily available to intended users if it is not presented with the audited financial statements

OTHER SERVICES

We may perform other services for you not covered by this engagement letter. You agree to assume full responsibility for the substantive outcomes of the services described above and for any other services that we may provide, including any findings that may result. You also acknowledge that those services are adequate for your purposes and that you will establish and monitor the performance of those services to ensure that they meet management's objectives. Any and all decisions involving management responsibilities related to those services will be made by you, and you accept full responsibility for such decisions. We understand that you will designate a management-level individual to be responsible and accountable for overseeing the performance of those services, and that you will have determined this individual is qualified to conduct such oversight.

ENGAGEMENT FEES

Our fees for our services will be \$32,125. Our estimate of time assumes no substantial problems with obtaining the requested information needed to complete our audit.

Our fees do not consider additional efforts related to the SARS-CoV-2 virus and the incidence of COVID-19 (COVID-19) environment and the impact of accounting and auditing issues. Such amounts will be billed based on time expended.

Further, our fees do not include services related to Single Audits or compliance audits for the *Coronavirus Aid, Relief, and Economic Security Act* or other COVID-19-related funding programs. If these funding programs will be subject to Single Audit requirements or other compliance audits, we will issue an engagement letter addendum for those services.

Our pricing for this engagement and our fee structure are based upon the expectation that our invoices will be paid promptly. We will issue progress billings during the course of our engagement, and payment of our invoices is due upon receipt. Interest will be charged on any unpaid balance after 30 days at the rate of 10% per annum, or as allowed by law at the earliest date thereafter, and highest applicable rate if less than 10%.

Our engagement fee does not include any time for post-engagement consultation with your personnel or third parties, consent letters and related procedures for the use of our reports in offering documents, inquiries from regulators or testimony or deposition regarding any subpoena. Charges for such services will be billed separately.

Our fees may also increase if our duties or responsibilities are increased by rulemaking of any regulatory body or any additional new accounting or auditing standards.

If our invoices for this or any other engagement you may have with BKD are not paid within 30 days, we may suspend or terminate our services for this or any other engagement. In the event our work is suspended or terminated as a result of nonpayment, you agree we will not be responsible for any consequences to you.

OTHER ENGAGEMENT MATTERS AND LIMITATIONS

Our workpapers and documentation retained in any form of media for this engagement are the property of BKD. We can be compelled to provide information under legal process. In addition, we may be requested by regulatory or enforcement bodies to make certain workpapers available to them pursuant to authority granted by law or regulation. You agree that we have no legal responsibility to you in the event we provide such documents or information.

You agree to indemnify and hold harmless BKD and its personnel from any claims, liabilities, costs and expenses relating to our services under this agreement attributable to false or incomplete representations by management, except to the extent determined to have resulted from the intentional or deliberate misconduct of BKD personnel.

You agree that any dispute regarding this engagement will, prior to resorting to litigation, be submitted to mediation upon written request by either party. Both parties agree to try in good faith to settle the dispute in mediation. The American Arbitration Association will administer any such mediation in accordance with its Commercial Mediation Rules. The results of the mediation proceeding shall be binding only if each of us agrees to be bound. We will share any costs of mediation proceedings equally.

Either of us may terminate these services at any time. Both of us must agree, in writing, to any future modifications or extensions. If services are terminated, you agree to pay us for time expended to date.

If any provision of this agreement is declared invalid or unenforceable, no other provision of this agreement is affected and all other provisions remain in full force and effect.

This engagement letter represents the entire agreement regarding the services described herein and supersedes all prior negotiations, proposals, representations or agreements, written or oral, regarding these services. It shall be binding on heirs, successors and assigns of you and BKD.

We may from time to time utilize third-party service providers, *e.g.*, domestic software processors or legal counsel, or disclose confidential information about you to third-party service providers in serving your account. We remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information. In the event we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider.

You agree to assume full responsibility for maintaining your original data and records and that BKD has no responsibility to maintain this information. You agree you will not rely on BKD to provide hosting, electronic security or backup services, *e.g.*, business continuity or disaster recovery services, to you unless separately engaged to do so. You understand that your access to data, records and information from BKD's servers, *i.e.*, BKDconnect, can be terminated at any time and you will not rely on using this to host your data and records.

We will, at our discretion or upon your request, deliver financial or other confidential information to you electronically via email or other mechanism. You recognize and accept the risk involved, particularly in email delivery as the internet is not necessarily a secure medium of communication as messages can be intercepted and read by those determined to do so.

You agree you will not modify these documents for internal use or for distribution to third parties. You also understand that we may on occasion send you documents marked as draft and understand that those are for your review purpose only, should not be distributed in any way and should be destroyed as soon as possible.

This engagement letter represents the entire agreement regarding the services described herein and supersedes all prior negotiations, proposals, representations or agreements, written or oral, regarding these services. It shall be binding on heirs, successors and assigns of you and BKD.

The District may wish to include our report on these financial statements in an exempt offering document. The District agrees that the aforementioned auditor's report, or reference to our firm, will not be included in any such offering document without notifying us. Any agreement to perform work in connection with an exempt offering document, including providing agreement

for the use of the auditor's report in the exempt offering document, will be a separate engagement.

Any exempt offering document issued by the District with which we are not involved will clearly indicate that we are not involved by including a disclosure such as, "**BKD, LLP**, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. **BKD, LLP**, also has not performed any procedures relating to this offering document."

You agree to notify us if you desire to place these financial statements or our report thereon along with other information, such as a report by management or those charged with governance on operations, financial summaries or highlights, financial ratios, etc., on an electronic site. You recognize that we have no responsibility as auditors to review information contained in electronic sites.

Any time you intend to reference our firm name in any manner in any published materials, including on an electronic site, you agree to provide us with draft materials for our review and approval before publishing or posting such information.

BKD is a registered limited liability partnership under Missouri law. Under applicable professional standards, partners of **BKD, LLP** have the same responsibilities as do partners in a general accounting and consulting partnership with respect to conformance by themselves and other professionals in BKD with their professional and ethical obligations. However, unlike the partners in a general partnership, the partners in a registered limited liability partnership do not have individual civil liability, directly or indirectly, including by way of indemnification, contribution, assessment or otherwise, for any debts, obligations or liabilities of or chargeable to the registered limited liability partnership or each other, whether arising in tort, contract or otherwise.

In accordance with Government Auditing Standards, we have attached hereto a copy of our Firm's latest peer review report.

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities. If the signed copy you return to us is in electronic form, you agree that such copy shall be legally treated as a "duplicate original" of this agreement.

BKD, LLP

Pikes Peak Library District
October 8, 2020
Page 8

Acknowledged and agreed to on behalf of:

PIKES PEAK LIBRARY DISTRICT

BY _____
Wayne A. Vanderschuere, President

DATE _____

BY _____
Michael Varnet, Chief Finance and Business Officer

DATE _____



Patron Computer Use Policy

BOARD POLICY

Pikes Peak Library District (PPLD) provides free access to Library resources and information through physical and virtual materials and technology. These include electronic resources, services, networks, and computer access that meet the informational needs and interest of the patrons we serve and to protect access to diverse ideas.

DISTRICT PROCEDURES

To protect the patron's right of access, ensure the safety of public and staff, and protect Library resources and facilities, PPLD prohibits certain activities that constitute unacceptable use of the Library. Such use may result in suspension or loss of Library privileges, including removal from the Library and/or criminal prosecution or other legal action. Unacceptable use of Library technology and resources includes, but is not limited to:

- Theft, damage, or destruction of Library property, including software or hardware components of a computer or computing system.
- Use of programs that infiltrate a computer or computing system, including uploading harmful programming, vandalism, hacking, and the production or use of malware or spam.
- Violation of the legal protection provided by copyright laws and licenses for print, electronic, video, or digital resources, programs, and data. This includes downloading or transmitting confidential, trade secret, or plagiarized information/materials.
- Assuming the identity of another person without the explicit authorization of the other person.
- Seeking information on, obtaining copies of, or modifying files, data, or passwords belonging to other users of PPLD's electronic resources.
- Viewing or downloading obscene materials.
- Illegal activities in violation of federal, state, or local laws.
- Installing software or changing configurations of Library property.

PPLD may restrict use of computers based on age in areas designated for teens and children.

As with all Library materials, PPLD affirms the responsibility of parents/guardians, not Library staff, to determine and monitor their child's (under 17 years old) use of the internet. Because we

cannot control all aspects of this vast resource, we urge parents to continually participate in their child's learning process by helping them make good choices in selecting appropriate materials and websites.

PPLD filters all of our computers and Wi-Fi access equally. We apply a category-based content filter of pornography to our internet access. This means if the requested site is on that list, we block access to it. Our filtering system meets the [Children's Internet Protection Act \(CIPA\)](#) and Colorado state law regulations. We also filter access on our circulating wireless internet devices.

If a patron wants an unfiltered session, they can request an override code from Library staff. The override code will not work with domains blocked due to malicious activity,

PPLD does not assume any responsibility for the accuracy of its internet filters. We welcome patrons to consult with staff on finding the most appropriate resources for their information needs.

PPLD reserves the right to ask any person who is not complying with posted restrictions to stop using the computer, and if that person does not comply, to leave the Library.

PPLD does not guarantee the protection of users' personal information due to the public nature of the Library user computer systems.

By accessing or using the Library's computers or network, you signify that you have read, understood, and agree to comply with the terms of this policy.

Friends of the PPLD Report

January 20, 2021

- Wendy Stotts, a former corporate librarian, was approved to join the Friends board at a special meeting on Dec. 28. She will stand for formal election at our Jan. 27 annual meeting. That will be 7 p.m. via Zoom. At our Jan. 13 regular meeting we will be considering officially amending our bylaws to change our meeting frequency from bimonthly to monthly. Friends Bookstores at East, Library 21c and Penrose Libraries will be reopening on a self-serve basis on Tuesday, Jan. 19.

Status of Operations as of December 31st, 2020

- Bookstores remained closed
- Online outlets - Amazon, eBay, webstore, Google albums - open
- Facebook Live sale on hiatus for December
- Curbside Service at East Library only, three times weekly

By the Numbers

Book store sales totaled \$211 for the period Dec. 1-31. Although the stores were closed to the public, PPLD employees and Friends volunteers had access. We also had some Grab n' Go bags on display for people picking up holds at East.

Web storefront is up, current inventory of 138 items at end of month (includes 5 SKUs for promotional items like totes, mugs, etc). December sales in this category were composed of the storefront listings as well as FB Live Second Chance promotion, Stocking Stuffer promotion, and a few phone-in orders. Total sales were \$893, 27 customers, average \$33.07. Please visit this site at <https://friendsppld.square.site/>.

eBay sales were \$983, composed of 20 lots, average sale \$49.15. End of month inventory count was 17 listings. Amazon sales totaled \$4278 with 134 items sold. Average sale price \$31.92. Inventory count at end of month was 1,287. Grand total of gross sales Dec. 2020 = \$6,365. We took in donations from 60 people during December at East only.

Active volunteer roster for December was 13. We have accumulated approximately 125 boxes of materials for the next big book sale. Target for a \$10K sale is 500.

What's New

Three volunteers have indicated intent to return in January

One new volunteer is in the interview process

The first winner of our cross-promotion efforts with PPLD Communications collected their \$15 credit from online store merchandise. More to be awarded in January.

Bookstores will re-open on self-serve basis on Tuesday, January 19th when libraries allow patrons to browse once again. Public knowledge date, 1/12. Improved price signage, rearranging and refresh of all stock is slated to be completed by that date so we can promote "Grand Re-Opening" for East and 21C.

Next Facebook Lives are scheduled for Tuesday, January 19th from 6-8 (Theme: New Year Resolutions) and Thursday, January 21st same time (Theme: Words & Pictures - Graphic Novels, Manga, Comic Books Galore). Event promotion starts 1/11.

PPLD has a new volunteer management program. PPLD's Volunteer Coordinator and I (Beth Crumrine) are working together on how this impacts Friends operations.



REPORT – January 2021

Submitted \$25,000 application to Help Colorado Now Fund for COVID relief funds

Coordinated with Public and Support Services to identify funding priorities for each service department to provide a roadmap to seek philanthropic funding sources

Submitted reimbursement request (\$10,000) to State Library from IMLS CARES Act grant for monthly WIFI hotspot service fees

Met with Pikes Peak Region Program Officer of the Moniker Foundation to discuss alignment between foundation's initiatives and PPLD's programs/services, which resulted in invite to apply to current funding opportunity (application due by January 31st)

Negotiated a contract with Carl Bloom and Associates to expand direct mail and electronic appeal efforts in 2021 surrounding Library Giving Day (7 April) and year-end giving campaigns

Completed year end direct mail, Give!, Colorado Gives!, Giving Tuesday campaigns, including gift processing, thank you/acknowledgement telephone calls/letters/emails, deposits

Secured art donation from a long-term loan for Carnegie Library (Penrose)

Submitted application through Give! campaign to Air Force Academy Business Management cadets to create a donor survey instrument to better understand why people give to PPLD

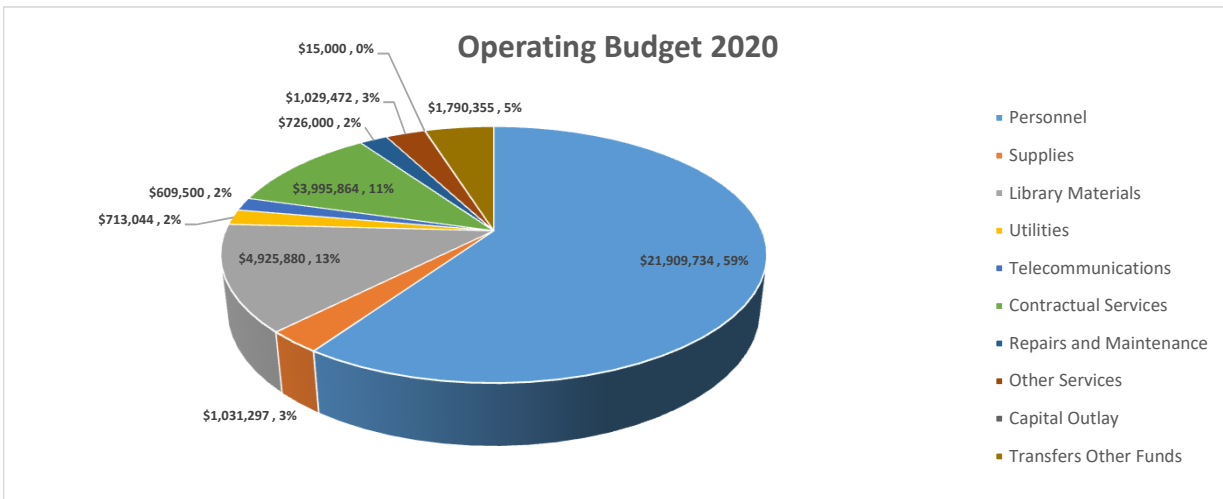
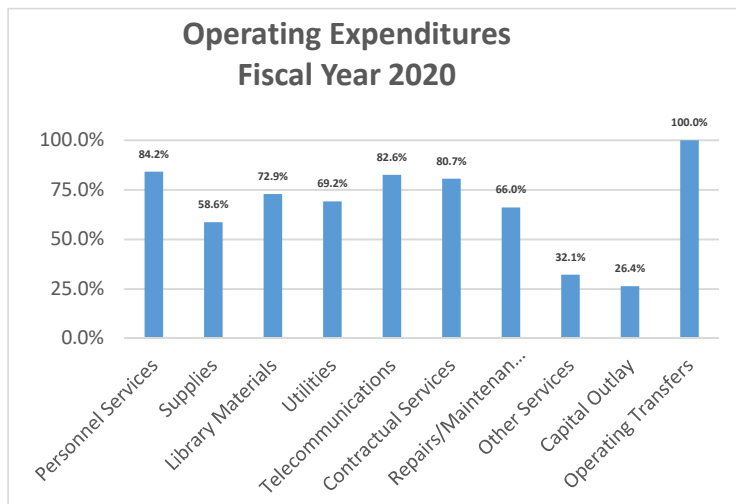
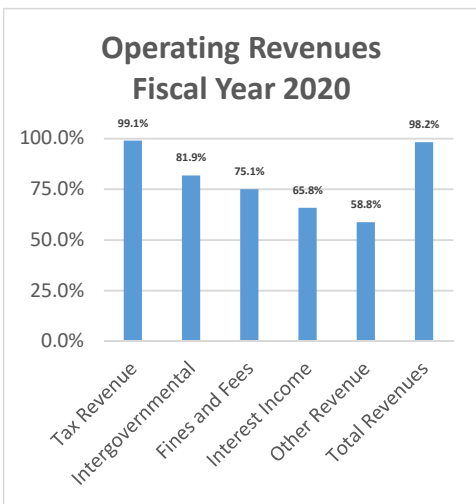
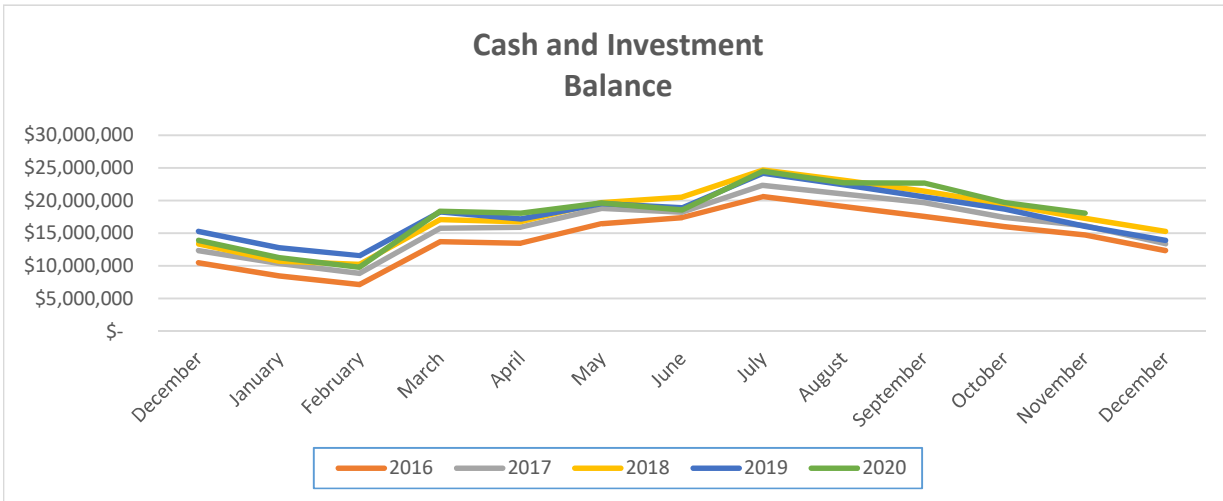
Arranged Give! campaign media interview for Sandy Hancock on Fox 21's Living Local

Met with group to discuss possible mill levy ballot strategies

Attended Friends of PPLD monthly board meeting

Pikes Peak Library District Financial Dashboard

November 2020



Pikes Peak Library District

November 2020 Financial Report

Presented to Board of Trustees on January 20, 2021

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

General Fund	Year-To-Date				Notes
	2020	2019	Change	% Chg.	
Revenues					
Property taxes	\$ 30,120,703	\$ 28,246,007	\$ 1,874,696	6.6%	
Specific ownership taxes	3,074,632	3,171,886	(97,254)	-3.1%	
Fines/fees	60,097	110,348	(50,251)	-45.5%	
Investment earnings	115,189	402,207	(287,018)	-71.4%	
Other	622,298	623,466	(1,168)	-0.2%	
Total Revenues	\$ 33,992,919	\$ 32,553,914	\$ 1,439,005	4.4%	

Note - Fiscal year 2020 has been dominated in part by the onslaught of Covid-19, a Coronavirus. PPLD's operations have have significantly impacts from the effects of being part of a world-wide pandemic. PPLD's services have been shut down/reduced since March 2020, and that had affected PPLD's revenue collections during 2020, primarily in the areas of specific ownership taxes and investment earnings. Interest rates in 2020 are significantly lower than what they were in 2019.

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

Percent of Year 91.7%

Account Description	2020 Budget	YTD Actual	Variance	% Used
Tax Revenue				
Property taxes				
Current	\$ 30,262,651	\$ 30,146,658	\$ (115,993)	99.6%
Abatements/refunds	(120,000)	(78,071)	41,929	65.1%
Omitted properties	7,000	7,195	195	102.8%
Delinquent	18,000	11,002	(6,998)	61.1%
Penalties/interest	36,000	24,318	(11,682)	67.6%
Specific ownership taxes	3,300,000	3,074,632	(225,368)	93.2%
Local government in lieu of prop. taxes	10,000	9,601	(399)	96.0%
Total Tax Revenue	33,513,651	33,195,335	(318,316)	99.1%
Intergovernmental				
Federal funds - other categories	106,974	88,299	(18,675)	82.5%
Federal - eRate Funding	250,000	170,436	(79,564)	68.2%
State Grant - library materials	157,445	162,344	4,899	103.1%
Total Intergovernmental	514,419	421,079	(93,340)	81.9%
Fines and Fees	80,000	60,097	(19,903)	75.1%
Interest Income	175,000	115,189	(59,811)	65.8%
Other Revenue				
Donations/grants/gifts				
PPLD Foundation	252,897	113,174	(139,723)	44.8%
Other	18,000	27,148	9,148	150.8%
Copier charges/PMS charges	50,000	43,046	(6,954)	86.1%
Parking lot collections	12,000	5,445	(6,555)	45.4%
Merchandise sales	-	1,631	1,631	100.0%
Miscellaneous	4,500	5,646	1,146	125.5%
Asset sales proceeds	5,000	5,129	129	102.6%
Total Other Revenue	342,397	201,219	(141,178)	58.8%
Total General Fund Revenues	\$ 34,625,467	\$ 33,992,919	\$ (632,548)	98.2%

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

General Fund	Year-To-Date				Notes
	2020	2019	Change	% Chg.	
Expenditures					
Personnel	\$ 18,098,133	\$ 17,765,367	\$ 332,766	1.9%	
Supplies	680,602	658,475	22,127	3.4%	
Library materials	3,662,099	3,792,616	(130,517)	-3.4%	
Utilities	494,124	536,685	(42,561)	-7.9%	
Telecommunication costs	520,677	429,605	91,072	21.2%	
Contractual services	3,053,233	3,095,596	(42,363)	-1.4%	
Repairs and maintenance	517,288	536,376	(19,088)	-3.6%	
Other services	402,311	641,174	(238,863)	-37.3%	
Capital outlay	12,347	48,105	(35,757)	-74.3%	
Operating transfers - other funds	1,547,368	2,443,411	(896,043)	-36.7%	
Total Expenditures	\$ 28,988,183	\$ 29,947,409	\$ (959,226)	-3.2%	

Note - Fiscal year 2020 has been dominated in part by the onslaught of Covid-19, a Coronavirus. PPLD's operations have significantly impacts from the effects of being part of a world-wide pandemic. PPLD's services have been shut down/reduced since March 2020, and that had affected PPLD's expenditures during 2020, particularly in the areas of personnel costs and other services (which includes categories like training, travel and so forth).

