PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
November 16, 2022   5 pm

PIKES PEAK LIBRARY DISTRICT
ppld

Cultivate spaces for belonging, personal growth, and strong communities

LIBRARY 21C – MAKE SPACE
[**VIRTUAL MEETING (ZOOM)**](#)
Call in: 1-253-215-8782 or 1-312-626-6799 or 1-669-900-6833 or 1-346-248-7799
Meeting ID: 883 8779 8379
Passcode: 730852

REGULAR MEETING OF THE BOARD OF TRUSTEES

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ITEMS TOO LATE FOR THE AGENDA

IV. CORRESPONDENCE AND PRESENTATIONS
    A. Correspondence
    B. Presentations
        1. Introduction of new staff and staff promotions
            a. Tiffany Paisley, Penrose Library Manager (Michael Doherty)
        2. Western Museum of Mining and Industry (Executive Director Grant Dewey)

V. PUBLIC COMMENT (*3 Minute Time Limit per Person*)

VI. BUSINESS ITEMS
    A. Consent Items
    Consent items shall be acted upon as a whole unless a specific item is called for discussion.
    Any item called for discussion shall be acted upon separately as "New Business".
        1. Minutes of the October 19, 2022 Meeting   (p. 3)
    B. Unfinished Business
        1. Decision 22-11-1: Strategic Plan (Dora Gonzales, Teona Shainidze Krebs)   (p. 7)

    C. New Business
        1. Decision 22-11-2: URA City Gate 2.0 (Weidner) (Jariah Walker)   (p. 9)
        2. Decision 22-11-3: URA Gold Hill Mesa Commercial (Jariah Walker)   (p. 33)
        3. Decision 22-11-4: Circulation policy (Tammy Sayles)   (p. 75)
        4. Decision 22-11-5: Legal Reference policy (Tammy Sayles)   (p. 80)
        5. Decision 22-11-6: Kitchen Use policy (Tammy Sayles)   (p. 82)
        6. Presentation and Discussion: Colorado FAMLI Program (Heather Laslie)   (p. 84)
        7. Presentation and Discussion: Budget Adjustment (Randy Green)   (p. 95)

VII. REPORTS
    A. Friends of the Pikes Peak Library District Report (Rita Jordan)   (p. 96)
    B. Pikes Peak Library District Foundation Report (Lance James)   (p. 97)
    C. Financial Report: October 2022 (Randy Green)   (p. 98)
    D. Public Services Report (Tammy Sayles)   (p. 118)
    E. Support Services Reports: Communications Report, Facilities Report, Human Resources Report
                                                    (p. 137)
    F. Interim Chief Librarian's Report (Teona Shainidze Krebs)
    G. Board Reports
        1. Governance Committee Report
        2. Internal Affairs Committee Report
        3. Public Affairs Committee Report

        4.   Trustee Update

        5.   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

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
October 19, 2022   5 pm

**Cultivate spaces for belonging,
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PENROSE LIBRARY – COLUMBINE ROOM
[VIRTUAL MEETING (ZOOM)](#)
Call in: **1-253-215-8782 or 1-312-626-6799 or 1-669-900-6833 or 1-346-248-7799**
Meeting ID: **883 8779 8379**
Passcode: **730852**

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

Interim Chief Librarian and CEO Teona Shainidze Krebs, Chief Safety, Social Services and Security Officer Michael Brantner, Monument and Palmer Lake Library Manager Jean Carrier, Video Producer/Director Drew Cerino, Old Colorado City Library Manager Amber Cox, Director of Creative Services Becca Cruz, Audio/Visual Analyst Phillip Doumas, Executive Assistant Laura Foster, Individual Giving Coordinator Sara Gallagher, Chief Information Technology Officer Justin Goodwin, Chief Financial Officer Randy Green, East Library Manager Gigi Holman, Chief Development Officer and Foundation Executive Officer Lance James, Friends of the Pikes Peak Library District Board of Directors President Rita Jordan, Chief Human Resources and Organizational Development Officer Heather Laslie, Manitou Springs and Ute Pass Library Manager Taryn Malila, Chief Communications Officer Michelle Ray, Interim Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles, Southeast Region Director Abby Simpson, Internal Communications Specialist Jeremiah Walter, Mobile Library Manager Lisa Ward, Ruth Holley Library Manager Tessia Warren, Randi Brantner, Sarah Dunmire, Stephanie Edwards, County Commissioner Carrie Geitner, Laura Neuman, David Neville, John Olson, Ray O'Sullivan, Erick Rothbauer-Stubbs, Jim Sawatzki, Anthony Siracusa, Samuel Small, Executive Director of the Colorado Springs Urban Renewal Authority (CSURA) Jariah Walker, County Commissioner Holly Williams

Absent: Trustee Debbie English

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER
President Dr. Ned Stoll called the October 19, 2022 regular meeting of the Pikes Peak Library District Board of Trustees to order at 5:00 p.m.