Operating transfers from the General Fund to the Capital Project Funds are made in accordance with the approved budgets for both 2020 and 2019.

**Pikes Peak Library District
Statement of Expenditures
General Fund**

Percent of Year 91.7%

For the Eleven-Month Period Ended November 30, 2020

Account Description	2020 Budget	YTD Actual	Available Budget	% Used
Personnel Services				
Regular employees	\$ 16,249,063	\$ 13,879,294	\$ 2,369,769	85.4%
Temporary employees	6,375	-	6,375	0.0%
Substitute employees	343,708	80,985	262,723	23.6%
Work-Study And internship	35,000	3,246	31,754	9.3%
Social security contributions	1,317,743	1,024,693	293,049	77.8%
Retirement contributions	1,061,175	881,772	179,403	83.1%
Health Plan contributions	2,200,000	2,017,015	182,985	91.7%
Unemployment insurance	50,000	35,015	14,985	70.0%
Workers compensation	73,500	36,845	36,655	50.1%
Vision Plan insurance	65,000	53,647	11,353	82.5%
Life A&D insurance	65,000	56,719	8,281	87.3%
Tuition assistance	40,000	28,902	11,098	72.3%
Total Personnel Services	21,506,563	18,098,133	3,408,430	84.2%
Supplies				
General	436,995	218,475	218,520	50.0%
Microform	950	-	950	0.0%
Software purchases/licenses	372,070	324,343	47,727	87.2%
Computer supplies	45,754	30,195	15,559	66.0%
Processing	101,744	56,647	45,097	55.7%
Office	70,700	26,367	44,333	37.3%
Other	133,091	24,575	108,516	18.5%
Total Supplies	1,161,304	680,602	480,702	58.6%
Library Materials				
Audio-visual materials	533,514	303,601	229,913	56.9%
Books	1,217,797	712,329	505,468	58.5%
e-materials	2,329,629	1,866,677	462,952	80.1%
Library materials - other	252,683	136,176	116,506	53.9%
Microforms	5,000	-	5,000	0.0%
Periodicals	111,407	105,284	6,123	94.5%
Serials	18,065	12,646	5,419	70.0%
Databases - online services	556,795	520,959	35,836	93.6%
Memorials	111	4,427	(4,315)	0.0%
Total Library Materials	5,025,000	3,662,099	1,362,902	72.9%

Pikes Peak Library District
Statement of Expenditures
General Fund

Percent of Year 91.7%

For the Eleven-Month Period Ended November 30, 2020

Account Description	2020 Budget	YTD Actual	Available Budget	% Used
Utilities				
Gas	91,288	35,529	55,759	38.9%
Electric	493,855	358,064	135,791	72.5%
Water/sewer	121,450	94,052	27,398	77.4%
Storm water fees	7,844	6,479	1,365	82.6%
Total Utilities	714,438	494,124	220,314	69.2%
Telecommunications				
Data	420,000	363,577	56,423	86.6%
Voice	88,000	76,548	11,452	87.0%
Cellular	122,000	80,553	41,447	66.0%
Total Telecommunications	630,000	520,677	109,323	82.6%
Contractual Services				
Janitorial services	335,500	301,356	34,144	89.8%
Carpet cleaning services	136,000	120,063	15,937	88.3%
Library facility rental	592,133	568,877	23,256	96.1%
Common area maintenance	160,194	163,898	(3,704)	102.3%
Storage rental	8,400	13,500	(5,100)	160.7%
Audit	40,000	41,250	(1,250)	103.1%
Legal	75,000	32,885	42,115	43.8%
Consultant	279,720	150,288	129,432	53.7%
Cataloging	45,000	31,480	13,520	70.0%
Trash removal	23,488	14,040	9,448	59.8%
Copier services	61,000	62,268	(1,268)	102.1%
Courier services	226,231	162,589	63,642	71.9%
Liability/property insurance	175,000	167,371	7,629	95.6%
Collection agency fees	15,000	5,853	9,147	39.0%
Printing	111,318	47,839	63,479	43.0%
Programming	450,549	158,915	291,633	35.3%
Treasurer fees	445,000	452,838	(7,838)	101.8%
Microfilming services	22,166	2,674	19,492	12.1%
Computer support agreements	110,504	106,237	4,267	96.1%
Computer equipment maintenance	376,183	361,860	14,323	96.2%
Software licenses	17,050	18,116	(1,066)	106.3%
Software subscriptions	5,180	5,180	-	
Employee Assistance Program	20,600	12,641	7,960	61.4%
Parking	54,000	51,215	2,785	94.8%
Total Contractual Services	3,785,217	3,053,233	731,984	80.7%

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

Percent of Year 91.7%

Account Description	2020 Budget	YTD Actual	Available Budget	% Used
Repairs and Maintenance				
Grounds maintenance	84,000	64,396	19,604	76.7%
Vehicle operating costs	74,625	58,545	16,080	78.5%
Equipment maintenance	387,319	304,564	82,755	78.6%
Equipment repairs	58,532	16,641	41,891	28.4%
Furniture repairs	29,270	3,211	26,059	11.0%
Building repairs	149,523	69,931	79,592	46.8%
Total Repairs and Maintenance	783,269	517,288	265,981	66.0%
Other Services				
Translation services	500	-	500	0.0%
Advertising	1,750	472	1,279	26.9%
Bank And trustee Fees	11,600	6,488	5,112	55.9%
School engagement	1,000	377	623	37.7%
Mileage/Travel reimbursement	83,700	31,117	52,583	37.2%
Employee recruitment	57,000	7,016	49,984	12.3%
Dues and memberships	63,339	32,107	31,232	50.7%
Merchandising	14,769	12,539	2,230	84.9%
Employee recognition	20,375	10,699	9,676	52.5%
Board of Trustees	7,000	145	6,855	2.1%
Community outreach	135,394	62,788	72,606	46.4%
Training	320,316	96,151	224,165	30.0%
Signage	35,100	16,187	18,913	46.1%
Bindery	5,889	2,565	3,324	43.6%
Book mending	1,500	-	1,500	0.0%
Safety	9,000	-	9,000	0.0%
Summer Adventure Club	34,500	26,580	7,920	77.0%
Patron reimbursement	500	-	500	0.0%
Postage	62,500	26,587	35,913	42.5%
Volunteer program	5,800	2,973	2,827	51.3%
Safety and wellness	11,000	2,677	8,323	24.3%
Other grant/donation expenditures	84,584	39,809	44,775	47.1%
Equipment rental	2,700	2,620	80	97.0%
Other	282,126	22,415	259,711	7.9%
Total Other Services	1,251,942	402,311	849,631	32.1%
Capital Outlay				
Other	46,812	12,347	34,465	26.4%
Total Capital Outlay	46,812	12,347	34,465	26.4%
Operating Transfers to Other Funds				
Fund transfers out	1,547,368	1,547,368	-	100.0%
Total Expenditures	\$ 36,451,913	\$ 28,988,183	\$ 7,463,730	79.5%

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

Fund Balance - January 1, 2020	\$ 109,021
Expenditures	3,300
Fund Balance - November 30, 2020	<u>\$ 105,721</u>
 Fund Balance - By Fund - November 30, 2020	
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 Eleven-Month Period Ended November 30, 2020**

Account Description	Multi-Year Budget	Activity		Encumbrances	Available Budget
		2019	2020		
Revenues and Other Sources of Funds					
Donation - Foundation	\$ 5,000	\$ -	\$ -	\$ -	\$ (5,000)
Fund transfers in	148,172	139,627	8,545	-	-
Total Revenues and Other Sources of Funds	153,172	139,627	8,545	-	(5,000)
Expenditures					
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	32,000	-	1,792	15,348	14,860
Convert sound booth room to storage	3,000	-	-	-	3,000
Replace emergency lighting generator	97,224	1,950	95,274	-	-
Furniture	30,000	-	-	-	30,000
Reading room furniture	20,000	-	15,640	-	4,360
Shared workstation - 4-person	2,765	2,765	-	-	-
Additional study room chairs	3,547	3,547	-	-	-
Contingency	2,283	-	-	-	2,283
IT equipment	2,071	-	253	-	1,818
Total Expenditures	\$ 226,396	\$ 22,549	121,015	\$ 15,348	\$ 67,484
Excess Revenues over Expenditures			(112,470)		
Fund Balance - January 1, 2020			195,302		
Fund Balance - November 30, 2020			<u>\$ 82,832</u>		

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Pikes Peak Library District
Penrose Library Capital Projects Fund
For the Eleven-Month Period Ended November 30, 2020

Account Description	Multi-Year Budget	Expenditures		Encumbrances	Available Budget
		2019	2020		
Revenues and Other Sources of Funds					
Fund transfers in	\$ 96,700	\$ 96,700	\$ -	\$ -	\$ -
Expenditures					
Asphalt crack fill	15,764	15,764	-	-	-
Roofing evaluation	30,000	-	2,078	-	27,922
Roof inspection and repair	5,130	-	-	-	5,130
Carnegie-add wall to separate public area from staff area	5,000	-	-	-	5,000
KCH-movable walls/partitions	3,000	-	-	-	3,000
KCH-interior paint	23,500	-	22,390	-	1,110
KCH-replace awning - front entrance	1,500	-	-	-	1,500
Convert Pine/Aspen Room lighting to dimmable	13,000	-	-	-	13,000
Install carpet in vault for meeting room	2,000	-	1,064	-	936
Replace catalog comp to pillars	1,500	-	-	-	1,500
Purchase mural on garage wall	5,250	-	5,250	-	-
Expand lighting controls in lower level	15,000	-	-	-	15,000
Add storefront wall to create office for Adult Education	15,000	-	11,757	-	3,243
Power For moving catalog computers	1,000	-	-	-	1,000
Replace existing parking meters	50,000	-	-	-	50,000
Penrose campus renovation project	568,006	551,856	8,525	-	7,625
Replace lobby rooftop unit	20,544	20,544	-	-	-
Replace existing fire panel	16,921	16,921	-	-	-
Larger trash receptacles	852	-	-	-	852
Chiller replacement	55,000	-	-	-	55,000
Adjustable height desks	-	852	-	-	(852)
KCH - chairs For mezzanine	2,550	-	-	-	2,550
KCH - work tables (4), mezzanine	6,200	-	-	-	6,200
Additional (9) meeting room tables	3,500	-	-	-	3,500
Replace all wooden chairs in public area	13,000	-	12,458	-	542
Replace computer lab tables (8)	10,000	-	-	-	10,000
Stages for two Columbine rooms	12,000	-	-	-	12,000
Contingency	42,875	2,513	10,152	9,140	21,070
Total Expenditures	\$ 938,092	\$ 608,450	73,674	\$ 9,140	\$ 246,828
Excess Revenues over Expenditures			(73,674)		
Fund Balance - January 1, 2020			491,618		
Fund Balance - November 30, 2020			<u>\$ 417,944</u>		

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

Account Description	Multi-Year Budget	Expenditures			Available Budget
		2019	2020	Encumbrances	
Revenues and Other Sources of Funds					
Fund Transfers In	\$ 1,219,467	\$ 1,156,100	\$ 63,367	\$ -	\$ -
Expenditures					
Courtyard improvements	19,916	19,916	-	-	-
Roof replacement	712,758	712,758	-	-	-
Replace skylight/repairs	104,560	104,560	-	-	-
Children's shelf movers	2,500	-	-	-	2,500
Signage	5,000	-	4,850	-	150
Add gas supply to kitchen	25,000	-	22,491	-	2,509
Install new service point first floor	20,000	-	-	-	20,000
Install one way window	6,727	-	6,727	-	-
Revamp Creative Service area	3,000	-	-	-	3,000
Acoustic improvements to editing office	8,000	-	-	-	8,000
Culinary Lab equipment	86,020	-	825	33,007	52,188
Office chairs-meeting room	7,200	7,200	-	-	-
Adjustable height tables - Collection Management	1,200	-	-	-	1,200
Replace chairs - business center	17,000	-	17,000	-	-
Add charging tablets/towers	6,000	-	-	-	6,000
Replace desk-Children's Services	6,000	-	-	-	6,000
Three sit/stand converters	1,000	-	874	-	126
Audio booth	-	-	-	-	-
Replace tables and chairs - training room	9,500	-	-	-	9,500
Boiler replacement	275,000	-	174,038	100,962	-
Contingency	84,061	69,474	13,172	-	1,415
Install additional lights	1,200	-	-	-	1,200
Audio/visual equipment	4,686	3,974	-	-	713
Studio noise mitigation	21,979	1,417	-	-	20,562
Increase stage size	4,908	1,788	-	-	3,120
Venue LED lighting	3,572	3,095	-	-	477
Total Expenditures	\$ 1,436,787	\$ 924,181	239,977	\$ 133,969	\$ 138,660
Excess Revenues over Expenditures			(176,610)		
Fund Balance - January 1, 2020			484,182		
Fund Balance - November 30, 2020			<u>\$ 307,572</u>		

Pikes Peak Library District
Capital Reserve Fund
For the Eleven-Month Period Ended November 30, 2020

Account Description	Multi-Year Budget	Activity			Available Budget
		2019	2020	Encumbrances	
Revenues and Other Sources of Funds					
Fund transfers in	\$ 2,526,440	\$ 1,050,984	\$ 1,475,456	\$ -	\$ -
Tenant improvement reimbursement	61,874	-	53,001	-	(8,873)
Donation - Foundation	123,000	-	-	-	(123,000)
Sale of assets	12,500	-	12,500	-	-
Total Revenues and Other Sources of Funds	2,711,314	1,050,984	1,528,457	-	(131,873)
Expenditures					
Facilities Capital					
District-wide - asphalt maintenance	7,628	7,628	-	-	-
Landscape allowance	40,000	-	34,941	4,919	140
Ruth Holley - replace meeting room carpet	17,401	13,000	-	-	4,401
Ruth Holley - repaint interior	10,000	10,000	-	-	-
Update service points	5,000	4,421	-	-	579
Ruth Holley - add electricity In storage	2,078	2,078	-	-	-
Monument - replace bulbs	1,200	864	-	-	336
Old Colorado City - replace floor main level	75,000	-	-	-	75,000
Roof inspection	25,000	-	8,992	250	15,758
Cheyenne Mountain - replace entry tile with carpet	5,000	-	1,980	-	3,020
Old Colorado City - canopy over book drop	5,000	-	-	-	5,000
Old Colorado City - replace carpet	3,500	-	-	-	3,500
Rockrimmon - replace carpet in meeting room	6,000	-	5,000	-	1,000
Calhan project	284,202	266,865	-	1,858	15,479
Ruth Holley leasehold improvements	61,874	-	-	-	61,874
Manitou Arts Council (MAC) project	203,971	-	16,980	1,800	185,191
MAC - intrusion alarms	12,559	-	6,280	6,280	(1)
MAC - furniture	33,669	-	-	30,944	2,725
Improvements other than buildings	15,111	-	13,446	1,665	-
District-wide - concrete replacement	23,560	5,630	-	-	17,930
District-wide - asphalt repairs	47,072	716	20,107	2,376	23,873
Staff lounge improvements - Penrose	9,972	234	-	-	9,738
Staff lounge improvements - East Library	9,972	1,018	-	-	8,954
Staff lounge improvements - L21c	9,972	2,195	-	-	7,777
Water management system	685	685	-	-	-
District-wide - tree trimming	15,000	-	6,880	-	8,120
Intrusion alarm system	2,850	2,850	-	-	(0)
Bookmobile - awning replacement	4,000	-	-	-	4,000
Bookmobile - (2) half wraps	15,000	-	-	-	15,000
Furniture	25,000	-	2,538	-	22,462
Furniture - prior year	37,389	37,389	-	-	-
Cheyenne Mountain - workroom cabinets storage	2,000	-	-	-	2,000
Fountain AV closet meeting room	3,000	-	-	-	3,000
Ruth Holley meeting room furniture	15,198	15,198	-	-	-
Ruth Holley study room furniture	2,962	2,962	-	-	-
Rockrimmon - redesign Children's area	2,500	-	-	-	2,500
Cheyenne Mountain circulation desk replacement	15,000	-	-	-	15,000
Fountain - furniture teen gaming area	5,000	-	-	-	5,000

Pikes Peak Library District
Capital Reserve Fund
For the Eleven-Month Period Ended November 30, 2020

Account Description	Multi-Year Budget	Activity			Available Budget
		2019	2020	Encumbrances	
Fountain - chair replacement meeting room	6,500	-	-	-	6,500
Ruth Holley - furniture meeting room	10,000	-	7,032	-	2,968
Monument - replace chairs adult area	2,400	-	-	-	2,400
Monument - blind replacement community room	4,700	-	-	-	4,700
Monument - tables and chairs replacement	8,000	-	-	-	8,000
Monument - PC tables and chair replacement	2,000	-	-	-	2,000
Old Colorado City - table and chairs replacement	5,650	-	-	-	5,650
Old Colorado City - charging tables and computer tables	12,000	-	-	-	12,000
Rockrimmon - meeting room tables	3,000	-	-	-	3,000
Shelving	14,428	14,428	-	-	-
Replace tractor	10,000	-	-	9,975	25
Replace generator bookmobile	12,500	-	-	-	12,500
Contingency	341,609	61,055	73,312	640	206,602
Signage allowance	7,618	7,615	3	-	-
Total Facilities Capital	1,500,730	456,831	197,491	60,707	785,701
Communications Capital					
MAC projects	25,450	-	-	-	25,450
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	34,950	-	-	-	34,950
Information Technology Capital					
Servers-East Library data updates	2,000	-	2,000	-	-
Data center redesign	90,000	-	84,309	-	5,691
PC purchases	371,525	-	67,494	216,175	87,856
Technology refresh (staff)	44,000	18,221	7,547	350	17,882
Technology refresh (patrons)	131,000	130,845	155	-	-
PCs-video editing	11,114	-	-	-	11,114
Replace computers	39,484	28,497	9,712	1,274	1
Technology refresh (patrons)	43,795	3,279	19,153	-	21,363
IT Security operations center computers	-	-	-	-	-
Laptops- Young Adult Services	6,000	5,897	103	-	-
Laptops-Children's iPad	6,000	5,980	20	-	-
Self check - Penrose additional data ports	2,500	-	2,500	-	-
Scanners-Collect Management	2,080	-	2,080	-	-
Barcode scanners	15,102	-	15,102	-	-
RFID wands	15,000	-	13,416	-	1,584
Copier replacement	301,000	14,464	107,816	164,955	13,765
Network switches/UPS	346,000	82,739	2,332	11,968	248,961
MAC - networking	75,625	-	51,043	28,986	(4,404)
MAC - phone system	7,672	-	-	4,925	2,747
MAC - other	800	-	-	-	800
MAC - endpoints	31,944	-	5,506	25,077	1,361
MAC - security	101,956	-	26,155	61,593	14,208

Pikes Peak Library District
Capital Reserve Fund
For the Eleven-Month Period Ended November 30, 2020

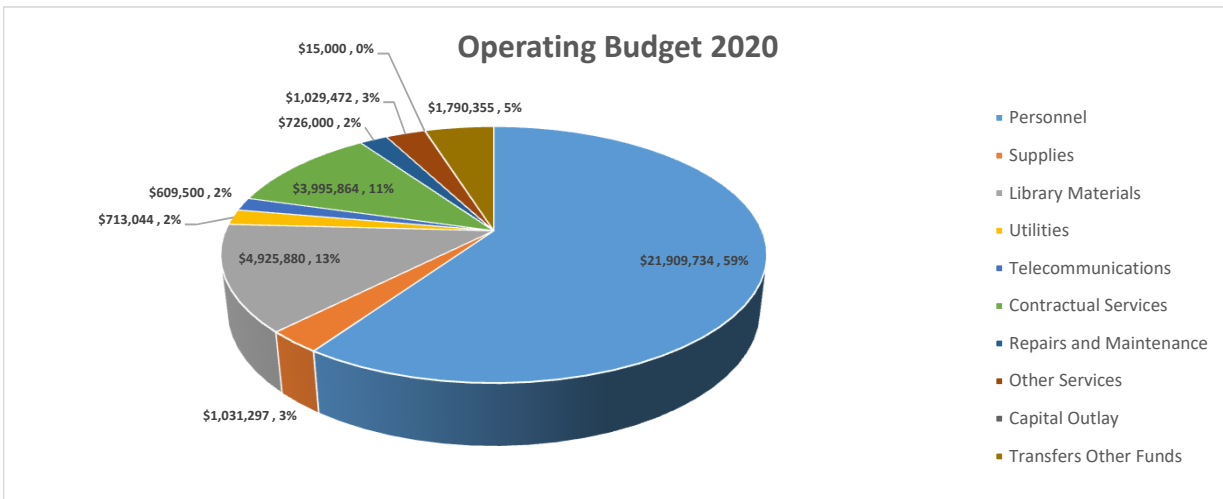
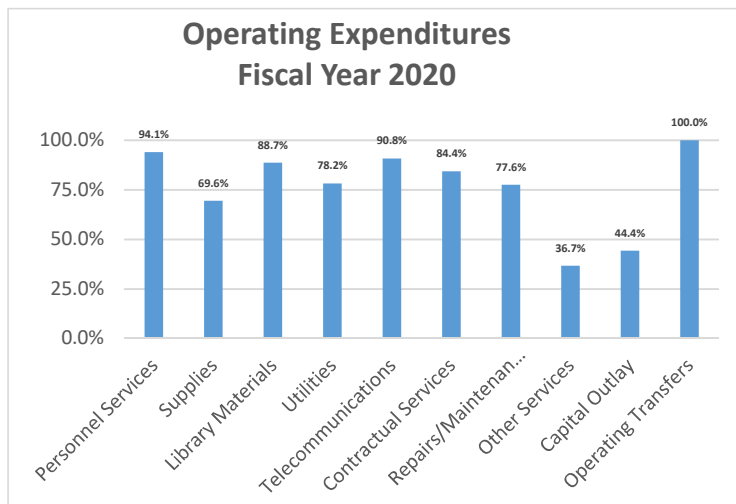
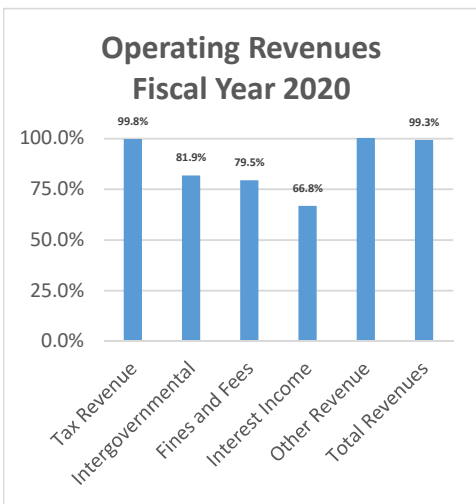
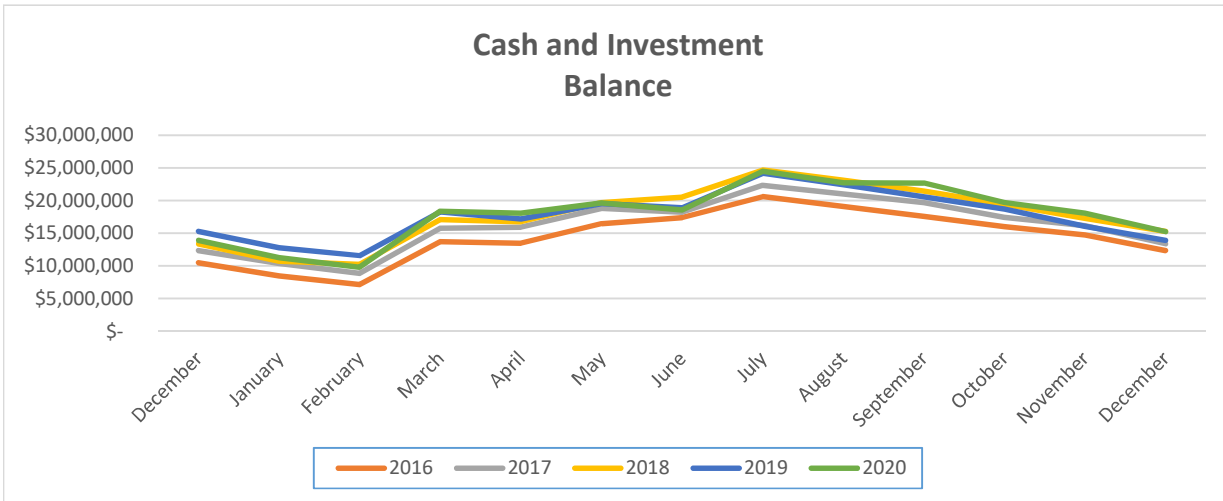
Account Description	Multi-Year Budget	Activity			Available Budget
		2019	2020	Encumbrances	
Surveillance System redesign	18,473	6,922	11,551	-	-
Telephone switches	94,834	61,503	-	-	33,331
Firewall replacement	60,537	14,455	24,535	21,547	-
Switches/UPS replacement	40,000	11,606	11,559	16,835	-
ILS peripherals	265,000	-	27,434	50,081	187,485
IT equipment	49,145	46,368	2,777	-	-
Archival management system	13,400	-	-	-	13,400
AMH bins (2)	20,000	-	-	-	20,000
Genealogy equipment	29,000	15,380	-	-	13,620
East Library teen computers	4,000	-	4,000	-	-
Datacenter project	111,399	-	52,294	6,500	52,605
Security system	203,078	-	-	-	203,078
AV Equipment - districtwide	126,676	-	1,676	-	125,000
IT management reserve	13,492	-	-	-	13,492
Contingency	2,320	2,320	-	-	-
Total Information Capital	2,695,951	448,476	552,269	610,266	1,084,939
Video Studio Capital					
Wireless mic kit	1,300	748	579	-	(27)
Audio recorder	300	-	272	-	28
Audio recorder kit	1,200	-	1,064	-	136
Microphones	9,000	-	-	-	9,000
Video equipment and accessories	1,620	-	-	-	1,620
Video projectors replacement and additions	5,000	-	-	-	5,000
Cameras - Studio21c	37,500	-	33,960	3,232	308
DSLR cameras - checkout	5,700	-	-	-	5,700
Teleprompter	1,550	-	868	-	682
Video cam kit - checkout	3,000	2,100	135	-	765
GoPro kits	1,500	-	1,540	-	(40)
Tripod system	320	-	-	-	320
Photo roller system	1,000	-	1,274	-	(274)
Checkout equipment - L21c	3,900	2,100	1,142	-	658
Chargeable batteries	1,620	-	-	-	1,620
Isolation booth 21C studio	20,000	20,000	-	-	-
Total Video Studio Capital	94,510	24,948	40,834	3,232	25,496
Creative Services Capital					
Equipment initiatives	27,900	-	19,987	-	7,913
Cricut machines	1,200	412	-	-	788
Sand Creek-larger kiln	3,000	-	-	-	3,000
East-larger laser cutter	18,000	17,440	-	-	560
New maker kits	1,000	-	-	-	1,000
Equipment replacement	3,500	792	-	-	2,708
Contingency	51,386	-	-	5,175	46,211
Total Creative Services Capital	105,986	18,644	19,987	5,175	62,180
Total Expenditures	\$ 4,432,126	\$ 948,899	810,581	\$ 679,380	\$ 1,993,266
Excess Revenues over Expenditures			717,876		
Fund Balance - January 1, 2020			1,810,398		
Fund Balance - November 30, 2020			<u>\$ 2,528,274</u>		

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

	COLOTRUST Investments	US Bank Checking	Total Cash
Cash and Investments Balance November 1, 2020	\$ 20,216,284	\$ (420,661)	\$ 19,795,623
Receipts			
Property Taxes	599,394	-	599,394
Cash Receipts	-	9,094	9,094
Credit card receipts	-	3,463	3,463
eRate funding	-	170,436	170,436
Interest	2,172	-	2,172
Disbursements			
Payment of Bills week of 11/6/2020	-	(302,501)	(302,501)
Payment of Bills week of 11/13/2020	-	(268,381)	(268,381)
Payment of Bills week of 11/20/2020	-	(242,780)	(242,780)
Payment of Bills week of 11/27/2020	-	(133,589)	(133,589)
Payment of Bills week of 11/30/2020	-	(9,438)	(9,438)
Payroll 11/13/2020	-	(646,646)	(646,646)
Payroll 11/27/2020 and end of month	-	(873,302)	(873,302)
Transfer between funds	(2,800,000)	2,800,000	-
Cash and Investments Balance November 30, 2020	<u>\$ 18,017,850</u>	<u>\$ 85,695</u>	<u>\$ 18,103,545</u>

Pikes Peak Library District Financial Dashboard

December 2020



Pikes Peak Library District

December 2020 Financial Report

Presented to Board of Trustees on January 20, 2021

**Pikes Peak Library District
General Fund Summary
For the Year Ended December 31, 2020**

General Fund	Year-To-Date				Notes
	2020	2019	Change	% Chg.	
Revenues					
Property taxes	\$ 30,095,829	\$ 28,250,236	\$ 1,845,593	6.5%	
Specific ownership taxes	3,344,277	3,486,228	(141,951)	-4.1%	
Fines/fees	63,627	119,029	(55,402)	-46.5%	
Investment earnings	116,945	426,392	(309,447)	-72.6%	
Other	767,578	709,430	58,149	8.2%	
Total Revenues	\$ 34,388,256	\$ 32,991,314	\$ 1,396,942	4.2%	

Note - Fiscal year 2020 has been dominated in part by the onslaught of Covid-19, a Coronavirus. PPLD's operations have have significantly impacts from the effects of being part of a world-wide pandemic. PPLD's services have been shut down/reduced since March 2020, and that had affected PPLD's revenue collections during 2020, primarily in the areas of specific ownership taxes and investment earnings. Interest rates in 2020 are significantly lower than what they were in 2019.

Property tax revenue for 2020, including interest, exceeded its legal limit by \$180,108. This amount will be refunded to the taxpayers as a temporary mill levy credit as part of the 2021 mill levy.

**Pikes Peak Library District
Statement of Revenues
General Fund
For the Year Ended December 31, 2020**

Percent of Year 100.0%

Account Description	2020 Budget	YTD Actual	Variance	% Used
Tax Revenue				
Property taxes				
Current	\$ 30,262,651	\$ 30,151,031	\$ (111,620)	99.6%
Abatements/refunds	(120,000)	(108,669)	11,331	90.6%
Omitted properties	7,000	7,195	195	102.8%
Delinquent	18,000	11,963	(6,037)	66.5%
Penalties/interest	36,000	24,708	(11,292)	68.6%
Specific ownership taxes	3,300,000	3,344,277	44,277	101.3%
Local government in lieu of prop. taxes	10,000	9,601	(399)	96.0%
Total Tax Revenue	33,513,651	33,440,106	(73,545)	99.8%
Intergovernmental				
Federal funds - other categories	106,974	88,299	(18,675)	82.5%
Federal - eRate Funding	250,000	170,436	(79,564)	68.2%
State Grant - library materials	157,445	162,344	4,899	103.1%
Total Intergovernmental	514,419	421,079	(93,340)	81.9%
Fines and Fees	80,000	63,627	(16,373)	79.5%
Interest Income	175,000	116,945	(58,055)	66.8%
Other Revenue				
Donations/grants/gifts				
PPLD Foundation	252,897	241,864	(11,033)	95.6%
Other	18,000	35,928	17,928	199.6%
Copier charges/PMS charges	50,000	47,269	(2,731)	94.5%
Parking lot collections	12,000	9,096	(2,904)	75.8%
Merchandise sales	-	1,696	1,696	100.0%
Miscellaneous	4,500	5,517	1,017	122.6%
Asset sales proceeds	5,000	5,129	129	102.6%
Total Other Revenue	342,397	346,499	4,102	101.2%
Total General Fund Revenues	\$ 34,625,467	\$ 34,388,256	\$ (237,211)	99.3%

**Pikes Peak Library District
General Fund Summary
For the Year Ended December 31, 2020**

General Fund	Year-To-Date				Notes
	2020	2019	Change	% Chg.	
Expenditures					
Personnel	\$ 20,232,348	\$ 19,795,947	\$ 436,401	2.2%	
Supplies	807,736	707,737	99,999	14.1%	
Library materials	4,454,696	4,685,021	(230,324)	-4.9%	
Utilities	558,584	599,561	(40,977)	-6.8%	
Telecommunication costs	572,194	473,673	98,521	20.8%	
Contractual services	3,194,353	3,283,275	(88,922)	-2.7%	
Repairs and maintenance	607,796	597,464	10,332	1.7%	
Other services	458,875	729,259	(270,384)	-37.1%	
Capital outlay	20,779	51,932	(31,153)	-60.0%	
Operating transfers - other funds	1,547,368	2,443,411	(896,043)	-36.7%	
Total Expenditures	\$ 32,454,729	\$ 33,367,280	\$ (912,551)	-2.7%	

Note - Fiscal year 2020 has been dominated in part by the onslaught of Covid-19, a Coronavirus. PPLD's operations have have significantly impacts from the effects of being part of a world-wide pandemic. PPLD's services have been shut down/reduced since March 2020, and that had affected PPLD's expenditures during 2020, particularly in the areas of personnel costs and other services (which includes categories like training, travel and so forth).

In relation to the pandemic, PPLD incurred additional costs taking additional measures to meet County and State health standards. Near the end of 2020, PPLD received notice that it received a \$500,000 Federal grant to be reimbursed for such expenditures. PPLD is in process of reconciling all financial activity related to additional expenditures as a result of the pandemic. This grant will cover certain related expenditures for both 2021 and 2022.

Operating transfers from the General Fund to the Capital Project Funds are made in accordance with the approved budgets for both 2020 and 2019.

**Pikes Peak Library District
Statement of Expenditures
General Fund
For the Year Ended December 31, 2020**

Percent of Year 100.0%

Account Description	2020 Budget	YTD Actual	Available Budget	% Used
Personnel Services				
Regular employees	\$ 16,249,063	\$ 15,582,480	\$ 666,583	95.9%
Temporary employees	6,375	-	6,375	0.0%
Substitute employees	343,708	81,888	261,820	23.8%
Work-Study And internship	35,000	3,310	31,690	9.5%
Social security contributions	1,317,743	1,148,560	169,182	87.2%
Retirement contributions	1,061,175	990,523	70,651	93.3%
Health Plan contributions	2,200,000	2,198,022	1,978	99.9%
Unemployment insurance	50,000	35,015	14,985	70.0%
Workers compensation	73,500	36,845	36,655	50.1%
Vision Plan insurance	65,000	58,214	6,786	89.6%
Life A&D insurance	65,000	61,855	3,145	95.2%
Tuition assistance	40,000	35,636	4,364	89.1%
Total Personnel Services	21,506,563	20,232,348	1,274,215	94.1%
Supplies				
General	436,995	246,048	190,947	56.3%
Microform	950	-	950	0.0%
Software purchases/licenses	372,070	344,766	27,304	92.7%
Computer supplies	45,754	32,232	13,522	70.4%
Processing	101,744	61,600	40,144	60.5%
Office	70,700	29,001	41,699	41.0%
Other	133,091	94,090	39,001	70.7%
Total Supplies	1,161,304	807,736	353,568	69.6%
Library Materials				
Audio-visual materials	533,514	344,961	188,553	64.7%
Books	1,217,797	796,422	421,375	65.4%
e-materials	2,329,629	2,486,605	(156,976)	106.7%
Library materials - other	252,683	155,790	96,892	61.7%
Microforms	5,000	-	5,000	0.0%
Periodicals	111,407	106,787	4,620	95.9%
Serials	18,065	16,465	1,600	91.1%
Databases - online services	556,795	543,200	13,595	97.6%
Memorials	111	4,467	(4,355)	0.0%
Total Library Materials	5,025,000	4,454,696	570,304	88.7%

Pikes Peak Library District
Statement of Expenditures
General Fund
For the Year Ended December 31, 2020

Percent of Year 100.0%

Account Description	2020 Budget	YTD Actual	Available Budget	% Used
Utilities				
Gas	91,288	46,458	44,830	50.9%
Electric	493,855	406,935	86,920	82.4%
Water/sewer	121,450	98,072	23,378	80.8%
Storm water fees	7,844	7,119	726	90.7%
Total Utilities	714,438	558,584	155,854	78.2%
Telecommunications				
Data	420,000	396,846	23,154	94.5%
Voice	88,000	85,501	2,499	97.2%
Cellular	122,000	89,847	32,153	73.6%
Total Telecommunications	630,000	572,194	57,806	90.8%
Contractual Services				
Janitorial services	335,500	328,523	6,977	97.9%
Carpet cleaning services	136,000	128,630	7,370	94.6%
Library facility rental	592,133	578,141	13,992	97.6%
Common area maintenance	160,194	163,898	(3,704)	102.3%
Storage rental	8,400	13,500	(5,100)	160.7%
Audit	40,000	41,250	(1,250)	103.1%
Legal	75,000	46,153	28,847	61.5%
Consultant	279,720	186,806	92,914	66.8%
Cataloging	45,000	34,274	10,726	76.2%
Trash removal	23,488	16,396	7,092	69.8%
Copier services	61,000	62,884	(1,884)	103.1%
Courier services	226,231	178,083	48,149	78.7%
Liability/property insurance	175,000	167,371	7,629	95.6%
Collection agency fees	15,000	5,853	9,147	39.0%
Printing	111,318	50,690	60,628	45.5%
Programming	450,549	171,441	279,108	38.1%
Treasurer fees	445,000	452,923	(7,923)	101.8%
Microfilming services	22,166	2,674	19,492	12.1%
Computer support agreements	110,504	109,988	516	99.5%
Computer equipment maintenance	376,183	361,860	14,323	96.2%
Software licenses	17,050	18,116	(1,066)	106.3%
Software subscriptions	5,180	5,180	-	
Employee Assistance Program	20,600	13,905	6,695	67.5%
Parking	54,000	55,813	(1,813)	103.4%
Total Contractual Services	3,785,217	3,194,353	590,864	84.4%

Pikes Peak Library District
Statement of Expenditures
General Fund
For the Year Ended December 31, 2020

Percent of Year 100.0%

Account Description	2020 Budget	YTD Actual	Available Budget	% Used
Repairs and Maintenance				
Grounds maintenance	84,000	67,246	16,754	80.1%
Vehicle operating costs	74,625	74,317	308	99.6%
Equipment maintenance	387,319	345,208	42,111	89.1%
Equipment repairs	58,532	17,126	41,406	29.3%
Furniture repairs	29,270	14,101	15,169	48.2%
Building repairs	149,523	89,798	59,725	60.1%
Total Repairs and Maintenance	783,269	607,796	175,473	77.6%
Other Services				
Translation services	500	-	500	0.0%
Advertising	1,750	555	1,195	31.7%
Bank And trustee Fees	11,600	7,039	4,561	60.7%
School engagement	1,000	761	239	76.1%
Mileage/Travel reimbursement	83,700	33,779	49,921	40.4%
Employee recruitment	57,000	8,112	48,889	14.2%
Dues and memberships	63,339	36,137	27,202	57.1%
Merchandising	14,769	12,539	2,230	84.9%
Employee recognition	20,375	13,796	6,579	67.7%
Board of Trustees	7,000	145	6,855	2.1%
Community outreach	135,394	78,854	56,540	58.2%
Training	320,316	119,016	201,300	37.2%
Signage	35,100	18,879	16,221	53.8%
Bindery	5,889	2,565	3,324	43.6%
Book mending	1,500	190	1,310	12.7%
Safety	9,000	-	9,000	0.0%
Summer Adventure Club	34,500	26,580	7,920	77.0%
Patron reimbursement	500	-	500	0.0%
Postage	62,500	28,387	34,113	45.4%
Volunteer program	5,800	3,057	2,743	52.7%
Safety and wellness	11,000	2,677	8,323	24.3%
Other grant/donation expenditures	84,584	39,809	44,775	47.1%
Equipment rental	2,700	2,620	80	97.0%
Other	282,126	23,377	258,749	8.3%
Total Other Services	1,251,942	458,875	793,067	36.7%
Capital Outlay				
Other	46,812	20,779	26,034	44.4%
Total Capital Outlay	46,812	20,779	26,034	44.4%
Operating Transfers to Other Funds				
Fund transfers out	1,547,368	1,547,368	-	100.0%
Total Expenditures	\$ 36,451,913	\$ 32,454,729	\$ 3,997,184	89.0%

**Pikes Peak Library District
Special Revenue Funds
For the Year Ended December 31, 2020**

Fund Balance - January 1, 2020	\$ 109,021
Expenditures	3,300
Fund Balance - December 31, 2020	<u>\$ 105,721</u>
Fund Balance - By Fund - December 31, 2020	
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 Year Ended December 31, 2020**

Account Description	Multi-Year Budget	Activity		Encumbrances	Available Budget
		2019	2020		
Revenues and Other Sources of Funds					
Donation - Foundation	\$ 5,000	\$ -	\$ -	\$ -	\$ (5,000)
Fund transfers in	148,172	139,627	8,545	-	-
Total Revenues and Other Sources of Funds	153,172	139,627	8,545	-	(5,000)
Expenditures					
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	32,000	-	1,792	15,348	14,860
Convert sound booth room to storage	3,000	-	-	-	3,000
Replace emergency lighting generator	97,224	1,950	95,274	-	-
Furniture	30,000	-	-	-	30,000
Reading room furniture	20,000	-	15,640	-	4,360
Shared workstation - 4-person	2,765	2,765	-	-	-
Additional study room chairs	3,547	3,547	-	-	-
Contingency	2,283	-	-	-	2,283
IT equipment	2,071	-	253	-	1,818
Total Expenditures	\$ 226,396	\$ 22,549	121,015	\$ 15,348	\$ 67,484
Excess Revenues over Expenditures			(112,470)		
Fund Balance - January 1, 2020			195,302		
Fund Balance - December 31, 2020			<u>\$ 82,832</u>		

**Pikes Peak Library District
Penrose Library Capital Projects Fund
For the Year Ended December 31, 2020**

Account Description	Multi-Year Budget	Expenditures		Encumbrances	Available Budget
		2019	2020		
Revenues and Other Sources of Funds					
Fund transfers in	\$ 96,700	\$ 96,700	\$ -	\$ -	\$ -
Expenditures					
Asphalt crack fill	15,764	15,764	-	-	-
Roofing evaluation	30,000	-	2,078	-	27,922
Roof inspection and repair	5,130	-	-	-	5,130
Carnegie-add wall to separate public area from staff area	5,000	-	-	-	5,000
KCH-movable walls/partitions	3,000	-	-	-	3,000
KCH-interior paint	23,500	-	22,390	-	1,110
KCH-replace awning - front entrance	1,500	-	-	-	1,500
Convert Pine/Aspen Room lighting to dimmable	13,000	-	-	-	13,000
Install carpet In vault for meeting room	2,000	-	1,064	-	936
Replace catalog comp to pillars	1,500	-	-	-	1,500
Purchase mural on garage wall	5,250	-	5,250	-	-
Expand lighting controls in lower level	15,000	-	-	-	15,000
Add storefront wall to create office for Adult Education	15,000	-	11,757	-	3,243
Power For moving catalog computers	1,000	-	-	-	1,000
Replace existing parking meters	50,000	-	-	-	50,000
Penrose campus renovation project	568,006	551,856	8,525	-	7,625
Replace lobby rooftop unit	20,544	20,544	-	-	-
Replace existing fire panel	16,921	16,921	-	-	-
Larger trash receptacles	852	-	-	-	852
Chiller replacement	55,000	-	-	-	55,000
Adjustable height desks	-	852	-	-	(852)
KCH - chairs For mezzanine	2,550	-	-	-	2,550
KCH - work tables (4), mezzanine	6,200	-	-	-	6,200
Additional (9) meeting room tables	3,500	-	-	-	3,500
Replace all wooden chairs in public area	13,000	-	12,458	-	542
Replace computer lab tables (8)	10,000	-	-	-	10,000
Stages for two Columbine rooms	12,000	-	-	-	12,000
Contingency	42,875	2,513	10,152	9,140	21,070
Total Expenditures	\$ 938,092	\$ 608,450	73,674	\$ 9,140	\$ 246,828
Excess Revenues over Expenditures			(73,674)		
Fund Balance - January 1, 2020			491,618		
Fund Balance - December 31, 2020			<u>\$ 417,944</u>		

**Pikes Peak Library District
Library 21c Capital Projects Fund
For the Year Ended December 31, 2020**

Account Description	Multi-Year Budget	Expenditures			Available Budget
		2019	2020	Encumbrances	
Revenues and Other Sources of Funds					
Fund Transfers In	\$ 1,219,467	\$ 1,156,100	\$ 63,367	\$ -	\$ -
Expenditures					
Courtyard improvements	19,916	19,916	-	-	-
Roof replacement	712,758	712,758	-	-	-
Replace skylight/repairs	104,560	104,560	-	-	-
Children's shelf movers	2,500	-	-	-	2,500
Signage	5,000	-	4,850	-	150
Add gas supply to kitchen	25,000	-	22,491	-	2,509
Install new service point first floor	20,000	-	-	-	20,000
Install one way window	6,727	-	6,727	-	-
Revamp Creative Service area	3,000	-	-	-	3,000
Acoustic improvements to editing office	8,000	-	-	-	8,000
Culinary Lab equipment	86,020	-	825	33,007	52,188
Office chairs-meeting room	7,200	7,200	-	-	-
Adjustable height tables - Collection Management	1,200	-	-	-	1,200
Replace chairs - business center	17,000	-	17,000	-	-
Add charging tablets/towers	6,000	-	-	-	6,000
Replace desk-Children's Services	6,000	-	-	-	6,000
Three sit/stand converters	1,000	-	874	-	126
Audio booth	-	-	-	-	-
Replace tables and chairs - training room	9,500	-	-	-	9,500
Boiler replacement	275,000	-	291,744	-	(16,744)
Contingency	84,061	69,474	13,172	-	1,415
Install additional lights	1,200	-	-	-	1,200
Audio/visual equipment	4,686	3,974	-	-	713
Studio noise mitigation	21,979	1,417	-	-	20,562
Increase stage size	4,908	1,788	-	-	3,120
Venue LED lighting	3,572	3,095	-	-	477
Total Expenditures	\$ 1,436,787	\$ 924,181	357,683	\$ 33,007	\$ 121,916
Excess Revenues over Expenditures			(294,316)		
Fund Balance - January 1, 2020			484,182		
Fund Balance - December 31, 2020			<u>\$ 189,866</u>		