PLEDGE OF ALLEGIANCE

ITEMS TOO LATE FOR THE AGENDA
A request was made to move unfinished business ahead of new business.

PRESENTATIONS
Staff Promotions and New Hires
Interim Chief Librarian and CEO Teona Shainidze Krebs introduced Chief Information Technology Officer Justin Goodwin.
Chief Development Officer and Foundation Executive Officer Lance James introduced Individual Giving Coordinator Sara Gallagher.

PUBLIC COMMENT (*3 Minute Time Limit per Person*)
Long time PPLD volunteer Jim Sawatzki commented on behalf of staff, specifically at Monument Library. He asked that the Board please consider adopting a policy regarding video/audio recording of staff and/or patrons in all libraries. The suggested policy would prohibit unauthorized video/audio recording of staff or patrons in all PPLD library locations. Non-compliance with the policy would result in removal from the district.

BUSINESS ITEMS
Consent Items

Minutes of the September 21, 2022 Meeting

Motion: Aaron Salt made a motion that the Pikes Peak Library District Board of Trustees approve the minutes of the September 21, 2022 meeting as presented.

Second: Scott Taylor seconded the motion.
Vote: The motion was approved by the Trustees present, with the exception of Trustee Mina Liebert who abstained from the vote.

Unfinished Business

Decision 22-10-2: URA Hancock Commons

CSURA Executive Director Jariah Walker stated that a 100% property tax pledge be approved as presented. The Tax Increment Financing (TIF) would begin when the Colorado Springs City Council votes to approve the project in early 2023. The population increase will have the largest impact on Sand Creek Library. Future mill levies and de-taboring are outside the scope of the agreement.

President Dr. Stoll asked Chief Financial Officer Randy Green to provide a summary of PPLD's current TIF commitments. Scott Taylor shared details from the summary provided in 2019.

Motion: Aaron Salt made a motion that the Pikes Peak Library District approve the URA Hancock Commons project as presented.

Second: Dora Gonzales seconded the motion.
Vote: President Dr. Ned Stoll called for a vote by roll call:
Aaron Salt: Yes
Dora Gonzales: Yes
Scott Taylor: No
Mina Liebert: Yes
Erin Bents: Yes
Dr. Ned Stoll: Yes
Debbie English: no vote (absent)
With five members voting yes, one member voting no, and one member absent, the motion passes five to one.

New Business

Discussion: URA Weidner Apartment Homes (City Gate 2.0)

CSURA Executive Director Jariah Walker introduced Laura Neuman, representing Weidner Apartment Homes. Already under construction, this project includes underground resident parking, general downtown 'non-tenant' parking and retail space. Weidner Apartment Homes is investing in the Working Fusion Tiny Home Community, working with Springs Rescue Mission to provide housing options. Additionally, Weidner Apartment Homes is working with residents of the Mill Street neighborhood to address their concerns regarding the project.

Discussion: URA Gold Hill Mesa Commercial (Jariah Walker)

CSURA Executive Director Jariah Walker introduced Stephanie Edwards, Samuel Small, and John Olson representing Gold Hill Mesa Commercial. This project is in addition to the residential project already in place. Environmental work has been underway to prepare the site for construction of townhomes and retail space. Individual lots for single family homes are also part of the project. Anyone interested in a site visit is welcome to contact Gold Hill Mesa Commercial.

Presentation: Three Year Strategic Plan

The Three-Year Strategic Plan: Areas of Focus & Strategies document was included in the Board packet. Anthony Siracusa explained that a committee of Trustees, staff and community members reviewed all input to create the three-year plan. Clarification recommendations will be incorporated into the document and presented at the November Board meeting for approval after which the plan will be rolled out to PPLD staff.

Decision 22-10-3:   Use of Force Policy
Chief Safety, Social Services and Security Officer Michael Brantner explained the statement regarding PPLD Security Officers not being authorized to carry weapons has been moved to the procedural section.

> **Motion:** Dora Gonzales made a motion to approve the Use of Force Policy as presented.

> **Second**: Scott Taylor seconded the motion.
> **Vote**:   The motion was approved unanimously.

REPORTS

Friends of the Pikes Peak Library District Report
The Friends of the Pikes Peak Library District report was included in the Board packet. Friends of the Pikes Peak Library District Board of Directors President Rita Jordan shared that the fall booksale earned $12,000. The Friends donation for 2023 is $30,000.

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

Financial Report: September 2022
The Financial Report for September 2022 was provided in the Board packet. Chief Financial Officer Randy Green stated that expenses are tracking similarly to last year. He shared that the midyear budget report/budget adjustment will be reviewed by the Internal Affairs Committee in November and brought to the November Board meeting for a vote. Budget adjustments are expected to be presented to the Board as they occur throughout the course of the fiscal year instead of compiling all changes into one yearly report.

Public Services Report
The Public Services Report was included in the Board packet. Interim Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles shared that Palmer Lake residents have requested Saturday hours for their library. Management is assessing the availability of staff to make the requested change in hours. PPLD Trustees were invited to attend the Naturalization Ceremony on Friday, October 21 at 11:30 a.m., and the Food Industry Training (FIT) graduation on Friday, November 11 at 11:00 a.m. Both events will take place in the Venue at Library 21c.

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

The Support Services Reports were included in the Board packet.

Interim Chief Librarian's Report
Interim Chief Librarian and CEO Teona Shainidze Krebs met with several city and county leaders over the last month, and has a meeting arranged with Commissioner Holly Williams next week. A meeting with Jeff Cook of Springs Rescue Mission is scheduled for this Friday to discuss an emergency response partnership.

A patron reached out with a concern about an interaction in one of PPLD's libraries; the Safety and Security team were unable to verify the incident from camera footage. A meeting was arranged with Ms. Shainidze Krebs and Chief Safety, Social Services, and Security Officer Michael Brantner to gather more information, however the patron did not attend the meeting.

Two book challenges are currently under review and will be presented at the November Board meeting. Ms. Shainidze Krebs thanked the Board of Trustees for approving the Colorado Open Records Act (CORA) policy at the Board retreat. No CORA requests have been received since the policy was published on October 7, 2022. Aaron Salt requested that CORA request updates be provided to the Board as the requests occur.

Board Reports
Governance Committee Report
Governance Committee Chair Dora Gonzales shared that the committee met on October 4, 2022. The agenda for the Friday, October 7 retreat was discussed, and the Conflict-of-Interest statement was reviewed.

This statement is approved and signed by Trustees, Leadership Team, and members of both the Foundation and Friends Boards yearly. The form will be modified to be completed electronically through DocuSign for 2023. A land acknowledgement will be discussed at future meetings to determine if and how PPLD will implement the practice. The reviewed Bylaws of the Board of Trustees have been provided to legal counsel for review.

Internal Affairs Committee Report
Internal Affairs Committee member Aaron Salt shared that the Committee met on October 4, 2022. The Internal Affairs Committee reviewed the CSURA projects presented today, the policy approved in today's meeting and an overview of the Strategic Plan.

Public Affairs Committee Report
Public Affairs Committee Chair Mina Liebert stated that the Committee did not meet in October.

Trustee Update
Trustees appreciated the opportunity to attend and participate in PPLDCon 2022. It was great to gather with staff and have an opportunity to answer questions.

Board President's Report
Board President Dr. Ned Stoll announced that he has asked Debbie English and Dora Gonzales to lead the CEO selection committee. They will provide updates to the Board at monthly meetings. Dr. Stoll also thanked those who planned and participated in the Board retreat on October 7, 2022.

ADJOURNMENT

There being no further business to discuss, President Dr. Ned Stoll adjourned the October 19, 2022 meeting of the Board of Trustees at 8:50 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

Strategic Plan 2023 - 2025
Areas of Focus & Strategies

Access
PPLD is an access point for everyone to engage with resources, services, and spaces as they choose.

- Ensure the right of all Library patrons to exercise intellectual freedom.

- Protect the right of individuals to create and consume content without censorship.

- Offer services and resources that meet the needs and wants of the community.

- Provide spaces and hours of operation that meet the needs and wants of the community.

Accountability
PPLD is accountable to all stakeholders through fiscal responsibility, continuous evaluation, and by sharing findings with the public.

- Evaluate and share the impact of Library resources, services, and spaces.

- Evaluate and share the internal and external impacts within each area of focus.

- Gather, evaluate, and share public input.

- Maintain, track, and share practices of fiscal responsibility.

- Conduct evaluations of what is offered in the community, where and when, to ensure the Library is not duplicating efforts.

Communications
PPLD invests in and elevates community awareness of its resources, services, and spaces.

- Improve the digital experience and interface for Library patrons, including functionality, usability, and accessibility.

- Enhance the in-person patron experience at Library locations and through community outreach.

- Support staff in serving as Library ambassadors.

- Develop and implement a public relations and marketing plan that demonstrates the Library's value and showcases what is offered in its physical and digital spaces.

- Enhance internal communications to ensure all staff are aware, knowledgeable, and using provided tools about the Library's value and what is offered to the community.

- Provide patrons with a consistent brand experience across all PPLD channels, including brand identity and messaging.

Community Connections

PPLD builds community through relationships and partnerships to connect people to relevant resources, services, and spaces.

- Build, maintain, and strengthen community-based relationships that benefit local and regional communities.

- Build, maintain, and strengthen strategic partnerships to maximize areas of alignment that benefit local and regional communities.