**Pikes Peak Library District
Capital Reserve Fund
For the Year Ended December 31, 2020**

Account Description	Multi-Year Budget	Activity			Available Budget
		2019	2020	Encumbrances	
Revenues and Other Sources of Funds					
Fund transfers in	\$ 2,526,440	\$ 1,050,984	\$ 1,475,456	\$ -	\$ -
Tenant improvement reimbursement	61,874	-	53,001	-	(8,873)
Donation - Foundation	123,000	-	-	-	(123,000)
Sale of assets	12,500	-	12,500	-	-
Total Revenues and Other Sources of Funds	2,723,814	1,050,984	1,540,957	-	(131,873)
Expenditures					
Facilities Capital					
District-wide - asphalt maintenance	7,628	7,628	-	-	-
Landscape allowance	40,000	-	37,354	2,506	140
Ruth Holley - replace meeting room carpet	17,401	13,000	-	-	4,401
Ruth Holley - repaint interior	10,000	10,000	-	-	-
Update service points	5,000	4,421	-	-	579
Ruth Holley - add electricity In storage	2,078	2,078	-	-	-
Monument - replace bulbs	1,200	864	-	-	336
Old Colorado City - replace floor main level	75,000	-	-	-	75,000
Roof inspection	25,000	-	8,992	250	15,758
Cheyenne Mountain - replace entry tile with carpet	5,000	-	1,980	-	3,020
Old Colorado City - canopy over book drop	5,000	-	-	-	5,000
Old Colorado City - replace carpet	3,500	-	-	-	3,500
Rockrimmon - replace carpet in meeting room	6,000	-	5,000	-	1,000
Calhan project	284,202	266,865	1,578	-	15,759
Ruth Holley leasehold improvements	61,874	-	-	-	61,874
Manitou Arts Council (MAC) project	203,971	-	20,944	169,959	13,068
MAC - intrusion alarms	12,559	-	6,280	6,280	(1)
MAC - furniture	33,669	-	3,004	27,940	2,725
Improvements other than buildings	15,111	-	14,263	848	-
District-wide - concrete replacement	23,560	5,630	-	-	17,930
District-wide - asphalt repairs	47,072	716	20,107	2,376	23,873
Staff lounge improvements - Penrose	9,972	234	-	-	9,738
Staff lounge improvements - East Library	9,972	1,018	-	-	8,954
Staff lounge improvements - L21c	9,972	2,195	-	-	7,777
Water management system	685	685	-	-	-
District-wide - tree trimming	15,000	-	6,880	-	8,120
Intrusion alarm system	2,850	2,850	-	-	(0)
Bookmobile - awning replacement	4,000	-	-	4,000	-
Bookmobile - (2) half wraps	15,000	-	2,787	-	12,213
Furniture	25,000	-	8,502	11,943	4,555
Furniture - prior year	37,389	37,389	-	-	-
Cheyenne Mountain - workroom cabinets storage	2,000	-	-	-	2,000
Fountain AV closet meeting room	3,000	-	-	-	3,000
Ruth Holley meeting room furniture	15,198	15,198	-	-	-
Ruth Holley study room furniture	2,962	2,962	-	-	-
Rockrimmon - redesign Children's area	2,500	-	-	-	2,500
Cheyenne Mountain circulation desk replacement	15,000	-	-	15,000	-
Fountain - furniture teen gaming area	5,000	-	-	-	5,000

**Pikes Peak Library District
Capital Reserve Fund
For the Year Ended December 31, 2020**

Account Description	Multi-Year Budget	Activity			Available Budget
		2019	2020	Encumbrances	
Fountain - chair replacement meeting room	6,500	-	-	-	6,500
Ruth Holley - furniture meeting room	10,000	-	7,032	-	2,968
Monument - replace chairs adult area	2,400	-	-	-	2,400
Monument - blind replacement community room	4,700	-	-	-	4,700
Monument - tables and chairs replacement	8,000	-	-	-	8,000
Monument - PC tables and chair replacement	2,000	-	-	-	2,000
Old Colorado City - table and chairs replacement	5,650	-	-	-	5,650
Old Colorado City - charging tables and computer tables	12,000	-	-	-	12,000
Rockrimmon - meeting room tables	3,000	-	-	-	3,000
Shelving	14,428	14,428	-	-	-
Replace tractor	10,000	-	9,975	-	25
Replace generator bookmobile	12,500	-	-	-	12,500
Contingency	341,609	61,055	85,521	11,435	183,598
Signage allowance	7,618	7,615	3	-	-
Total Facilities Capital	1,500,730	456,831	240,202	252,537	551,160
Communications Capital					
MAC projects	25,450	-	168	502	24,780
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	34,950	-	168	502	34,280
Information Technology Capital					
Servers-East Library data updates	2,000	-	2,000	-	-
Data center redesign	90,000	-	90,000	-	-
PC purchases	371,525	-	67,494	216,175	87,856
Technology refresh (staff)	44,000	18,221	7,854	-	17,925
Technology refresh (patrons)	131,000	130,845	155	-	-
PCs-video editing	11,114	-	-	-	11,114
Replace computers	39,484	28,497	10,618	240	129
Technology refresh (patrons)	43,795	3,279	19,153	-	21,363
IT Security operations center computers	-	-	-	-	-
Laptops- Young Adult Services	6,000	5,897	103	-	-
Laptops-Children's iPad	6,000	5,980	20	-	-
Self check - Penrose additional data ports	2,500	-	2,500	-	-
Scanners-Collect Management	2,080	-	2,080	-	-
Barcode scanners	15,102	-	15,102	-	-
RFID wands	15,000	-	13,416	-	1,584
Copier replacement	301,000	14,464	272,771	-	13,765
Network switches/UPS	346,000	82,739	2,332	11,968	248,961
MAC - networking	75,625	-	80,030	-	(4,405)
MAC - phone system	7,672	-	1,824	3,101	2,747
MAC - other	800	-	-	-	800
MAC - endpoints	31,944	-	13,106	17,477	1,361
MAC - security	101,956	-	35,439	52,324	14,193

**Pikes Peak Library District
Capital Reserve Fund
For the Year Ended December 31, 2020**

Account Description	Multi-Year Budget	Activity			Available Budget
		2019	2020	Encumbrances	
Surveillance System redesign	18,473	6,922	11,551	-	-
Telephone switches	94,834	61,503	-	-	33,331
Firewall replacement	60,537	14,455	24,535	21,547	-
Switches/UPS replacement	40,000	11,606	11,559	16,835	-
ILS peripherals	265,000	-	27,434	50,081	187,485
IT equipment	49,145	46,368	2,777	-	-
Archival management system	13,400	-	-	-	13,400
AMH bins (2)	20,000	-	-	-	20,000
Genealogy equipment	29,000	15,380	-	-	13,620
East Library teen computers	4,000	-	4,000	-	-
Datacenter project	111,399	-	54,563	6,500	50,336
Security system	203,078	-	-	-	203,078
AV Equipment - districtwide	126,676	-	1,676	-	125,000
IT management reserve	13,492	-	-	-	13,492
Contingency	2,320	2,320	-	-	-
Total Information Capital	2,695,951	448,476	774,092	396,248	1,077,134
Video Studio Capital					
Wireless mic kit	1,300	748	579	-	(27)
Audio recorder	300	-	272	-	28
Audio recorder kit	1,200	-	1,064	-	136
Microphones	9,000	-	-	8,192	808
Video equipment and accessories	1,620	-	-	-	1,620
Video projectors replacement and additions	5,000	-	-	-	5,000
Cameras - Studio21c	37,500	-	33,960	3,232	308
DSLR cameras - checkout	5,700	-	-	-	5,700
Teleprompter	1,550	-	868	-	682
Video cam kit - checkout	3,000	2,100	135	-	765
GoPro kits	1,500	-	1,540	-	(40)
Tripod system	320	-	-	-	320
Photo roller system	1,000	-	1,274	-	(274)
Checkout equipment - L21c	3,900	2,100	1,142	-	658
Chargeable batteries	1,620	-	-	-	1,620
Isolation booth 21C studio	20,000	20,000	-	-	-
Total Video Studio Capital	94,510	24,948	40,834	11,424	17,304
Creative Services Capital					
Equipment initiatives	27,900	-	19,987	-	7,913
Cricut machines	1,200	412	-	-	788
Sand Creek-larger kiln	3,000	-	-	2,979	21
East-larger laser cutter	18,000	17,440	-	-	560
New maker kits	1,000	-	-	-	1,000
Equipment replacement	3,500	792	-	-	2,708
Contingency	51,386	-	5,175	157	46,054
Total Creative Services Capital	105,986	18,644	25,162	3,136	59,044
Total Expenditures	\$ 4,432,126	\$ 948,899	1,080,458	\$ 663,847	\$ 1,738,922
Excess Revenues over Expenditures			460,499		
Fund Balance - January 1, 2020			1,810,398		
Fund Balance - December 31, 2020			<u>\$ 2,270,897</u>		

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

	COLOTRUST Investments	US Bank Checking	Total Cash
Cash and Investments Balance December 1, 2020	\$ 18,017,850	\$ 85,695	\$ 18,103,545
Receipts			
Property Taxes	267,640	-	267,640
Cash Receipts	-	19,115	19,115
Credit card and other activity	-	2,161	2,161
Foundation distribution	-	128,690	128,690
Interest	1,752	-	1,752
Disbursements			
Payment of Bills week of 12/4/2020	-	(333,828)	(333,828)
Payment of Bills week of 12/11/2020	-	(134,571)	(134,571)
Payment of Bills week of 12/18/2020	-	(389,870)	(389,870)
Payment of Bills week of 12/24/2020	-	(285,074)	(285,074)
Payment of Bills week of 12/31/2020	-	(626,452)	(626,452)
Payroll 12/11/2020	-	(645,109)	(645,109)
Payroll 12/24/2020 and end of month	-	(852,264)	(852,264)
Transfer between funds	(3,200,000)	3,200,000	-
Cash and Investments December 31, 2020	<u>\$ 15,087,242</u>	<u>\$ 168,493</u>	<u>\$ 15,255,735</u>

Public Services Report December 2020

North Region Community -



On December 1, Library 21c launched the “Park & Text” Curbside model. With “Park & Text,” staff utilize the Unique texting software to

communicate with patrons. Patrons park their vehicles in a designated spot and text staff to communicate their need for Curbside service. In the event a patron is unable to text, they are encouraged to flash their hazard lights for assistance. Walk-up service continues to be provided. As a result of this service modification, staff are safer as they make fewer trips outdoors in the frigid, sometimes icy conditions. The process is a continued exercise in teamwork; staff communicate with and assist one another while working Curbside, and they experiment with different ways to provide the best service. The “Park & Text” model has been successful. Both patrons and staff appreciate the evolving expediency of Library 21c’s Curbside service, and most standard holds requests are swiftly fulfilled within a few minutes. “Park & Text” was a two-month collaborative effort between Public Services, Collections Management, Communications, and Facilities, and Library 21c staff share their appreciation for the guidance and support to kickstart this service. Other libraries in the district will be rolling out the new model in December and January.

RO’s PPLD Pen Pals program is still going strong despite current circumstances. They hope to expand this program District-wide to increase its reach to help combat loneliness in 2021.

Resources -

Calhan residents are really pleased with the addition of faxing services at the Calhan Library. This is a high demand service during tax season in Calhan, and the only other fax service (formerly at the Town Hall) is currently unavailable due to pandemic closures.

In collaboration with Family and Childrens and Young Adult Services, Allison Presley and Kim Cox (HI) continue to work on the recommendations and videos for promoting YA and middle grade books to adults. Videos coming to Facebook soon! With all the trauma and stress of the pandemic, many readers have found escape and comfort in re-reading favorites from their youth. Kim and Allison have put together readalike lists for many childhood classics to remind adults of the wonder of these titles, the value of reading them as adults, and suggestions for newer children and young adult fiction that have similar appeal.

The town of Palmer Lake has received plans for the replacement of the exterior entrance ramp. They are working with their contractor to set a construction schedule. When ADA improvements have been completed, we will be able to return service to the Palmer Lake Library.

Innovation/Creativity -



To share staff talent and boost morale, all employees working within Library 21c were invited to contribute to a gallery of artwork. Senior Associates Yelena Mitchell and John Jarrell collected the artwork and hung the pieces in early December. To persuade people to share their art, a friendly bit competition was added; staff were encouraged to vote for their favorite piece, and prizes will be awarded to the first,

second, and third place winners in early January. The staff art gallery has been a terrific way to share staff talent and, for the first time in many months, make use of Library 21c's gallery space.

Service -

Rural communities work best with a lot of word of mouth, so CA staff are trying different avenues to get the word out about their services and to reach new patrons in the community. In December, Tasha Ryan (CA) and Andrea Keiter (CA) distributed library fliers around Calhan, including 100 flyers to the Eastern Plains Community Pantry, which will be put into the boxes they hand out to those in need.

Tina Matiatos, from RO, along with other services staff have been putting together a virtual homeschool science fair which has started to be advertised and hosted through Biblioboard- much like Rockrimmon's Community Art Show. This will encourage families to go through the science fair project process.

Internal/Staff -

HI and CA staff have completed the design of their new internal staff recognition plan. Staff can nominate their co-workers in one of three categories: teamwork, plus one customer service, and problem solving. There will be one winner each month who will receive a thank you note with pin. Staff can wear their "flare" if they chose. After 3 pins in any category, staff can pick a book from the Friends, an extra professional development hour, or some chocolate. They will be recognized in the staff meeting. This kicks off in January!



Accountability -

Monument had its first order of chairs reupholstered with easy-clean vinyl completed, though the adult area couch was mistakenly redone with the Children's area chosen color. This happened to be a beneficial bungle as the larger couch is better suited to family seating anyways.

Monument elected to have all soft-upholstery replaced with an easy-clean option, which was less expensive than purchasing new furniture.

Since Rockrimmon had many strong candidates for its 24hr Assistant position, 21C and MO were able to pull from the list of candidates and will have abbreviated interviews for their respective locations' Assistant vacancies, planned for the beginning of the New Year.



Quarantined materials before implementing item "pre-check" and 24-hour quarantine.



Quarantined items after implementing

Library 21c implemented in December a change in procedures that allowed it to successfully move to a 24-hour quarantine period. Following East Library's lead, in early December staff at 21c began "pre-checking"

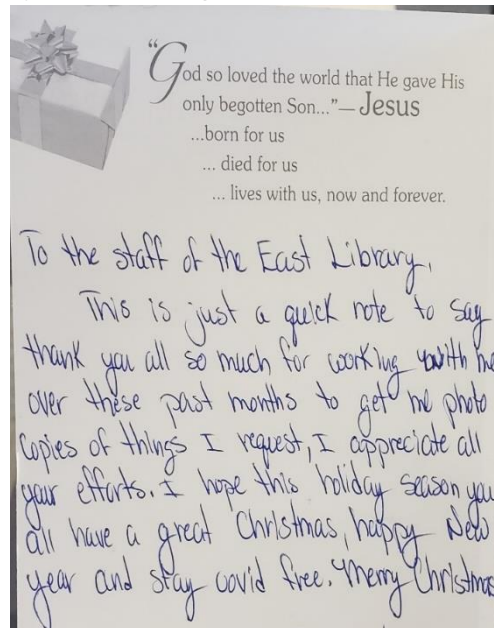
returned materials for damage, missing components, and bedbugs. Prior to this adjustment, staff would empty book drops of returns and bag the items to restrict the spread of bedbugs during the quarantine period. By checking items in advance for bugs and damage and then allowing them to quarantine, staff have removed the need for bags to contain items. This has cut back on waste and has made the entire process more efficient. Coinciding with the modification to "pre-check" returned items was a large push to complete processing of Library 21c's existing 10+ days of quarantined materials. Thanks to the determination of 21c staff and assistance from Young Adult Services and Collections Management, by December 16, Library 21c's collection of returned items was at the preferred 24-hour quarantine period.

Southeast Region
Community –

A patron recently asked Fountain Senior Library Associate, Mary Gapko, what good our current model of service was doing, and her response was that we are getting to know our patrons better. "When a patron comes in, they have to interact with us, and we are getting to know their names and faces much better than before."

Resources –

At Ruth Holley, Cynde Roberts (Senior Library Associate) has made it possible for families to take advantage of themed J Easy book bundles she has been creating. She was also able to give out several board books to expecting families and parents with babies to celebrate this month's Bumps and Babies Resource Fair. She also made sure other staff were aware of this fabulous program so they could share it with the patrons they served.



East Library sporadically receives requests from individuals who are incarcerated in a facility through the Department of Corrections. This activity seemed to have picked up in recent months. Trent Templeton (Library Associate) usually provides responses to these inquiries and over time has seen the same names continuing to request information. In 2020 he received and responded to 94 of those requests! We even received a Christmas card from one of the regulars.

Innovation/Creativity –

East hosted PPLD's first Drive-up Storytime. On a FRIGID morning (12/30/20) when temperatures were in the 20s and the wind was not very helpful - several Family & Children's

Services staff and Jami Dykema (Senior Library Associate) from East Library entertained 4 cars containing 22 people for two storytimes utilizing an FM transmitter that patrons can tune into from their cars. They learned a lot from the experience and East is happy to help the district develop this new program! Email reference also received this complimentary email that day:

"I just wanted to say thank you to ppld east for story time this morning. It was pretty awkward as are most things in 2020 but these ladies were out there in 25 degree weather singing and dancing and bringing smiles to kids faces. They are heroes in my eyes. Selfless and beautiful. So again, thank you!"

Jordan Romero (Sand Creek Senior Library Associate), Jake Rundle (Sand Creek Library Manager) and Jenny Kremyar (Southeast Creative Librarian) visited the MAC to get a tour of their ceramics studios. Romero and Kremyar are working with the Trust for Public Land, RISE Southeast, and the City of Colorado Springs to install two tile murals in Panorama Park. The MAC has some of the larger clay working elements that Kremyar and Romero will need to get clay ready for the public to begin making tiles for this installation. We will begin scheduling time in Late January to mix clay using their clay mixer and prepare that clay for tile making using the MAC's slab roller. Sharing these tools will keep the cost down for Sand Creek and bring in artists and visitors of the MAC to this amazing project.

Service -

Melody Philbrick (Fountain Senior Library Associate) has been serving patrons through email by offering reference help for specific reading levels and nonfiction suggestions this month. She says it takes a little more time, but it is helpful to our patrons because they are unable to browse at this time and it is a service that she would offer to them if they were in the library.

Internal/Staff –

Yvette Dow-Rose (Fountain Library Associate) was able to attend the EDI conference that was presented by the Amigos Library Services in December and the *Where Do We Go From Here?* She also attended sessions presented by Diversity University. She said both trainings were powerful and provided a wealth of information and resources that apply to our services and patrons we serve.

Congratulations to Sara Sharples (Sand Creek Senior Library Associate), Mark Fletcher (Fountain Library Supervisor), and Gigi Holman (Fountain Library Manager) on completing the PPLD Leadership Certificate program.

Accountability –

East Library made it to 24-hour quarantine! This happened in mid-December and there was a collective sigh of relief. Now we typically finish each day's returns by 2 pm, and then can focus the rest of the day on shelving, pull list, etc.

West Region

Community -

Penrose Librarian Evan Childress has worked with FCS to purchase books for a reading program that one of the schools that Penrose partners with is offering to their students. This is a perfect example of relationship development, whereby when this opportunity to partner presented itself, Evan was able to support literacy in the Community.



Mobile Library Services & Combating Loneliness During the Pandemic...

A patron remarked, "Can't feel safe anywhere anymore but the Bookmobile, I don't go anywhere but here."

Rather than postpone service to the Lobby Stops facilities that are combatting outbreaks, we are offering "contactless service". The service has been well received and keeps the residents stocked in reading and watching materials.

At the Cheyenne Mountain Library Sr. Associate Katie Smith and Assistant Pam Werling participated again this year in Meadows Park Community Center's Gingerbread Village program with Mobile Library Services. Smith said, "Local businesses and organizations make a house each year, based on a theme selected by the Meadow Park Community Center kids. The houses go on display at an annual luncheon at Hotel Elegante. This year, that event is virtual.



Old Colorado City patrons continue to comment about how much they appreciate all we continue to do and how very much they miss us. One patron sent in a "Contact Us" email and shared the following compliment:



"The OCC librarians are the lights of this dark season. I love the "Staff Picks" that you included with our latest pick-up. One of your librarians (perhaps, Susan?) found and put on hold the perfect books on CD for our family. This has happened more times than I can count. One of the librarians has the perfect suggestion or goes the extra mile to help us find a book. Everyone is unfailingly warm, thoughtful, and helpful. I can't express the profoundly important role of the OCC library in my family's life. Thank you!"

In preparation for the transition to the Manitou Arts Center, some of Manitou Springs Library special collection books were selected for discard. Jenny connected with the local heritage societies in both Manitou Springs and Ute Pass for donation. These goodwill gestures will help ensure a lasting and reciprocal partnership with our community.

Innovation/Creativity -

When the frame for hanging the clay sculptures created by community members as part of PPLD's Maker in Residence Program began to bow under the weight of the art and would not support the patron's creations, Senior Associate Caitlyn Zimmer innovated to find a way to display them in the library's window for people to see inside or outside. Facilities tech, Dave Krueger assisted with the implementation.



Sarah Hoelting coordinated with OL's circulation trainer, Susan Simpson, and branch manager, Amber Cox, to kickstart book bundles at Curbside for OL patrons. Amber coordinated with Jenny Pierce, Director of Collection Management, to create an OL display account for checking out items for the book bundles, and a list of criteria to consider during this test pilot phase to share with other locations at a future date. Sarah curated a physical menu (list) of 10 themes for both adults and children to pick from while utilizing Curbside services. Sarah continues

to update the menu every Friday to start fresh on the following Monday.



Service -

Senior Associate Laurel Bergsten wrapped themed bundles of discarded books in non-circulating condition and placed them on a free cart at curbside, a gift to patrons. One patron commented on Facebook, "a good resource for those you know who are struggling this year."

Internal/Staff



< Old Colorado City Staff Holiday Photos, in-person and virtual.

Accountability -

Several months ago, Sara Gallagher initiated an assessment of the janitorial services being conducted at UT and MA. The findings were shared with Branch Manager, Whitney Springer, who has followed up with the cleaning company, CBM. CBM is adding accountability measures and training to ensure that the branches are being cleaned in accordance with the contract.

Adult Education

Community –

Solidified a partnership with the Pikes Peak Workforce Center and D-11 to create a digital literacy learning pathways for Adult Education students, and any adult interested in improving their digital literacy skills for employment. We will be sharing the use of PPLD's Northstar Digital Literacy subscription.

Internal/Staff –

Adult Education, Adult Services, and Administration held a joint, after-hours paint night with most staff participating. We did introductions, did some ice breakers, and shared our creative expressions.

Adult Services

Community -

Sandy Hancock presented to Manitou Made (8 attendees) on Lynda.com and Gale Small Business Builder. She also presented to VetNet Small Business group (22 attendees) on general and business library resources.

Bryan Matthews hosted 3 popular virtual programs in December:

- *Beethoven at 250*, an on-demand presentation viewed through PPLD YouTube channel, had 109 views in the month of December. This program was written and produced by Michael Campion, classical music on-air host at a local radio station.
- *Pikes Peak or Bust: Colorado Women '59ers* was a sixty-minute live program presented via Zoom platform on December 9. Author JvL (Julie) Bell presented a program based on her books and research in the subject matter. Program had 5 live participants and 32 subsequent views on the PPLD YouTube channel.
- *Sherlock Holmes in Little London: 1896 The Missing Year* was a sixty-minute live program presented via Zoom platform on December 16. Author John Wesley Anderson presented a program based on his newly released book and his knowledge of Sir Arthur Conan Doyle's novels/short stories of the famous detective. Program had over 68 live participants and 117 subsequent views on the PPLD YouTube channel.

Amy Rodda met with the Pikes Peak Area Agency on Aging to discuss the Medicare 101 classes and collaboration. They will be revamping the classes a bit to provide information in smaller chunks. They will also be providing classes exclusively through PPLD (they were also offering another set of classes on their own.) The classes will be virtual for all of 2021.

Resources -

Sandy was interviewed by Fox21 news for the IndyGive campaign and was able to highlight PPLD's business resources. <https://www.fox21news.com/living-local/resources-you-can-count-on-pikes-peak-library-district-is-here-for-you/>. She also attended the Colorado Business Economic Outlook Forum.

This month we had seven people attend the Virtual Pro Se Clinic. She completed 34 one on one appointments. While the prisons are still on lockdown, she is still receiving requests from inmates. One who writes regularly, was released from the infirmary recently after struggling with COVID. Hearing of their challenges has made her appreciative of the relative freedoms we have even with the existing restrictions in place. While in lockdown, most only get to leave their cell every other day for a short shower, so they are appreciative to have their requests filled.

Deb finished and published the Money Issues Libguide. In working with a patron, she realized that she needed to update the directions for accessing Westlaw at home, so she revised those directions and reposted them. There will be more updates to come since both Colorado and the Federal government passed new relief legislation.

Melissa Mitchell worked with ALA to reschedule the Americans and the Holocaust Exhibit. PPLD will now host the exhibit September 1 – October 13, 2023.

Innovation/Creativity -

Staff have reached out asking for a self-paced murder mystery program. Sara Gallagher pointed out one library's innovative program. Meagan Huber met with Alyssa from the Muskingum

County Library System to find out more information. She will be coordinating with Young Adult Services staff and Sara to create this program sometime in 2021.

Heidi, Melissa, Bryan, and Meagan spent time planning the April & May program menu including contacting presenters and exploring take and make ideas. The menu was released on Jan. 4.

Service –

Heidi Buljung worked hard in December to get things set for the Winter Adult Reading program (graphics from communications, getting Beanstack set up, finding a new mug vendor at the last minute, updating the game a bit, and scheduling some programs.)

Delaina Massie hosted a Virtual Sing-Along Holiday Edition for Library Explorers in December. She had 5 enthusiastic attendees. She also ordered and distributed clear window communication masks to all branches. The clear window masks are so useful when communicating with hard of hearing patrons.

Internal – staff –

Deb Hamilton was contacted by a representative from Niche Academy. Niche Academy works closely with Libraries Unlimited (the group who will be publishing her book). She agreed to work with Niche Academy on offering a webinar in July that will cover how to do a legal reference interview, make community partnerships in the area of law, and ideas for possible legal programs in libraries.

Deb, Sandy, and Amy helped with the LMS review that HR was conducting. There were three different demos and the debrief meeting. HR decided to move forward with the Bridge system. Bridge will be an excellent system to use for staff training and we look forward to working with it.

Melissa Mitchell hosted a CAL Services and Outreach to Underserved Population meeting on December 8.

Heidi and Melissa worked with the Staff-O team to plan and host the virtual holiday party. We have received many compliments are hosting the party over Zoom.

Collection Management

Resources –

In 2020, Collection Management added over 18,000 titles and 58,000 items to the physical collection. Additionally, 15,570 magazines were added to the Collection. Over 93,000 items were removed from the Collection. Physical items added to the Collection equaled 63% of the items added in 2019. eBook and eAudio titles and copies had substantial growth over 2019 with the increase in demand from patrons unable to browse or visit the libraries during the pandemic. In 2020, there were 51% of the physical material checkouts of 2019, and 23% more eMaterial checkouts than 2019.

Despite the limited number of libraries providing interlibrary loan services during the pandemic (many academic libraries had extended pandemic-related closures), PPLD's ILL staff shared 8,834 items with other libraries, and borrowed 17,279 items for the use of PPLD patrons in 2020. Access to these materials is greatly appreciated by patrons, as expressed in this email comment received in December: *Thank you so much for these links. I was able to download both as pdfs and have already been reading some of what is there on my ancestors. I never*

would have been able to do the microfilm or even the books; but now I can take my time to look over these files and keep them as records for later use. Again, thank you so much for all your help”.

Innovation/Creativity –

The use of Park & Text for curbside service at Library 21c reached its potential in December, expediting transactions and eliminating half of the previous trips made by staff to patrons’ vehicles. The staff are pleased to have it, especially with the cold days. Patrons have also commented on the efficient service, one offering a \$10 tip to a staff member (who nicely declined it).

Service –

The Materials group processed and sent out the equivalent of 542.5 feet of books, audios, DVDs and other items. That would equal the height of Multnomah Falls in Oregon.



Acquisitions staff facilitated 365 patron requests for purchase, ordering 218 of them (a fill rate of 60%).

Cataloging staff expanded their footprint by utilizing physical space outside of the Collection Management work area, and finding ways to do more cataloging from home. This is part of the effort to continually consider and revise processes in Collection Management with staff safety in mind, during the pandemic.

Internal/Staff –

Greg Roes provided training for library supervisors on particular situations that can be difficult to address with patrons.

Tania Hajjar, Collection Acquisition Manager, completed the PPLD Fall Leadership Class. ILS Admin Colleen Medling, and the rest of the Staff-O planning committee, provided a fun virtual holiday party for staff. Numerous Collection Management staff attended – prizes were won, crafts were made, and escape rooms were escaped.

Accountability –

The Acquisitions staff tracked end of year purchases to maximize use of the materials budget. A final large purchase of eMaterials was done when a 5% credit for the total order was offered, and yielded a \$6,000 credit to spend in January. The holds ratio dropped to 3:1 for eBooks and about 4:1 for eAudios.

The Materials group focused on invoices (of which they see a lot!) for their quarterly troubleshooting training in December.

Creative Services

Community –

Becca Cruz attended a meeting with local makerspace leaders from Pikes Peak Makerspace and the Manitou Art Center. These meetings have been helpful for sharing ideas and discussing ways of working together more closely in the future.

Resources –

Work continued on preparing the new 3D printers to be sent out to the makerspace locations.

Innovation/Creativity –

The [Artist of the Knight](#) season one concluded in December after showcasing six local artists - three musicians and three visual artists. The program has seen an enthusiastic reception and has begun taking applications for the next season. The episodes are available through YouTube and Facebook and have steadily accumulated views on both platforms. Artist of the Knight not only showcases the each of these artist's work, but also aims to provide insight into the thoughts and motivations behind our local creatives. Dustin Booth has received great feedback on the viability of the series, as well as encouragement from staff and patrons alike, who have found value in the portraits of the featured artists.

Service -

Sarah Holland and Ben Dahlby continued working on the laser badging video, which, when finished, will allow for patrons to complete training to use the laser cutter/engravers throughout the District on their own time.

Internal/Staff –

Creative Services staff did an activity on post-traumatic growth together with the help of Sarah Marshall from HR. The activity allowed the group to discuss losses and gains during the pandemic and take time to reflect on what everyone is learning and acknowledging the difficulties that everyone is facing. It was a fruitful discussion that everyone enjoyed having, and will be followed up on at a later meeting.

Interviews were held for the two Creative Services senior librarian positions. Two candidates were selected and should be announced in early January.

Accountability -

Several end of year purchases were made with many items being purchased to help with rounding out the tools that will be available for the Food Industry Training program when that starts again. Capital purchases of a new kiln and new studio equipment for Sand Creek Library also occurred.

Family and Children's Services

Community -

Betty McDonald met with 78 fourth graders and two teachers via Teams at D20's School in the Woods on December 4th. She demonstrated how to use the PPLD catalog and how to put items on hold. Betty also gave a brief tour of PPLDKids. The teachers were thrilled with the

presentation! Betty has known John Wuerth, the principal at School in the Woods, for many years and listened while he spoke very glowingly about PPLD to the students. John Wuerth is certainly an ambassador for library use and appreciation!

Resources -

Betty McDonald, Christa Funke, and Barb Huff completed the Language Arts curriculum for grades 3-5th for Harrison School District 2. Betty assembled the resources into a LibGuide: <https://research.ppld.org/HSD2ElementaryCurriculumGuide>

The LibGuide link was sent off to Laura Spruce, elementary curriculum specialist at Harrison School District 2. She was very pleased with the information and the resources.

Innovation/Creativity -

We did it! We offered our first in-person program since COVID with Drive-In Storytime. Milissa Fellers, Jami Dykema (EA), Melody Alvarez, and Barb Huff hosted at East Library on December 30, and Jordan Romero (SA), Milissa Fellers, Melody Alvarez, and Laura Broderick hosted the program at Deerfield Community Center on December 31. Staff performed a storytime in the parking lot while we broadcasted it through a radio transmitter. Patrons listened in their car or were able to get out of their car and were socially distanced in their own individual parking space. We passed out lyrics to the songs and rhymes so families could participate, and shakers and bubble wrap. Families were so excited!

We also received a nice comment from a patron: *I just wanted to say thank you to ppld east for story time this morning. It was pretty awkward as are most things in 2020 but these ladies were out there in 25 degree weather singing and dancing and bringing smiles to kids faces. They are heroes in my eyes. Selfless and beautiful. So again, thank you!*



Service -

Betty McDonald worked with Greg Roes and Communications to have library card applications translated to Mandarin, Vietnamese, and Korean. Applications are found on our PPLD website: <https://ppld.org/library-card-application>

Internal/Staff -

Thematic Goal Family & Children's Services staff send out bi-weekly Staff Spotlights. The bi-weekly spotlights are an opportunity to combat loneliness and isolation among Family and Children's Services staff by acknowledging the contributions and achievements of staff members and celebrating their roles at PPLD.



Laura Broderick completed an Ages & Stages training for incoming staff. This training will help all staff learn about child development so they can better serve our young patrons. Christa Funke is currently working specifically on Tween development training to be ready by February.

Accountability -

We are launching PowerPass with D2 in January. As part of our partnership, we are creating Take & Makes for all D2 students. For elementary students we will create 4705 elementary D2 Take and Makes going out in the spring. We purchased the materials with the remaining of our 2019 budget. We found a project that cost only \$162.38 for all 4705 projects.

Regional History & Genealogy

Community-

On December 9, Takiyah Jemison and Heather Jordan met virtually with former employee Tim Blevins to work on the eBook for *Invisible People*. We hope the eBook release coincides with the physical book release, if possible. Two additional proofs of the physical book were ordered, with adjustments to the cover, front matter, and images. The book release is still on track for Mid-February.

The most popular Facebook post this month was of snow piled high on West Colorado Avenue after a December 1913 blizzard. This post reached 1,324 people and shared 10 times.



Resources-

Dave Wendel completed and oversaw 239 Pikes Peak NewsFinder microfilm requests. This was the highest request count in 2020. Dave also digitized 539 Gazette newspaper articles and indexed 667 newspaper articles with metadata. All of these are now accessible via the Pikes Peak NewsFinder database.

Service-

As a part of a long-standing partnership with the Colorado Springs Gazette, Erinn Barnes provides the Gazette with 30 images for the daily *A Look Back* feature. The new Denver Gazette is a daily digital news outlet operated by the Gazette in Colorado Springs. Utilizing the previous relationship, the Denver Gazette staff requests Rocky Mountain News front pages to populate their *100 Years Ago Today* feature.

Erinn Barnes fulfilled 11 photo requests from external constituents which included the National Gallery of Art in Washington D.C., the Georgia O’Keeffe Museum, Colorado College, and Glass Entertainment. She also provided 362 images to Rocky Mountain PBS for the documentary “Lost and Preserved in Colorado, which is in production.

Cara Ramsey presented a variety of virtual genealogy classes. A standard slate of two basics classes is offered each month with an additional specialized class rotated in. This is an important strategy as we continue to build new audiences.

- Genealogy Basics (December 7 and 19)
- Ancestry Basics (December 28) – participants from New Jersey to Texas to Minnesota)

Internal- Staff-

Tim Morris started book mending and repair training with Shawn Ho. The training has been supplemented by a remote study course provided by the Canadian Bookbinders Guild, which

included detailed instruction on topics including: Restoration & Repair, Advanced Binding Techniques and Methods, and Leather Working.

Staff members conducted interviews and selected two candidates to fill vacant Library Associate positions. Over 60 people applied for the posted Associate position; the two candidates selected will fit in well with our existing team and provide new perspectives. The new staff members will start in January.

Accountability-

RH*G staff finalized Preservation projects for 2021. The grant funded 2020 Preservation Assessment identified, defined, and prioritized key projects to achieve in the next 5-10 years. After reviewing the comprehensive list, staff members evaluated projects based on three criteria: A) implementing operational changes will not impact a tight 2021 budget, B) providing a foundation for long-term success of subsequent preservation projects, and C) the team can realistically accomplish 3-5 projects without negatively impacting other goals.

1. Update and consistently use a Collection Management Plan that is specific to Special Collections.
2. Gather all policy and procedure documentation in one place on internal server and keep it up to date.
 - 2.1 Streamline and organize Athena file share.
3. Establish a routine schedule for housekeeping in storage areas to deter pest activity and to prevent buildup of dust and debris.
4. Inspect collection items immediately before and after access is provided to researchers.
5. Educate PPLD staff and administration on the multifaceted roles of preservation and collections care.

Young Adult Services

Community –

In December, YAS made big strides in the project to align Harrison School District Two's language arts curriculum with PPLD resources. Throughout the month, staff researched the texts included in the curriculum and locate resources throughout the PPLD collection that would enrich the students understanding of what they were learning in class. Cameron Riesenberger sent a sample to the curriculum coordinator at HSD2 for review. HSD2's feedback was wholly positive, and they are excited to provide these guides to their students.

Larissa Powers reached out to teens who have applied to be members of the Teen Advisory Board (TAB) at any point since the Library's closure in March to inform them of our first upcoming session of Virtual TAB, which will occur in February. Many teens have already replied with enthusiasm to join the virtual Board. Teens from the Board will provide valuable assistance in guiding virtual programming and creating social media content for Young Adult Services.

Mikaela Fortune at Penrose Library continued to co-host a Pop Culture Club with Inside Out Youth Services. In December we had three programs with a total of 28 participants.

Becca Philipsen, Joanna Nelson Rendon, Becky Saad (The Place), and Julie Wilson (Rampart Library District) met to discuss Safe Place and what it would look like if the Woodland Park Library joined the National Safe Place Network.

Resources –

During the monthly joint young adult meeting, Cameron Riesenberger reviewed PPLD's latest database acquisition, US Major Dailies. He provided tips and tricks for navigating the interface.

Melody Trejo-Lopez at Ruth Holley Library continues to translate materials for us. She translated PowerPass information for all grades as seen on ppld.org for Communications. She also translated the bullet journals Take & Make for Young Adult Services.

Innovation/Creativity –

Britt Bloom and Cathy Wood (Library 21c) led an interactive virtual winter-themed escape room with 16 participants. The participants solved the escape room quickly, and they wound up completing another two in the time we had scheduled!

Service -

Larissa Powers collaborated with Karen Goates in Human Resources to work out the teen application and onboarding portion of VolunteerHub, while keeping the legal aspects of COPPA laws in mind.

Larissa Powers met with outreach staff from the Colorado School for the Deaf and the Blind to begin planning a virtual event for families of Deaf children in late January.

Internal/Staff –

Over the course of December, Young Adult Services staff participated in several discussions about setting goals and strategic focus in YAS for 2021. As a group, they revised their goal statements and departmental strategic plan to help them stay organized and on-track in an uncertain future.

Cameron Riesenberger attended the Equity in Action workshop, presented by Library Journal, throughout the fall of 2020. This workshop is preparation for a PPLD collection audit that will begin in 2021. It reinforced the importance of developing inclusive services - and continually assessing those services – that reflect the backgrounds, culture, and experiences of all our patrons.

Young Adult Services celebrated Lauren Fellers' Master's of Library and Information Service graduation with party hats, two truths and a lie, and general revelry!

Larissa Powers assisted with shifts on the Bookmobile. Britt Bloom, Becca Philipsen, and Lauren Fellers covered shifts at other locations. Larissa and Becca Philipsen assisted with processing quarantines at Library 21c.

Accountability -

Lauren Fellers edited and released [Bloopers Reel](#) to close out the year for Young Adult Services. It went out in the Bookmark as well and received positive feedback from staff!

Larissa Powers joined a group of Colorado-wide young adult librarians to collaborate on virtual programming and examine what has and has not worked for librarians across the state.

2020 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	46017	41928	21547	69	4811	7347	26607	27904	29558	30552	27207	0	263547
Mobile Libraries Total	12345	11546	7907	3	3710	5588	8420	9206	8816	8833	8529	0	84903
Calhan	1968	2134	1102	0	182	316	1276	1311	1437	1446	1646	0	12818
Cheyenne	34646	31373	16483	50	4634	7335	22879	25608	26413	26587	22949	0	218957
Fountain	16500	15334	7414	22	2627	3968	10686	11593	12339	12400	11224	0	104107
High Prairie	26621	24552	13851	35	4188	6078	17309	19827	19153	20815	17615	0	170044
Holley	27844	26229	13812	21	3419	5787	18008	18578	19458	18889	15147	0	167192
Manitou	3821	3615	1979	0	443	728	1570	1209	1337	1550	1342	0	17594
Monument	33995	32315	17901	34	6282	9493	24871	27444	26797	27335	24321	0	230788
Old Colorado City	18133	16710	8368	22	2689	4198	11861	12390	12738	12889	11734	0	111732
Palmer Lake	4035	3858	2215	8	675	895	1967	380	27	1	1	0	14062
Rockrimmon	33473	30728	15936	39	6123	9668	25294	26825	26775	26861	23342	0	225064
Sand Creek	28479	25538	13121	47	3076	5352	15436	16914	15706	15457	13298	0	152424
Ute Pass	2331	1978	1084	1	547	923	2015	2062	2057	2130	1797	0	16925
Senior Van	1638	1525	730	0	616	1042	1080	1255	1093	1255	907	0	11141
Bookmobiles	10707	10021	7177	3	3094	4546	7340	7951	7723	7578	7622	0	73762
East	130730	120808	63343	259	12422	25504	84699	90430	93735	94071	81225	0	797226
Library 21c	85159	80437	43074	125	11357	18191	56191	60232	57844	61428	55543	0	529581
Parenting	101	150	54	0	27	52	65	81	103	78	54	0	765
Total Physical Materials	506198	469233	249191	735	67212	111423	329154	351994	354293	361322	316974	0	3117729

YTD CIRC Comparison	2020	2019	% Change
Penrose	263547	532372	-50.5%
Mobile Libraries Total	84903	137163	-38.1%
Calhan	12818	1512	747.8%
Cheyenne	218957	390129	-43.9%
Fountain	104107	182993	-43.1%
High Prairie	170044	302891	-43.9%
Holley	167192	330421	-49.4%
Manitou	17594	48443	-63.7%
Monument	230788	395313	-41.6%
Old Colorado City	111732	202783	-44.9%
Palmer Lake	14062	43813	-67.9%
Rockrimmon	225064	363953	-38.2%
Sand Creek	152424	335102	-54.5%
Ute Pass	16925	24368	-30.5%
Senior Van	11141	20701	-46.2%
Bookmobiles	73762	116462	-36.7%
East	797226	1462106	-45.5%
Library 21c	529581	977871	-45.8%
Parenting	765	1387	-44.8%
Total Physical Materials	3117729	5732620	-45.61%

Current Month Comparison CIRCULATION	2020	2019	% Change
Penrose	27207	44079	-38.3%
Mobile Libraries Total	8529	11677	-27.0%
Calhan	1646	1512	
Cheyenne	22949	33521	-31.5%
Fountain	11224	15187	-26.1%
High Prairie	17615	25439	-30.8%
Holley	15147	25879	-41.5%
Manitou	1342	4115	-67.4%
Monument	24321	33297	-27.0%
Old Colorado City	11734	16991	-30.9%
Palmer Lake	1	3784	-100.0%
Rockrimmon	23342	30633	-23.8%
Sand Creek	13298	28004	-52.5%
Ute Pass	1797	1749	2.7%
Senior Van	907	1643	-44.8%
Bookmobiles	7622	10034	-24.0%
East	81225	125090	-35.1%
Library 21c	55543	84748	-34.5%
Parenting	54	111	-51.4%
Total Physical Materials	316974	485816	-34.75%

Circulation Report By Facility November 2020

Visitors were able to enter libraries for computer use, scanning, faxing, and copying by reservation only beginning November 18, 2020 due to the pandemic.

Current Month Comparison VISITORS	2020	2019	% Change
Penrose	7638	40726	-81.2%
Mobile Libraries Total	1989	2983	-33.3%
Calhan	336	714	
Cheyenne	5803	13757	-57.8%
Fountain	2375	6787	-65.0%
High Prairie	1254	7234	-82.7%
Holley	1732	10622	-83.7%
Manitou (curbside only)	0	3169	-100.0%
Monument	8433	13750	-38.7%
Old Colorado City	3141	9229	-66.0%
Palmer Lake (book mobile only)		1223	-100.0%
Rockrimmon	9368	12866	-27.2%
Sand Creek	4380	20587	-78.7%
Ute Pass	717	1226	-41.5%
Knights of Columbus Hall		85	-100.0%
East	17326	41347	-58.1%
Library 21c	7663	38456	-80.1%
TOTAL	72155	224761	-67.9%
Special Collections	921	1430	-35.6%

2020 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	315363	293519	158889	572	46272	79148	228686	238785	242181	248673	217134	0	2069222
DVD	149235	137622	70305	79	15200	23691	75214	86044	86244	86299	76099	0	806032
CD Music	14132	13230	6690	25	2373	2763	7528	8875	8702	8785	8472	0	81575
CD Book	14743	13148	7128	48	2135	3764	10030	10221	9635	9748	8222	0	88822
Playaway	6793	6081	3272	8	778	1344	4436	4509	4185	4488	4057	0	39951
Kit	1667	1577	824	0	121	225	1111	1283	1232	1278	997	0	10315
Game	4265	4056	2083	3	333	488	2149	2277	2114	2051	1993	0	21812
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Physical Items	506198	469233	249191	735	67212	111423	329154	351994	354293	361322	316974	0	3117729
ILL	1960	2090	1067	273	1242	329	914	1065	1006	988	779	0	11713
CyberShelf-OverDrive	189700	175925	183649	221349	225644	215975	217983	204116	191308	198953	196135	0	2220737
RB Digital Magazines	4862	6095	6579	7048	7273	5999	6395	7140	9624	9058	7985	0	78058
eReader	3	2	2	0	4	6	6	11	11	8	2	0	55
OneClick Audio	427	406	388	436	483	442	414	414	388	104	0	0	3902
Hot Spots	40	31	15	0	8	10	19	17	13	14	12	0	179
Cameras & Equipment	98	69	40	0	0	0	0	0	0	0	1	0	208
													0
TOTAL STATE Circ	703288	653851	440931	229841	301866	334184	554885	564757	556643	570447	521888	0	5432581
One Play				0	0	0	0	0	0	0	0	0	0
Freegal Music	6130	5868	6492	6574	6735	6752	6243	6715	5918	5913	6364	0	69704
Freeding	109	83	285	418	202	144	125	84	123	119	113	0	1805
DVD Player	124	105	42	0	0	0	1	0	0	0	0	0	272
Hoopla	1959	1949	3401	4721	4116	3405	3396	3661	3183	3243	3649	0	36683
Comics	384	442	648	679	640	552	529	581	452	512	600	0	6019
Kanopy	1664	1549	2048	3244	2836	2388	2323	2310	2244	2426	2653	0	25685
													0
CLC	11453	10747	5503	12	1454	2378	6874	7463	8180	7845	6879	0	68788
Laptop Use	1024	892	492	0	5	0	1	1	0	0	3	0	2418
Active Users	278568	278423	279677	275496	272664	270060	268202	269889	268016	266720	264382	0	

Monthly Circ by Format			
	2020	2019	Change
Print	217134	303518	-28%
DVD	76099	142743	-47%
CD Music	8472	13095	-35%
CD Book	8222	14853	-45%
Playaway	4057	6470	-37%
Kit	997	1537	-35%
Game	1993	3600	-45%
TOTAL Physical Items	316974	485816	-34.75%
ILL	779	2033	-62%
CyberShelf-OverDrive	196135	160994	22%
RB Digital Magazines	7985	6575	21%
eReader	2	4	-50%
OneClick Audio	0	439	-100%
Hot Spots	12	41	-71%
Cameras & Equipment	1	80	-99%
Total e-materials	204134	168053	21%
Freegal Music	6364	6335	0%
Freeding	113	123	-8%
DVD Player	0	110	-100%
Hoopla	3649	1959	86%
Comics	600	385	56%
Kanopy	2653	1470	80%
CLC	6879	10024	-31%
Laptop Use	3	966	-100%
Active Users	264382	279166	-5%

MTD Total	2020	2019	Change
January	703288	627141	12%
February	653851	631741	3%
March	440931	734892	-40%
April	229841	691244	-67%
May	301866	706917	-57%
June	334184	741336	-55%
July	554885	766544	-28%
August	564757	712757	-21%
September	556643	676367	-18%
October	570447	687147	-17%
November	521888	655982	-20%
December		642605	-100%

YTD Total	2020	2019	Change
January	703288	627141	12%
February	1357139	1258882	8%
March	1798070	1993774	-10%
April	2027911	2685018	-24%
May	2329777	3391935	-31%
June	2663961	4133271	-36%
July	3218846	4899815	-34%
August	3783603	5612572	-33%
September	4340246	6288939	-31%
October	4910693	6976086	-30%
November	5432581	7632088	-29%
December		8274673	-100%

**Circulation Report
By Item Type
November 2020**

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Penrose	27,043	23,908	11,830	5	4,085	6,441	12,913	13,254	14,633	14,436	11,758		140,306
Mobile Libraries	7,962	7,523	3,963		2,894	4,413	4,964	5,469	5,634	5,428	5,307		53,557
Calhan	1,282	1,374	656		174	288	808	788	869	800	912		7,951
Cheyenne	22,045	20,136	9,923		4,204	6,865	13,040	13,912	14,294	14,091	11,488		129,998
Fountain	10,276	9,032	4,219		2,359	3,738	5,921	6,538	6,699	6,742	5,740		61,264
High Prairie	16,419	14,944	7,943		3,789	5,800	9,992	10,454	10,508	11,331	9,124		100,304
Ruth Holley	17,255	15,761	7,814	6	2,988	5,447	9,108	9,261	9,782	9,213	7,535		94,170
Manitou Springs	2,403	2,147	1,130		392	636	668	628	820	830	740		10,394
Monument	21,604	19,810	11,144		5,676	9,078	14,410	15,253	14,830	15,469	13,137		140,411
Old Colorado City	11,218	10,480	4,876		2,419	4,016	6,652	6,793	7,028	7,153	5,929		66,564
Palmer Lake	2,357	2,437	1,239		621	866	756						8,276
Rockrimmon	21,133	18,997	9,832		5,446	8,796	14,122	14,901	14,726	14,909	12,808		135,670
Sand Creek	16,345	14,732	7,142		2,686	4,952	7,243	8,606	8,213	7,821	6,568		84,308
Ute Pass	1,575	1,294	645		475	861	1,161	1,133	1,136	1,122	993		10,395
Senior Van	1,259	1,253	556		570	937	688	940	826	948	645		8,622
East	78,498	69,508	35,962	1	11,132	24,309	45,157	44,743	45,694	45,411	35,529		435,944
Library 21c	51,876	47,318	25,020	1	10,189	17,270	29,521	30,518	28,748	30,265	25,638		296,364
Total	310,550	280,654	143,894	13	60,099	104,713	177,124	183,191	184,440	185,969	153,851	0	1,784,498

YTD CIRC Comparison	2020	2019	% Change
Penrose	140,306	310,453	-54.8%
Mobile Libraries	53,557	85,351	-37.3%
Calhan	7,951	1,123	608.0%
Cheyenne	129,998	249,521	-47.9%
Fountain	61,264	111,217	-44.9%
High Prairie	100,304	183,267	-45.3%
Ruth Holley	94,170	200,653	-53.1%
Manitou Springs	10,394	31,041	-66.5%
Monument	140,411	245,792	-42.9%
Old Colorado City	66,564	130,019	-48.8%
Palmer Lake	8,276	27,443	-69.8%
Rockrimmon	135,670	228,806	-40.7%
Sand Creek	84,308	202,708	-58.4%
Ute Pass	10,395	16,133	-35.6%
Senior Van	8,622	16,200	-46.8%
East	435,944	874,148	-50.1%
Library 21c	296,364	592,865	-50.0%
Total Physical Materials	1,784,498	3,506,740	-49.1%

Current Month CIRCULATION Comparison by Facility	2020	2019	% Change
Penrose	11758	25083	-53.1%
Mobile Libraries	5307	7141	-25.7%
Calhan	912	1123	-18.8%
Cheyenne	11488	20431	-43.8%
Fountain	5740	8865	-35.3%
High Prairie	9124	14648	-37.7%
Ruth Holley	7535	14510	-48.1%
Manitou Springs	740	2485	-70.2%
Monument	13137	20073	-34.6%
Old Colorado City	5929	10516	-43.6%
Palmer Lake		2299	-100.0%
Rockrimmon	12808	18699	-31.5%
Sand Creek	6568	15795	-58.4%
Ute Pass	993	1101	-9.8%
Senior Van	645	1196	-46.1%
East	35529	71759	-50.5%
Library 21c	25638	48962	-47.6%
Total Physical Materials	153851	284686	-46.0%

Current Month e-materials & Summary	2020	2019	% Change
Overdrive	196135	160994	21.8%
RB Digital Mags	7985	6575	21.4%
eReaders	2	4	-50.0%
1-Click Audio		439	-100.0%
Hot Spots	12	41	-70.7%
Total e-materials	204134	168053	21.5%
ILL	779	2033	-61.7%
Cameras/Equip	1	80	-98.8%
Physical Materials	153851	284686	-46.0%
Total Monthly Circ	358765	454852	-21.1%

Circulation without Renewals November 2020

Current Month Comparison VISITORS	2020	2019	% Change
Penrose	7638	40726	-81.2%
Mobile Libraries	1989	2983	-33.3%
Calhan	336	714	-52.8%
Cheyenne	5803	13757	-57.8%
Fountain	2375	6787	-65.0%
High Prairie	1254	7234	-82.7%
Ruth Holley	1732	10622	-83.7%
Manitou	0	3169	-100.0%
Monument	8433	13750	-38.7%
Old Colorado City	3141	9229	-66.0%
Palmer Lake		1223	-100.0%
Rockrimmon	9368	12866	-27.2%
Sand Creek	4380	20587	-78.7%
Ute Pass	717	1226	-41.5%
East	17326	41347	-58.1%
21c	7663	38456	-80.1%
KCH		85	-100.0%
TOTAL Visitors	72155	224761	-67.9%
Special Collections	921	1430	-35.6%

OCTOBER 2020						
	SERVICES		LIBRARIES		TOTAL	
	Programs	People	Programs	People	PROGRAMS	PEOPLE
ADULT EDUCATION						
In person - attended	5	24	0	0	5	24
Virtual - recorded	5	79	0	0	5	79
LibGuides	4	747	0	0	4	747
Facebook Engagement		258		0		258
Facebook Reach		434		0		434
PROGRAM TOTAL	10	103	0	0	10	103
ENGAGEMENT TOTAL	4	1005	0	0	4	1005
REACH TOTAL		434		0		434
ADULT SERVICES						
Virtual - attended live	35	476	10	106	45	582
Virtual - recorded	13	615	0	0	13	615
Virtual Outreach (outside program)	4	428	1	5	5	433
LibGuides	65	13251	0	0	65	13251
Take and Make			16	339	16	339
Facebook Engagement		399		0		399
Facebook Reach		15512		0		15512
Individual/Passive program (e.g. fun at home/scavenger hunt)			2	196	2	196
PROGRAM TOTAL	52	1519	27	450	79	1969
ENGAGEMENT TOTAL	65	13650	0	0	65	13650
REACH TOTAL		15512		0		15512
INDIVIDUAL/PASSIVE PROGRAM TOTAL	0	0	2	196	2	196
FAMILY AND CHILDREN'S SERVICES						
Virtual - attended	11	146	1	20	12	166
Virtual - recorded	22	1067	0	0	22	1067
LibGuides	2	5691	0	0	2	5691
Virtual booklist			0	0	0	0
Tween Challenge	1	2	0	0	1	2
Story Walk			0	0	0	0
Take and Make			80	2488	80	2488
Facebook Engagement		1556		0		1556
Facebook Reach		9771		0		9771
PROGRAM TOTAL	34	1215	81	2508	115	3723
ENGAGEMENT TOTAL	2	7247	0	0	2	7247
REACH TOTAL		9771		0		9771
YOUNG ADULT SERVICES						
Virtual - attended	10	145	0	0	10	145
Virtual Outreach	8	90	0	0	8	90
Virtual - recorded	11	1747	0	0	11	1747
Individual/Passive program (e.g. fun at home/scavenger hunt)			0	0	0	0
LibGuides	8	1693	0	0	8	1693
Take and Make			15	301	15	301
Instagram Engagement	31	381	0	0	31	381
Instagram Reach		5060		0		5060
Facebook Engagement	39	327	0	0	39	327
Facebook Reach		8641		0		8641

NOVEMBER 2020						
	SERVICES		LIBRARIES		TOTAL	
	Programs	People	Programs	People	Programs	People
ADULT EDUCATION						
In person - attended	3	16	0	0	3	16
Virtual - recorded	4	54	0	0	4	54
LibGuides	4	636	0	0	4	636
Facebook Engagement		154		0		154
Facebook Reach		450		0		450
PROGRAM TOTAL	7	70	0	0	7	70
ENGAGEMENT TOTAL	4	790	0	0	4	790
REACH TOTAL		450		0		450
ADULT SERVICES						
Virtual - attended live	28	479	9	94	37	573
Virtual - recorded	16	462	0	0	16	462
Virtual Outreach (outside program)	1	17	1	6	2	23
LibGuides	63	11224	0	0	63	11224
Take and Make			14	225	14	225
Facebook Engagement		287		0		287
Facebook Reach		1253		0		1253
Individual/Passive program (e.g. fun at home/scavenger hunt)			1	45	1	45
PROGRAM TOTAL	45	958	24	325	69	1283
ENGAGEMENT TOTAL	63	11511	0	0	63	11511
REACH TOTAL		1253		0		1253
INDIVIDUAL/PASSIVE PROGRAM TOTAL	0	0	1	45	1	45
FAMILY AND CHILDREN'S SERVICES						
Virtual - attended	9	329	1	25	10	354
Virtual - recorded	19	867	0	0	19	867
LibGuides	3	391	0	0	3	391
Virtual booklist			0	0	0	0
Tween Challenge	2	75	0	0	2	75
Story Walk			0	0	0	0
Summer Adventure Registered			0	0	0	0
Take and Make			81	1906	81	1906
Dial-A-Story			0	26	0	26
Facebook Engagement		2121		0		2121
Facebook Reach		17456		0		17456
PROGRAM TOTAL	30	1297	82	1931	112	3228
ENGAGEMENT TOTAL	3	2512	0	0	3	2512
REACH TOTAL		17456		0		17456
YOUNG ADULT SERVICES						
Virtual - attended	3	91	0	0	3	91
Virtual Outreach			0	0	0	0
Virtual - recorded	6	2039	0	0	6	2039
Individual/Passive program (e.g. fun at home/scavenger hunt)			0	0	0	0
LibGuides	8	1880	0	0	8	1880
Summer Adventure Registered			0	0	0	0
Take and Make			10	188	10	188
Instagram Engagement	75	270	0	0	75	270
Instagram Reach		5527		0		5527
Facebook Engagement	47	300	0	0	47	300
Facebook Reach		10659		0		10659

OCTOBER 2020						
YOUNG ADULT SERVICES cont.						
	Programs	People	Programs	People	PROGRAMS	PEOPLE
PROGRAM TOTAL	29	1982	15	301	44	2283
INDIVIDUAL/PASSIVE PROGRAM TOTAL	0	0	0	0	0	0
ENGAGEMENT TOTAL	78	2401	0	0	78	2401
REACH TOTAL		13701		0		13701
CREATIVE SERVICES						
Virtual - attended	4	14	0	0	4	14
Virtual - recorded	11	136	0	0	11	136
LibGuides	17	3036	0	0	17	3036
Email - Contact Us		2		0		2
Take and Make	0	0	16	213	16	213
PROGRAM TOTAL	15	150	16	213	31	363
ENGAGEMENT TOTAL	17	3036	0	0	17	3036
REQUESTS/REFERENCE TOTAL		2		0		2
REGIONAL HISTORY AND GENEALOGY						
Virtual - attended			7	72	7	72
Virtual - recorded			0	0	0	0
PPNF requests fulfilled				184		184
Ref. Questions				0		0
Facebook Engagement			12	117	12	117
Facebook Reach				756		756
PROGRAM TOTAL	0	0	7	72	7	72
ENGAGEMENT TOTAL	0	0	12	873	12	873
REACH TOTAL		0		301		301
REQUESTS/REFERENCE TOTAL		0		184		184
KNIGHTS OF COLUMBUS HALL (KCH)						
Virtual - attended			0	0	0	0
Virtual - recorded			0	0	0	0
LibGuides			0	0	0	0
Take and Make			0	0	0	0
PROGRAM TOTAL	0	0	0	0	0	0
ENGAGEMENT TOTAL	0	0	0	0	0	0
Curbside Patrons - Holds				17676		17676
Curbside Patrons - Printing				226		226
Curbside Patrons - Kits				1407		1407
Hours Open				3297		3297.00
Door Count				103173		103173
Ref. Questions	210			11063		11273
					PROGRAMS	PEOPLE
					GRAND TOTAL	
FACILITY PROGRAM TOTAL	147	4969	139	3544	286	8513
FACILITY INDIVIDUAL PROGRAM TOTAL	0	0	2	196	2	196
FACILITY ENGAGEMENT TOTAL	178	27456	0	0	178	27456
FACILITY REACH TOTAL		40174		0		40174
REQUESTS/REFERENCE TOTAL		396		11273		11669

NOVEMBER 2020						
YOUNG ADULT SERVICES cont.						
	Programs	People	Programs	People	Programs	People
PROGRAM TOTAL	9	2130	10	188	19	2318
INDIVIDUAL/PASSIVE PROGRAM TOTAL	0	0	0	0	0	0
ENGAGEMENT TOTAL	130	2450	0	0	130	2450
REACH TOTAL		16186		0		16186
CREATIVE SERVICES						
Virtual - attended	3	4	0	0	3	4
Virtual - recorded	21	757	0	0	21	757
LibGuides	17	3272	0	0	17	3272
Email - Contact Us		2		0		2
Take and Make		16	2	50	2	66
PROGRAM TOTAL	24	777	2	50	26	827
ENGAGEMENT TOTAL	17	3272	0	0	17	3272
REQUESTS/REFERENCE TOTAL		2		0		2
REGIONAL HISTORY AND GENEALOGY						
Virtual - attended			6	92	6	92
Virtual - recorded			0	0	0	0
PPNF requests fulfilled				117		117
Ref. Questions				0		0
Facebook Engagement			0	157	0	157
Facebook Reach				2636	8	2636
PROGRAM TOTAL	0	0	6	92	6	92
ENGAGEMENT TOTAL	0	0	8	2793	8	2793
REACH TOTAL		0		274		274
REQUESTS/REFERENCE TOTAL		0		117		117
KNIGHTS OF COLUMBUS HALL (KCH)						
Virtual - attended			0	0	0	0
Virtual - recorded			1	757	1	757
LibGuides			0	0	0	0
Take and Make			0	0	0	0
PROGRAM TOTAL	0	0	1	757	1	757
ENGAGEMENT TOTAL	0	0	0	0	0	0
Curbside Patrons - Holds TOTAL				19908		19908
Curbside Patrons - Printing TOTAL				142		142
Curbside Patrons - Kits TOTAL				1131		1131
Hours Open TOTAL				2898		2898.00
Door Count TOTAL				68878		68878
Ref. Questions TOTAL	254			7708		7962
					PROGRAMS	PEOPLE
					GRAND TOTAL	
FACILITY PROGRAM TOTAL	115	5232	125	3343	240	8575
FACILITY INDIVIDUAL PROGRAM TOTAL	0	0	1	45	1	45
FACILITY ENGAGEMENT TOTAL	217	20535	8	2793	225	23328
FACILITY REACH TOTAL		35345		0		35345
REQUESTS/REFERENCE TOTAL		256		8079		8335

2020 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	46017	41928	21547	69	4811	7347	26607	27904	29558	30552	27207	17375	280922
Mobile Libraries Total	12345	11546	7907	3	3710	5588	8420	9206	8816	8833	8529	7252	92155
Calhan	1968	2134	1102	0	182	316	1276	1311	1437	1446	1646	1175	13993
Cheyenne	34646	31373	16483	50	4634	7335	22879	25608	26413	26587	22949	15352	234309
Fountain	16500	15334	7414	22	2627	3968	10686	11593	12339	12400	11224	7742	111849
High Prairie	26621	24552	13851	35	4188	6078	17309	19827	19153	20815	17615	12855	182899
Holley	27844	26229	13812	21	3419	5787	18008	18578	19458	18889	15147	10405	177597
Manitou	3821	3615	1979	0	443	728	1570	1209	1337	1550	1342	1554	19148
Monument	33995	32315	17901	34	6282	9493	24871	27444	26797	27335	24321	18070	248858
Old Colorado City	18133	16710	8368	22	2689	4198	11861	12390	12738	12889	11734	8370	120102
Palmer Lake	4035	3858	2215	8	675	895	1967	380	27	1	1	6	14068
Rockrimmon	33473	30728	15936	39	6123	9668	25294	26825	26775	26861	23342	18930	243994
Sand Creek	28479	25538	13121	47	3076	5352	15436	16914	15706	15457	13298	9227	161651
Ute Pass	2331	1978	1084	1	547	923	2015	2062	2057	2130	1797	1509	18434
Senior Van	1638	1525	730	0	616	1042	1080	1255	1093	1255	907	1025	12166
Bookmobiles	10707	10021	7177	3	3094	4546	7340	7951	7723	7578	7622	6227	79989
East	130730	120808	63343	259	12422	25504	84699	90430	93735	94071	81225	45073	842299
Library 21c	85159	80437	43074	125	11357	18191	56191	60232	57844	61428	55543	35840	565421
Parenting	101	150	54	0	27	52	65	81	103	78	54	57	822
Total Physical Materials	506198	469233	249191	735	67212	111423	329154	351994	354293	361322	316974	210792	3328521

YTD CIRC Comparison	2020	2019	% Change
Penrose	280922	577467	-51.4%
Mobile Libraries Total	92155	148737	-38.0%
Calhan	13993	3211	335.8%
Cheyenne	234309	421297	-44.4%
Fountain	111849	197568	-43.4%
High Prairie	182899	326298	-43.9%
Holley	177597	355739	-50.1%
Manitou	19148	52330	-63.4%
Monument	248858	425456	-41.5%
Old Colorado City	120102	220319	-45.5%
Palmer Lake	14068	47399	-70.3%
Rockrimmon	243994	394445	-38.1%
Sand Creek	161651	361589	-55.3%
Ute Pass	18434	26234	-29.7%
Senior Van	12166	22186	-45.4%
Bookmobiles	79989	126457	-36.7%
East	842299	1577714	-46.6%
Library 21c	565421	1053083	-46.3%
Parenting	822	1484	-44.6%
Total Physical Materials	3328521	6190370	-46.23%

Current Month Comparison CIRCULATION	2020	2019	% Change
Penrose	17375	45095	-61.5%
Mobile Libraries Total	7252	11574	-37.3%
Calhan	1175	1699	-31.1%
Cheyenne	15352	31168	-50.7%
Fountain	7742	14575	-46.9%
High Prairie	12855	23407	-45.1%
Holley	10405	25318	-58.9%
Manitou	1554	3887	-60.0%
Monument	18070	30143	-40.1%
Old Colorado City	8370	17536	-52.3%
Palmer Lake	6	3586	-99.8%
Rockrimmon	18930	30492	-37.9%
Sand Creek	9227	26487	-65.2%
Ute Pass	1509	1866	-19.1%
Senior Van	1025	1579	-35.1%
Bookmobiles	6227	9995	-37.7%
East	45073	115608	-61.0%
Library 21c	35840	75212	-52.3%
Parenting	57	97	-41.2%

Circulation Report By Facility December 2020

Visitors were able to enter libraries for computer use, scanning, faxing, and copying by reservation only beginning November 18, 2020 due to the pandemic.

Current Month Comparison VISITORS	2020	2019	% Change
Penrose	2209	605041	-99.6%
Mobile Libraries Total	1531	38721	-96.0%
Calhan	163	1292	-87.4%
Cheyenne	627	187376	-99.7%
Fountain	346	95680	-99.6%
High Prairie	101	102385	-99.9%
Holley	675	165901	-99.6%
Manitou (curbside only)	266	46226	-99.4%
Monument	132	184719	-99.9%
Old Colorado City	479	133306	-99.6%
Palmer Lake (book mobile only)		16574	-100.0%
Rockrimmon	245	176689	-99.9%
Sand Creek	1465	246819	-99.4%
Ute Pass	49	17983	-99.7%
Knights of Columbus Hall		1051	-100.0%
East	992	560496	-99.8%
Library 21c	2626	520616	-99.5%
TOTAL	11906	3100875	-99.6%
Special Collections	246	19628	-98.7%

2020 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	315363	293519	158889	572	46272	79148	228686	238785	242181	248673	217134	155908	2225130
DVD	149235	137622	70305	79	15200	23691	75214	86044	86244	86299	76099	39300	845332
CD Music	14132	13230	6690	25	2373	2763	7528	8875	8702	8785	8472	5562	87137
CD Book	14743	13148	7128	48	2135	3764	10030	10221	9635	9748	8222	6159	94981
Playaway	6793	6081	3272	8	778	1344	4436	4509	4185	4488	4057	2353	42304
Kit	1667	1577	824	0	121	225	1111	1283	1232	1278	997	502	10817
Game	4265	4056	2083	3	333	488	2149	2277	2114	2051	1993	1008	22820
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Physical Items	506198	469233	249191	735	67212	111423	329154	351994	354293	361322	316974	210792	3328521
													0
ILL	1960	2090	1067	273	1242	329	914	1065	1006	988	779	940	12653
CyberShelf-OverDrive	189700	175925	183649	221349	225644	215975	217983	204116	191308	198953	196135	209444	2430181
RB Digital Magazines	4862	6095	6579	7048	7273	5999	6395	7140	9624	9058	7985	7358	85416
eReader	3	2	2	0	4	6	6	11	11	8	2	3	58
OneClick Audio	427	406	388	436	483	442	414	414	388	104	0	0	3902
Hot Spots	40	31	15	0	8	10	19	17	13	14	12	22	201
Cameras & Equipment	98	69	40	0	0	0	0	0	0	0	1	0	208
													0
TOTAL STATE Circ	703288	653851	440931	229841	301866	334184	554885	564757	556643	570447	521888	428559	5861140
One Play				0	0	0	0	0	0	0	0	0	0
Freegal Music	6130	5868	6492	6574	6735	6752	6243	6715	5918	5913	6364	6303	76007
Freeding	109	83	285	418	202	144	125	84	123	119	113	138	1943
DVD Player	124	105	42	0	0	0	1	0	0	0	0	0	272
Hoopla	1959	1949	3401	4721	4116	3405	3396	3661	3183	3243	3649	3304	39987
Comics	384	442	648	679	640	552	529	581	452	512	600	492	6511
Kanopy	1664	1549	2048	3244	2836	2388	2323	2310	2244	2426	2653	2954	28639
													0
CLC	11453	10747	5503	12	1454	2378	6874	7463	8180	7845	6879	4830	73618
Laptop Use	1024	892	492	0	5	0	1	1	0	0	3	0	2418
													0
Active Users	278568	278423	279677	275496	272664	270060	268202	269889	268016	266720	264382	263771	3255868

YTD Circ by Format			
	2020	2019	Change
Print	2225130	3815493	-42%
DVD	845332	1847334	-54%
CD Music	87137	171389	-49%
CD Book	94981	195896	-52%
Playaway	42304	89121	-53%
Kit	10817	21925	-51%
Game	22820	49212	-54%
TOTAL Physical Items	3328521	6190370	-46.23%
ILL	12653	24796	-49%
CyberShelf-OverDrive	2430181	1976428	23%
RB Digital Magazines	85416	76326	12%
eReader	58	67	-13%
OneClick Audio	3902	5146	-24%
Hot Spots	201	581	-65%
Cameras & Equipment	208	959	-78%
Total e-materials	2519758	2058548	22%
Freegal Music	76007	80218	-5%
Freeding	1943	1352	44%
DVD Player	272	1620	-83%
Hoopla	39987	22801	75%
Comics	6511	4342	50%
Kanopy	28639	16291	76%
CLC	73618	133634	-45%
Laptop Use	2418	15340	-84%
Active Users	3255868	3176750	2%

MTD Total	2020	2019	Change
January	703288	627141	12%
February	653851	631741	3%
March	440931	734892	-40%
April	229841	691244	-67%
May	301866	706917	-57%
June	334184	741336	-55%
July	554885	766544	-28%
August	564757	712757	-21%
September	556643	676367	-18%
October	570447	687147	-17%
November	521888	655982	-20%

YTD Total	2020	2019	Change
January	703288	627141	12%
February	1357139	1258882	8%
March	1798070	1993774	-10%
April	2027911	2685018	-24%
May	2329777	3391935	-31%
June	2663961	4133271	-36%
July	3218846	4899815	-34%
August	3783603	5612572	-33%
September	4340246	6288939	-31%
October	4910693	6976086	-30%
November	5432581	7632068	-29%

Circulation Report
By Item Type
December 2020

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Penrose	27,043	23,908	11,830	5	4,085	6,441	12,913	13,254	14,633	14,436	11,758	8,499	148,805
Mobile Libraries	7,962	7,523	3,963		2,894	4,413	4,964	5,469	5,634	5,428	5,307	4,200	57,757
Calhan	1,282	1,374	656		174	288	808	788	869	800	912	690	8,641
Cheyenne	22,045	20,136	9,923		4,204	6,865	13,040	13,912	14,294	14,091	11,488	8,232	138,230
Fountain	10,276	9,032	4,219		2,359	3,738	5,921	6,538	6,699	6,742	5,740	4,291	65,555
High Prairie	16,419	14,944	7,943		3,789	5,800	9,992	10,454	10,508	11,331	9,124	7,086	107,390
Ruth Holley	17,255	15,761	7,814	6	2,988	5,447	9,108	9,261	9,782	9,213	7,535	5,944	100,114
Manitou Springs	2,403	2,147	1,130		392	636	668	628	820	830	740	803	11,197
Monument	21,604	19,810	11,144		5,676	9,078	14,410	15,253	14,830	15,469	13,137	9,556	149,967
Old Colorado City	11,218	10,480	4,876		2,419	4,016	6,652	6,793	7,028	7,153	5,929	4,432	70,996
Palmer Lake	2,357	2,437	1,239		621	866	756						8,276
Rockrimmon	21,133	18,997	9,832		5,446	8,796	14,122	14,901	14,726	14,909	12,808	10,368	146,038
Sand Creek	16,345	14,732	7,142		2,686	4,952	7,243	8,606	8,213	7,821	6,568	4,819	89,127
Ute Pass	1,575	1,294	645		475	861	1,161	1,133	1,136	1,122	993	900	11,295
Senior Van	1,259	1,253	556		570	937	688	940	826	948	645	771	9,393
East	78,498	69,508	35,962	1	11,132	24,309	45,157	44,743	45,694	45,411	35,529	20,310	456,254
Library 21c	51,876	47,318	25,020	1	10,189	17,270	29,521	30,518	28,748	30,265	25,638	17,509	313,873
Total	310,550	280,654	143,894	13	60,099	104,713	177,124	183,191	184,440	185,969	153,851	108,410	1,892,908

YTD CIRC Comparison	2020	2019	% Change
Penrose	148,805	335,949	-55.7%
Mobile Libraries	57,757	92,361	-37.5%
Calhan	8,641	2,146	302.7%
Cheyenne	138,230	268,265	-48.5%
Fountain	65,555	119,690	-45.2%
High Prairie	107,390	196,690	-45.4%
Ruth Holley	100,114	215,574	-53.6%
Manitou Springs	11,197	33,231	-66.3%
Monument	149,967	263,830	-43.2%
Old Colorado City	70,996	140,735	-49.6%
Palmer Lake	8,276	29,426	-71.9%
Rockrimmon	146,038	246,677	-40.8%
Sand Creek	89,127	217,284	-59.0%
Ute Pass	11,295	17,289	-34.7%
Senior Van	9,393	17,352	-45.9%
East	456,254	938,154	-51.4%
Library 21c	313,873	634,754	-50.6%
Total Physical Materials	1,892,908	3,769,407	-49.8%

Current Month CIRCULATION Comparison by Facility	2020	2019	% Change
Penrose	8499	25496	-66.7%
Mobile Libraries	4200	7010	-40.1%
Calhan	690	1023	-32.6%
Cheyenne	8232	18744	-56.1%
Fountain	4291	8473	-49.4%
High Prairie	7086	13423	-47.2%
Ruth Holley	5944	14921	-60.2%
Manitou Springs	803	2190	-63.3%
Monument	9556	18038	-47.0%
Old Colorado City	4432	10716	-58.6%
Palmer Lake		1983	-100.0%
Rockrimmon	10368	17871	-42.0%
Sand Creek	4819	14576	-66.9%
Ute Pass	900	1156	-22.1%
Senior Van	771	1152	-33.1%
East	20310	64006	-68.3%
Library 21c	17509	41889	-58.2%
Total Physical Materials	108410	262667	-58.7%

Current Month e-materials & Summary	2020	2019	% Change
Overdrive	209444	177302	18.1%
RB Digital Mags	7358	5293	39.0%
eReaders	3	0	#DIV/0!
1-Click Audio		360	-100.0%
Hot Spots	22	37	-40.5%
Total e-materials	216827	182992	18.5%
ILL	940	1800	-47.8%
Cameras/Equip	0	63	-100.0%
Physical Materials	108410	262667	-58.7%
Total Monthly Circ	326177	447522	-27.1%

Circulation without Renewals December 2020

Current Month Comparison VISITORS	2020	2019	% Change
Penrose	2209	42629	-94.8%
Mobile Libraries	1531	3191	-52.0%
Calhan	163	578	
Cheyenne	627	13021	-95.2%
Fountain	346	6580	-94.7%
High Prairie	101	7094	-98.6%
Ruth Holley	675	11746	-94.3%
Manitou	266	3092	-91.4%
Monument	132	12902	-99.0%
Old Colorado City	479	9325	-94.9%
Palmer Lake		1201	-100.0%
Rockrimmon	245	12664	-98.1%
Sand Creek	1465	16874	-91.3%
Ute Pass	49	1401	-96.5%
East	992	35222	-97.2%
21c	2626	38845	-93.2%
KCH		89	-100.0%
TOTAL Visitors	11906	216454	-94.5%
Special Collections	246	1436	-82.9%

NOVEMBER 2020						
	SERVICES		LIBRARIES		TOTAL	
	Programs	People	Programs	People	Programs	People
ADULT EDUCATION						
In person - attended	3	16	0	0	3	16
Virtual - recorded	4	54	0	0	4	54
LibGuides	4	636	0	0	4	636
Facebook Engagement		154		0		154
Facebook Reach		450		0		450
PROGRAM TOTAL	7	70	0	0	7	70
ENGAGEMENT TOTAL	4	790	0	0	4	790
REACH TOTAL		450		0		450
ADULT SERVICES						
Virtual - attended live	28	479	9	94	37	573
Virtual - recorded	16	462	0	0	16	462
Virtual Outreach (outside program)	1	17	1	6	2	23
LibGuides	63	11224	0	0	63	11224
Take and Make			14	225	14	225
Facebook Engagement		287		0		287
Facebook Reach		1253		0		1253
Individual/Passive program (e.g. fun at home/scavenger hunt)			1	45	1	45
PROGRAM TOTAL	45	958	24	325	69	1283
ENGAGEMENT TOTAL	63	11511	0	0	63	11511
REACH TOTAL		1253		0		1253
INDIVIDUAL/PASSIVE PROGRAM TOTAL	0	0	1	45	1	45
FAMILY AND CHILDREN'S SERVICES						
Virtual - attended	9	329	1	25	10	354
Virtual - recorded	19	867	0	0	19	867
LibGuides	3	391	0	0	3	391
Virtual booklist			0	0	0	0
Tween Challenge	2	75	0	0	2	75
Story Walk			0	0	0	0
Summer Adventure Registered			0	0	0	0
Take and Make			81	1906	81	1906
Dial-A-Story			0	0	0	0
Facebook Engagement		2121		0		2121
Facebook Reach		17456		0		17456
PROGRAM TOTAL	30	1271	82	1931	112	3202
ENGAGEMENT TOTAL	3	2512	0	0	3	2512
REACH TOTAL		17456		0		17456
YOUNG ADULT SERVICES						
Virtual - attended	3	91	0	0	3	91
Virtual Outreach			0	0	0	0
Virtual - recorded	6	2039	0	0	6	2039
Individual/Passive program (e.g. fun at home/scavenger hunt)			0	0	0	0
LibGuides	8	1880	0	0	8	1880
Summer Adventure Registered			0	0	0	0
Take and Make			10	188	10	188
Instagram Engagement	75	270	0	0	75	270
Instagram Reach		5527		0		5527
Facebook Engagement	47	300	0	0	47	300

DECEMBER 2020						
	SERVICES		LIBRARIES		TOTAL	
	Programs	People	Programs	People	PROGRAMS	PEOPLE
ADULT EDUCATION						
In person - attended	0	0	0	0	0	0
Virtual - recorded	3	35	0	0	3	35
LibGuides	5	574	0	0	5	574
Facebook Engagement		200		0		200
Facebook Reach		518		0		518
PROGRAM TOTAL	3	35	0	0	3	35
ENGAGEMENT TOTAL	5	774	0	0	5	774
REACH TOTAL		518		0		518
ADULT SERVICES						
Virtual - attended live	18	377	10	99	28	476
Virtual - recorded	14	544	0	0	14	544
Virtual Outreach (outside program)	2	30	1	6	3	36
LibGuides	67	10187	0	0	67	10187
Take and Make			30	598	30	598
Telegram (same as Dial-a-Story)		17	0	0	0	17
Facebook Engagement		559		0		559
Facebook Reach		5457		0		5457
Individual/Passive program (e.g. fun at home/scavenger hunt)			1	25	1	25
PROGRAM TOTAL	34	968	41	703	75	1671
ENGAGEMENT TOTAL	67	10746	0	0	67	10746
REACH TOTAL		5457		0		5457
INDIVIDUAL/PASSIVE PROGRAM TOTAL	0	0	1	25	1	25
FAMILY AND CHILDREN'S SERVICES						
Virtual - attended	6	52	4	40	10	92
Virtual - recorded	23	2318	0	0	23	2318
Outreach (In-person)	2	80	29	87	31	167
LibGuides	5	515	0	0	5	515
Virtual booklist			0	0	0	0
Tween Challenge	1	2	0	0	1	2
Story Walk			0	0	0	0
Summer Adventure Registered			0	0	0	0
Take and Make			68	2130	68	2130
Dial-A-Story		30	0	0	0	30
Drive-in Storytime			0	0		
Facebook Engagement		1745		0		1745
Facebook Reach		16240		0		16240
PROGRAM TOTAL	32	2482	101	2257	133	4739
ENGAGEMENT TOTAL	5	2260	0	0	5	2260
REACH TOTAL		16240		0		16240
OUTREACH TOTAL	2	80	29	87	31	167
YOUNG ADULT SERVICES						
Virtual - attended	0	0	0	0	0	0
Virtual Outreach	0	0	0	0	0	0
Virtual - recorded	5	2202	0	0	5	2202
Individual/Passive program (e.g. fun at home/scavenger hunt)			0	0	0	0
LibGuides	8	1169	0	0	8	1169
Summer Adventure Registered			0	0	0	0
Take and Make			15	281	15	281
Instagram Engagement	104	295	0	0	104	295
Instagram Reach		4260		0		4260
Facebook Engagement	43	210	0	0	43	210

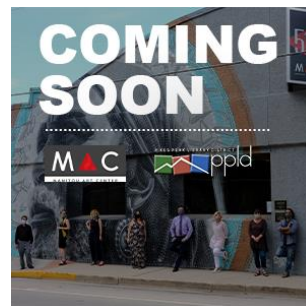
NOVEMBER 2020						
YOUNG ADULT SERVICES cont.						
	Programs	People	Programs	People	Programs	People
Facebook Reach		10659		0		10659
PROGRAM TOTAL	9	2130	10	188	19	2318
INDIVIDUAL/PASSIVE PROGRAM TOTAL	0	0	0	0	0	0
ENGAGEMENT TOTAL	130	2450	0	0	130	2450
REACH TOTAL		16186		0		16186
CREATIVE SERVICES						
Virtual - attended	3	4	0	0	3	4
Virtual - recorded	21	757	0	0	21	757
LibGuides	17	3272	0	0	17	3272
Email - Contact Us		2		0		2
Take and Make		16	2	50	2	66
PROGRAM TOTAL	24	777	2	50	26	827
ENGAGEMENT TOTAL	17	3272	0	0	17	3272
REQUESTS/REFERENCE TOTAL		2		0		2
REGIONAL HISTORY AND GENEALOGY						
Virtual - attended			6	92	6	92
Virtual - recorded			0	0	0	0
PPNF requests fulfilled				117		117
Ref. Questions				0		0
Facebook Engagement			0	157	0	157
Facebook Reach				2636	8	2636
PROGRAM TOTAL	0	0	6	92	6	92
ENGAGEMENT TOTAL	0	0	8	2793	8	2793
REACH TOTAL		0		274		274
REQUESTS/REFERENCE TOTAL		0		117		117
KNIGHTS OF COLUMBUS HALL (KCH)						
Virtual - attended			0	0	0	0
Virtual - recorded			1	757	1	757
LibGuides			0	0	0	0
Take and Make			0	0	0	0
PROGRAM TOTAL	0	0	1	757	1	757
ENGAGEMENT TOTAL	0	0	0	0	0	0
Curbside Patrons - Holds TOTAL				19908		19908
Curbside Patrons - Printing TOTAL				142		142
Curbside Patrons - Kits TOTAL				1131		1131
Hours Open TOTAL				2898		2898.00
Door Count TOTAL				68878		68878
Ref. Questions TOTAL	254		7708		7962	
					PROGRAMS	PEOPLE
					GRAND TOTAL	
FACILITY PROGRAM TOTAL	115	5206	125	3369	240	8575
FACILITY INDIVIDUAL PROGRAM TOTAL	0	0	1	45	1	45
FACILITY ENGAGEMENT TOTAL	217	20535	8	2793	225	23328
FACILITY REACH TOTAL		35345		0		35345
REQUESTS/REFERENCE TOTAL		256		8079		8335

DECEMBER 2020						
YOUNG ADULT SERVICES cont.						
	Programs	People	Programs	People	Programs	People
Facebook Reach		6016		0		6016
PROGRAM TOTAL	5	2202	15	281	20	2483
INDIVIDUAL/PASSIVE PROGRAM TOTAL	0	0	0	0	0	0
ENGAGEMENT TOTAL	155	1674	0	0	155	1674
REACH TOTAL		10276		0		10276
CREATIVE SERVICES						
Virtual - attended			0	0	0	0
Virtual - recorded	4	7	0	0	4	7
LibGuides	18	3146	0	0	18	3146
Email - Contact Us		2		0		2
Take and Make	200	185	0	0	200	185
PROGRAM TOTAL	204	192	0	0	204	192
ENGAGEMENT TOTAL	18	3146	0	0	18	3146
REQUESTS/REFERENCE TOTAL		2		0		2
REGIONAL HISTORY AND GENEALOGY						
Virtual - attended	5	95	0	0	5	95
Virtual - recorded			0	0	0	0
PPNF requests fulfilled		239		0		239
Ref. Questions		310		0		310
Facebook Engagement	13	184	0	0	13	184
Facebook Reach	13	2911	0	0	13	2911
PROGRAM TOTAL	5	95	0	0	5	95
ENGAGEMENT TOTAL	13	184	0	0	13	184
REACH TOTAL		2911		0		2911
REQUESTS/REFERENCE TOTAL		546		0		546
KNIGHTS OF COLUMBUS HALL (KCH)						
Virtual - attended			0	0	0	0
Virtual - recorded			6	1967	6	1967
LibGuides			0	0	0	0
Take and Make			0	0	0	0
PROGRAM TOTAL	0	0	0	0	0	0
ENGAGEMENT TOTAL	0	0	0	0	0	0
Curbside Patrons - Holds				26383		26383
Curbside Patrons - Printing				316		316
Curbside Patrons - Kits				2171		2171
Hours Open				3238		3238.00
Door Count				12152		12152
Ref. Questions	268		6373		6641	
					PROGRAMS	PEOPLE
					GRAND TOTAL	
FACILITY PROGRAM TOTAL	283	5974	163	5208	446	11182
FACILITY INDIVIDUAL PROGRAM TOTAL	0	0	1	25	1	25
FACILITY ENGAGEMENT TOTAL	263	18784	0	0	263	18784
FACILITY REACH TOTAL		35402		0		35402
OUTREACH (In-person) TOTAL	2	80	29	87	31	167
REQUESTS/REFERENCE TOTAL		816		6641		7457

Communications Department: Report for January 2021

NEWS COVERAGE

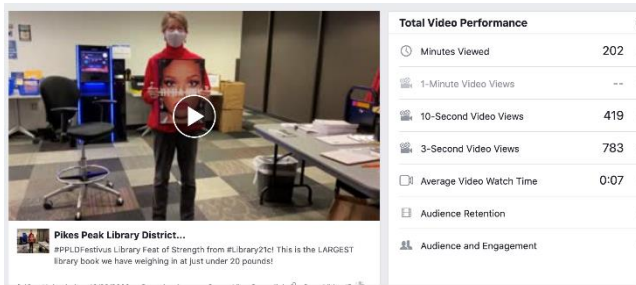
- Total features:
 - **December:** 32
 - **2020 Total:** 617, with an average of 51 per month
- Highlighted coverage from last month: (Access to the [monthly interactive report](#).)
 - The **Cultural Office of the Pikes Peak Region's op-ed touting the co-location partnership between Pikes Peak Library District and the Manitou Art Center** was picked up by the [Colorado Springs Business Journal](#), [The Gazette](#) (twice), and the *Pikes Peak Bulletin*. It also served as our monthly [Library Limelight column](#) in the *Cheyenne Edition*, *Tri-Lakes Tribune*, and the *Woodmen Edition*.
 - [FOX21's Living Local](#) hosted business librarian Sandy Hancock, who talked about **business resources and donating to the Foundation** during the Give! Campaign.
 - The **launch of Artists of the Knight**, a new virtual series featuring local artists and creatives hosted by PPLD's Knights of Columbus Hall, was covered by [The Gazette](#).
- Anticipated coverage this month:
 - **PowerPass:** Launch of new partnership with Harrison School District 2 that provides just-for-students digital library card access beginning Jan. 11
 - **COVID-related service model change:** Library locations will welcome patrons back inside without a reservation beginning Jan. 19.



DIGITAL MARKETING

- PPLD.org website statistics (as of last month):
 - **Most popular web page**, besides the home page: ppld.org/library-locations
 - **Monthly total:** 172,797 sessions; 83,394 visitors, with 68,440 being new; and 294,983 pageviews
 - **2020 totals:** 2,278,673 sessions; 1,127,649 visitors, with 919,461 being new; and 4,008,889 pageviews
 - **Monthly averages for year:** 188,889 sessions; 93,971 visitors, with 76,622 being new; and 334,074 pageviews
- District-wide social media statistics (as of last month):
 - **Facebook:** 11,908 total followers, plus 28,903 daily engagement (44.23% annual increase in followers)
 - **Twitter:** 5,254 total followers, plus 676 engagement (2.2% annual increase in followers)
 - **Instagram:** 2,408 total followers, plus 2,176 engagement (47% annual increase in followers)
 - **LinkedIn:** 1,185 total followers, plus 212 engagement (20.2% annual increase in followers)

- Digital marketing highlights:
 - **Our PPLDTV YouTube channel is performing quite well!** In 2020, we had 814,520 views; 42,270 hours viewed, and 5,173 subscribers by year's end (with 1,499 being new last year).
 - **All six episodes of [Artists of the Knight](#)** premiered with over 100 views each! It launched in late November 2020, with new episodes each week that featured various local artists and creatives. It has also attracted new subscribers to our YouTube channel.
 - **PPLD Festivus** was a new (fun) holiday addition this year! Posts on Facebook collectively reached more than 10,000 people.
 - We had several **high-performing posts on Facebook and/or Twitter** last month, in addition to engagement questions, patron, testimonials, memes, and quotes. Here's a sampling: #PPLDFestivus, LENA Start, and donating to the PPLD Foundation for the Give! Campaign and Colorado Gives Day.



- Video highlights:
 - **Watch our newest video features**, which complement features in *District Discovery*:

[Grey Wolf Lodge: From Books to New Beginnings](#)

Award-winning chef and entrepreneur Nathan Dirnberger took advantage of many free resources his PPLD card could offer to get started and set up his business, Grey Wolf Lodge. Learn more about his story at ppld.org/Grey-Wolf-Lodge.

Book Sorter

What's that cool machine at Library 21c? [Watch this video](#) to learn more about our AMH book sorter, including what it does and how it works.

HAPPENINGS

Key updates & partnerships:

- **COVID-19 service status & changes:** Due to the local status of the ongoing COVID-19 pandemic, PPLD continued providing reservation-only services at locations, then it announced on Tue., Jan. 12 that locations would [welcome patrons back inside](#) without a reservation beginning Tue., Jan. 19. Patrons can continue to take advantage of [curbside services](#), which includes a park and text option. They also can [connect with a librarian](#), and [use the Library remotely](#) in various ways, including its large digital collection, extensive hub of online resources, and many virtual programs for people of all ages and interests.
- **PowerPass launch:** PPLD and Harrison School District 2 (HSD2) publicly announces their partnership, with students gaining access to PPLD's [PowerPass](#) beginning Mon., Jan. 11. This is the second school district in El Paso County partnering with PPLD for the just-for-students digital library card. It grants access to the Library's digital collection and resources, in addition to five physical checkouts at a time.
- **[District Discovery](#):** The Winter 2021 edition of PPLD's quarterly magazine will be released soon this January! Pick up a copy at one of our library locations, or read the issue online.



- **AARP Tax-Aide:** Volunteers will once again assist patrons with free tax support this year! Beginning Feb. 2, their team will be available at Library 21c on Tuesdays and Thursdays from 9 a.m. to 5 p.m., with their services running through April 13. Interested community members can call (719) 235-6757 to schedule an appointment beginning Jan. 18. Due to COVID-19, patrons can drop off their documents to be scanned by AARP volunteers who will then submit the returns virtually. Intake forms will be available at Library 21c and must be completed in advance of appointments. As a reminder, the program is not just for AARP members.

Current & upcoming programs:

- **Winter Adult Reading Program: Tales & Tails**

Feb. 1 – Mar. 31

The annual program is open to anyone 18 years and older. Simply register online or in-person at any library location, and then keep track of your reading and/or activities with the log provided. Complete the program by reading eight books OR a combination of reading four books and attending four programs/activities. Collect prizes after each level completed.

- **Virtual Homeschool Science Fair**

Feb. 5-19

This noncompetitive event is open to all students in grades K-12 who are homeschooled, learning remotely, or doing a hybrid plan. There are no specific rules or required format. Simply choose and complete your science project, record it or take photos of your process and conclusions, and prepare a brief summary of your findings to be viewed online. Projects can be uploaded between the dates above.



- **Jean Ciavonne Poetry Award for Children**

Deadline of March 2

This annual contest is open to all fourth and fifth graders in the Pikes Peak Region. This year's theme is "Hope is Where the Heart Is: Poems of Inspiration for the Future." Submissions are accepted online, by email, or by mail through the postmarked deadline above. Six winners will be selected and receive \$50 each, in addition to a book of poetry.

- **Celebrate Black History Month with PPLD!**

Here are some programs happening **throughout the month of February:**

- **The Black Novel as "Protest" Fiction**, Feb. 21, 1-3 p.m. (Virtual)
Join Durthy Washington for an exploration of the evolution of Black Protest Fiction.
- **Black History Month with the Reminders**, Feb. 1-28 (YouTube video)
Join local musical group The Reminders for a performance for Black History Month.
- **Learn West African Dance**, available beginning Feb. 13 at 2 p.m. (YouTube video)
Learn something exciting and completely different with a West African Dance lesson from Cleo Parker Robinson Dance! Try some new dance moves and enjoy the energy of this lively program with your family and friends. It's appropriate for all ages.

Meeting & study rooms:*

- **Online patron requests:** 0 during last month, leaving the YTD total at 15,728
- **Phone & email inquiries:** 10 for last month, bringing the YTD total to 2,112
- **Community-hosted events & room use:** 0 for last month, bringing the YTD total to 9,156
- **Library-hosted programs & room use (including Virtual Library):** 132 for last month, bringing the YTD total to 4,089

**In-person use of rooms closed to the public since mid-March 2020 due to ongoing pandemic*

Internal communications:

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

COVID-19 PANDEMIC

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

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



VIDEO & PHOTO HIGHLIGHTS

Here are some images taken last month:

Mobile Library Services got a new wrap for one of their units!



PPLD staff host their first Drive-in Storytime outside of East Library in late December 2020.



New interior and exterior photos are in the works for all library facilities. Here's one from Library 21c:



Facilities Department Report January 20, 2021

Projects

The Manitou Springs/MAC project is progressing. Demolition was completed the week of December 28th and the permit was issued on January 7th. Nunn Construction will be updating their project schedule now that the permit has been issued. Framing and drywall work will begin on Monday January 11th.

The new Cheyenne Mountain Library service desk was installed on Tuesday, January 5th. However, a couple of sections were damaged during shipping. The vendor has submitted a claim with the supplier. Once replacement sections arrive, they will replace the damaged units.

The Old Colorado City wood floor replacement has started with library and facilities staff working to clear out the south portion of the building. The flooring contractor is scheduled to begin demo and replacement of that area on Monday, January 18th. At this time, Old Colorado City Library will be closed until early March. Materials placed on hold will be made available at Penrose Library until the library reopens.

The fire alarm panel replacement at East Library has been completed.

A Request for Quote was issued on December 23, 2020 for the construction of a new network closet at the East Library. The deadline for submitting was Friday, January 8th. A total of four (4) quotes were received. After review of the submittals, we will be awarding this project to Mahler GC. We have a long history with this general contractor, most recently with the construction of the learning lab at Ruth Holley Library in April of 2020.

Facilities is also working with Design Edge on design of a new network closet that will serve the Penrose/Carnegie buildings. In association with this project will be the addition of a new office. This project is anticipated to begin in April or May of this year.

In 2021, Facilities will tackle several projects throughout the district including but not limited to: building back-up generator at Library 21c, exterior painting at the Knights of Columbus Hall, design, budgeting, and bidding for the 2022 roof replacement at Penrose/Carnegie and enclosing the lobby of the Executive Assistant. Facilities will also be circling back around to address some projects that were deferred in 2020 due to the closures.

Monthly Statistics

In the month of December 2020, the Facilities department completed a total of (118) 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 December 2020, Facilities staff completed a total of (76) demand work orders (work orders submitted by PPLD staff) accounting for (121.5 hrs.) of staff time and (162) preventive maintenance work orders (work orders scheduled for equipment, etc.) to account for (234.75 hrs.) of staff time. A total of (238) work orders. Along with work orders, Facilities on-call personnel did not respond to any after-hours calls in December 2020. Emergency calls address issues that cannot wait until the next business day.

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

Human Resources:

Major projects included the following:

- Organizational Development (Cody Logsdon)
 - Coordinated demos of three different Learning Management Systems
 - Wrapped up the third Leadership Program cohort. New application process has been rolled out for those interested in participating in the spring cohort
 - In accordance with Equal Pay for Equal Work Act: made updates to job descriptions to include pay ranges. Also made updates to Personnel Policy Manual
- HRIS/Benefits/Compliance (Cristina Jaramillo)
 - Wrapped up open enrollment resolving issues as they arose
 - Continued to manage FFCRA/COVID situations and issues while tracking leave
 - Onboarded new employees
 - Processed large number of promotions, transfers, and terminations
 - Handled high priority worker's comp situations
- Wellness program and Records Retention (Laurie Jackson)
 - The Wellness Team gifted staff with PPLD masks; these replaced the calendars that had been gifted to staff for the past several years
 - 74 employees completed the final Routine Revolution challenge of 2020 and received their award (\$10 Amazon gift card)
 - 18 employees received awards for meeting the Preventative Exam Challenge in the last quarter of 2020 (\$25 Amazon gift card)
- Volunteer program (Karen Goates)
 - Volunteer activities continue to be on hold
 - Compiling hours for 2020
- Recruitment (Soumya Gollapalli)

Recruitment / Selection Activity	Dec 2020
Jobs Posted	7
Newly Hired Employees	4
Promoted Employees	6
Transferred Employees	4
Separated Employees	11

- New Employees onboarding
- Updating Job Descriptions with Pay Ranges
- Coaching employees on how to better perform in interviews
- Training (Sarah Marshall)
 - Shared results of Circulation Trainers survey with Circ Trainers
 - Facilitated session on using storytelling to deal with trauma of COVID for CrS
 - Facilitated DISC results debrief session for IT
 - Demoeed learning management systems to use for tracking staff development
 - Staff completed total of 19 courses in Zywave Learning with Communication Skills, Anti-Bullying, and Back Injury Prevention, and Diversity & Inclusion as top courses
 - Several upcoming learning opportunities for staff:
<https://research.ppld.org/ppldprofessionaldevelopment>
- Other Projects (Heather Laslie)

- Healthy Families and Workplaces Act adaptations
 - Decision to no longer employ substitute-only employees
 - Paying sick leave to non-benefitted employees (those who work less than 16 hours a week)
- Review of Equity, Diversity, Inclusion Audit draft
- Work on annual pay increase for staff
- Continued with ongoing employee relations, COVID-19 staff issues, and disciplinary issues
- Continued supporting the amazing team that I'm honored to guide!

Information Technology (IT) Department Report

January 2021

Infrastructure Team

E-Rate. Three vendors submitted responses to Request for Proposal (RFP) for services starting July 1, 2021 Category 1 broadband services. Anticipate meeting February board to seek approval for winning vendor. Planning for Category 2 internal connection services (i.e., cabling, managed services, etc.) continues.

Surveillance System Replacement Project. Received five proposals for RFP for this project. IT and Security evaluating proposals and planning scheduling to meet February board for vendor selection.

Servers and Applications. Migrating staff to Office 365 for file sharing and collaboration while also removing risk associated with single failure point. Estimate completion 1st Quarter FY21.

Manitou Relocation. Infrastructure team leading department effort supporting Manitou Springs Library transition to the Manitou Arts Center (MAC). End User Service team overseeing vendor installation of Audio and Visual (A/V) Systems in January.

End User Services (EUS) Team

Multi-Function Device (MFD) Project. Installation complete except for MAC (in transition) and Palmer Lake (closed). Activation of fax capability for patrons complete everywhere except for Penrose Library main floor. Penrose patrons can access MFDs located lower level.

Help Desk Software Project. Working with vendor to resolve issues resulting in training and implementation delays.

Staff Transition to Mobile Workforce Project. Transition delayed until projected delivery end of January 2021.

Self-Check Upgrade. Delayed until equipment delivery currently scheduled for February.

December Statistics.

- Worked on 327 tickets and closed 343 tickets.
- Computer Usage was 8,131 sessions.
- Hotspot Circulation to Library Patrons was 24.
- Printed Pages 50,608.
- Laptop Circulation was 0.
- AWE Early Literacy Station use was 0.

Safety, Social Services, Security Department Board Report January 20, 2021

- Safety Department continues to support the new safety programs and items deployed across the district. All 27 safety first aid kits are inspected monthly and restocked to ensure staff has needed items. All 56 Stop the Bleed kits across the district are inspected monthly. All 20 Blood Borne Pathogen kits are inspected monthly and refilled as needed. All 18 AED Units across district are inspected monthly and supported for expiring components.
- Safety and Security have completed the class schedule for year 2021. Safety will be putting on over 100 District wide training classes. These include PITS reporting, CPR/AED, Stop the bleed, Evacuation chair classes, Non-Violent Crisis Intervention, First Aid, Active shooter.
- Two Security Staff leadership team members have now completed the Districts leadership training seminar. A third member has been submitted for acceptance into the upcoming class.
- Security has continued to assist branches in staffing shortages as well as staffing the greeter tables and assisting in curbside service, holds retrieval, book processing. Cooperating to make sure that staff is safe and supported has continued to be the departments number one priority.
- Security has continued to work with facilities and IT to complete the vender installation of the new security systems over at the MAC. These include the badge access system the camera system and the alarm system. All system installation has been put on temporary hold as Asbestos abatement is completed.
- Security is working with MAC staff to create a template for their staff and patron badges to identify them once PPLD has begun cohabitation of the facilities.
- Security continues to work with IT on camera bridge system RFP. 20 companies identified that they would be bidding on the system. Questions were received from all bidders as well as tour requests. These were all processed, and we look forward to receiving bids on Jan 8th for review.
- Security continues to work with IT to identify facilities and bids to be completed for the 2021 year of badge access upgrades. Tentatively we have decided on Calhan, Old Colorado City and High prairie. We are waiting for bids to come back based on available budgets.
- One Life PPLD Life Saving Award was handed out in December to Jacob Osman in Security. Osman identified a patron at a facility with a handgun. While keeping an eye on the individual he noted that the patron had removed a wig from his pocket, put it on and had placed his hand on the weapon as he approached a staff counter. Jacob intervened and confronted the patron. The patron panicked and fled the facility.
- District Safety/Wellness team has started the yearly wellness goals campaign. Staff identify what they want to accomplish as a wellness goal for the year. There are software's that check in and assist with goal management and if they accomplish at the end they receive a gift card.

- The Social worker has been hired and has started with the district. Kayla Rockhold has already begun meeting with patrons and familiarizing herself with services at organizations in the district.
- One of our Social Worker interns has completed their rotation and has left the district. Our 2nd intern will be returning mid-January to resume assisting the Social Worker with patron referrals.

Security Board Report Regional Contributions

Southeast Region

- In cooperation with Terry Ford, Supervisor, Circulation Dept, East Library, finalized a schedule for training security officers in circulation tasks. This training will permit the security staff to better support the library's mission, regardless of which facility they are assigned to.
- Continued greeting patrons at the East, Ruth Holley, Sand Creek libraries. Security Staff continued to ascertain the patrons needs and directed them to the proper resources within the facility. Because of this process, security staff was able to identify a patron that was believed to be carrying a weapon and then initiate actions to ensure the safety of other visitors and staff.
- Assisted facilities staff and contractors with the upgrading of fire system components by ensuring that the alarm systems were placed in standby, preventing a false alarm being registered at the alarm monitoring station.

North Region

- New Security Officer completed the initial hiring process and will start training with David Knowles on 1-4-21
- North Region Security continued with expanding roles within the Circulation Department by being able to utilize Curbside software and making successful material deliveries.
- North Region Security did a staff flip / flop by sending a Security Officer to High Prairie and their Security Officer completed a shift at 21c. This North Region program has been met with many positive comments and appreciation of the teamwork attitude demonstrated by the North Region Security Team.
- 21c Security continues to develop enhanced performance by taking numerous shifts at the Greeter desk, UP desk and assisting in any way as Staff members have been reassigned to focus on Quarantine materials. Again, the 21c Security Team has received many positive comments about how we operate.

West Region

- Kennedy Smith, a 20 hr Officer applied for and was promoted to a full time 40 hr Officer for the West Region. Kennedy has demonstrated her commitment to the Safety of the staff and District.
- We are very excited that Bryan Cornell was hired for one of the full-time vacant positions at Penrose Security. We are excited about the wealth of knowledge and dedication he is bringing to the position.
- We are glad to announce that we have finally been able to complete the certification process for West Region Security Supervisor Scotty Stephens as an AED/CPR. Instructor will begin training our internal identified staff again in January and have plans to have 100 staffers certified by the end of 2021.

Report & Suspension Increasing Totals

2019 - Reports

JANUARY	44
FEBRUARY	36
MARCH	40
APRIL	30
MAY	37
JUNE	33
JULY	33
AUGUST	45
SEPTEMBER	34
OCTOBER	34
NOVEMBER	25
DECEMBER	31

2020 - Reports

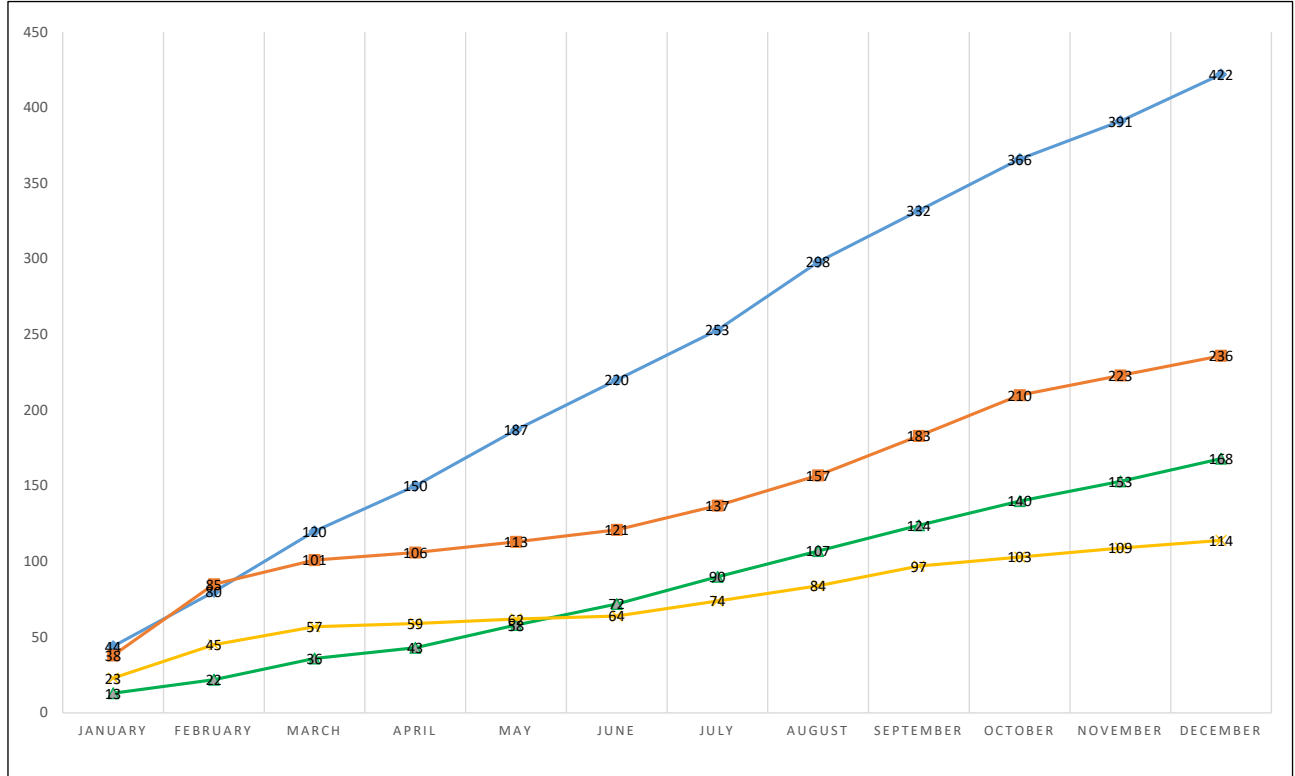
JANUARY	38
FEBRUARY	47
MARCH	16
APRIL	5
MAY	7
JUNE	8
JULY	16
AUGUST	20
SEPTEMBER	26
OCTOBER	27
NOVEMBER	13
DECEMBER	13

2019 - Suspensions

JANUARY	13
FEBRUARY	9
MARCH	14
APRIL	7
MAY	15
JUNE	14
JULY	18
AUGUST	17
SEPTEMBER	17
OCTOBER	16
NOVEMBER	13
DECEMBER	15

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

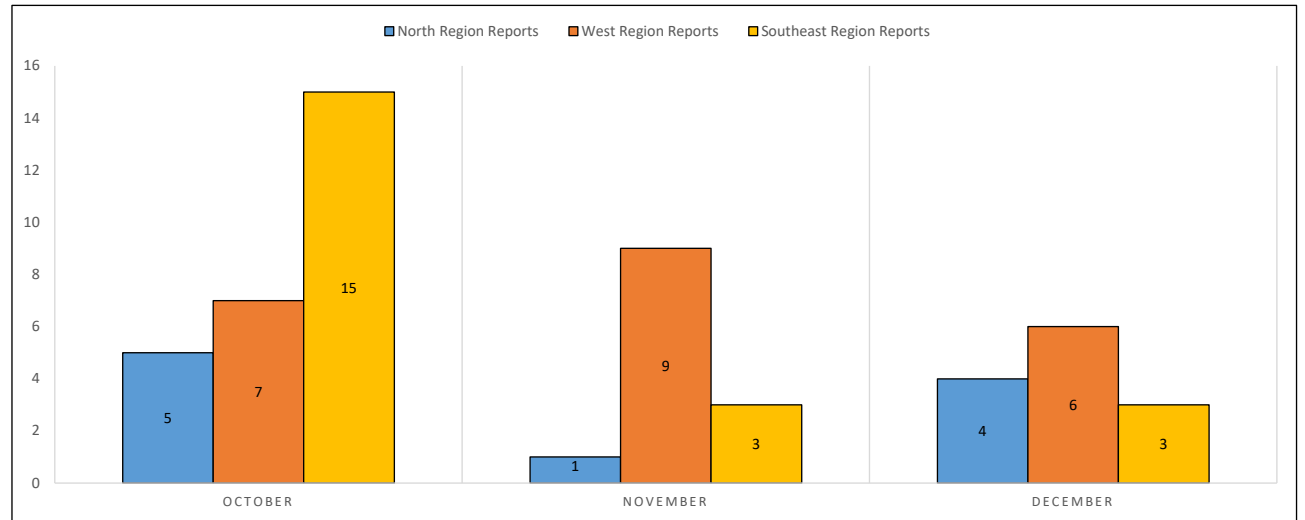


Reports - Regional Monthly Comparison

North Region Reports	
OCTOBER	5
NOVEMBER	1
DECEMBER	4

West Region Reports	
OCTOBER	7
NOVEMBER	9
DECEMBER	6

Southeast Region Reports	
OCTOBER	15
NOVEMBER	3
DECEMBER	3



Suspensions - Regional Monthly Comparison

North Region Suspensions	
OCTOBER	1
NOVEMBER	0
DECEMBER	1

West Region Suspensions	
OCTOBER	4
NOVEMBER	4
DECEMBER	2

Southeast Region Suspensions	
OCTOBER	1
NOVEMBER	1
DECEMBER	2