- Expand existing partnerships and explore new opportunities for innovation.

- Maintain an ongoing presence in the community.

- Be responsive to current events and multi-cultural celebrations within our communities, serving as a hub and connector for residents and community groups.

- Participate and engage with local, regional, national, and international entities with staff serving as PPLD representatives.

Physical and Virtual Spaces

PPLD provides equitable access to physical and virtual spaces in safe and inclusive environments.

- Create a master plan for Library facilities to identify and address current and future facility, safety, and accessibility needs across the District.

- Create a technology and equipment master plan to identify and address current and future information technology needs across the Library District.

Staff

PPLD values, trusts, and invests in staff.

- Support staff in their educational goals and growth.

- Build digital literacy skills among staff to best support the community's needs.

- Train staff to provide awareness of Library and community resources.

- Provide excellence in internal and external customer service.

- Align individual staff talents to meet the community's needs.

- Apply equity, diversity, and inclusion best practices in hiring and retention.

- Strengthen relationships within and among PPLD staff.

- Continue to offer salary and benefits that are on par with local, state, and national standards and in compliance with legal requirements to recruit and retain an excellent workforce.

- Increase the skills, capabilities, and confidence of PPLD's direct supervisors and managers.

<u>PROPERTY TAX INCREMENT REVENUE AGREEMENT</u>
(Pikes Peak Library District)
(City Gate 2.0 Urban Renewal Plan)

This Property Tax Increment Revenue Agreement (the "Agreement") is entered into as of _____, 2022 (the "Effective Date") by and between the COLORADO SPRINGS URBAN RENEWAL AUTHORITY, a body corporate and politic of the State of Colorado (the "Authority"), whose address is 30 South Nevada Avenue, Colorado Springs, Colorado 80903, and the PIKES PEAK LIBRARY DISTRICT, a political subdivision of the State of Colorado (the "Library District"), whose address is 12 North Cascade Avenue, Colorado Springs, Colorado 80903. The Authority and the Library District are referred to herein individually as a "Party" and collectively as the "Parties."

<u>RECITALS</u>.

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

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

B.   <u>Urban Renewal and Tax Increment Financing</u>. To accomplish the proposed redevelopment and to provide certain required public improvements, the Authority has recommended inclusion of the Property in a proposed urban renewal plan, entitled as the "City Gate 2.0 Renewal Plan" (the "Plan" or "Urban Renewal Plan") authorizing and utilizing tax increment financing in accordance with the Colorado Urban Renewal Law, Part 1 of Article 25 of Title 31, C.R.S. (the "Act"), to pay Eligible Costs of the Improvements. The proposed Plan that includes the Property has been provided to the Library District under separate cover. The final Plan approved by the City Council of the City shall be the "Plan" for purposes of this Agreement.

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

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

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

AGREEMENT

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

1.   DEFINITIONS. As used in this Agreement:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1.15. "Project" shall have the same meaning as Urban Renewal Project.

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

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

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

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

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

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

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

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

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

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

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

(i)   The increase in base value resulting from biennial general reassessments for the Duration in accordance with §31-25-107(9)(e) of the Act;

(ii)   The benefit of improvements in the Urban Renewal Area to existing taxing entity infrastructure in accordance with §31-25-107(3.5) of the Act;

(iii)   The estimate of the impact of the Urban Renewal Project on Library District and taxing entity revenues in accordance with §31-25-107(3.5) of the Act;

(iv)   The cost of additional Library District and taxing body infrastructure and services required to serve development in the Urban Renewal Area in accordance with §31-25-107(3.5) of the Act;

(v)   The capital or operating costs of the Parties, the City, and other taxing bodies that are expected to result from the Urban Renewal Project in accordance with HB 15-1348;

(vi)   The legal limitations on the use of revenues belonging to the Parties, the City, and any taxing entity in accordance with HB 15-1348 and SB 18-248; and

(vii)   The other estimated impacts of the Urban Renewal Project on Library District and other taxing body services or revenues in accordance with §31-25-107(3.5) of the Act.

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

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

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

4.   PLEDGE OF PROPERTY TAX INCREMENT REVENUES. The Library District recognizes and agrees that in reliance on this Agreement and in accordance with the provisions of §31-25-109(12) of the Act, the adoption and approval of the Plan includes an irrevocable pledge of all of the Property Tax Increment Revenues, including the District

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

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

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

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

8. MISCELLANEOUS.

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

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

8.3.   <u>Entire Agreement</u>. This instrument embodies the entire agreement of the Parties with respect to the subject matter hereof. There are no promises, terms, conditions, or obligations other than those contained herein; and this Agreement shall supersede all previous communications, representations, or agreements, either verbal or written, between the Parties hereto. No modification to this Agreement shall be valid unless agreed to in writing by the Parties.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

[Remainder of page intentionally left blank]

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

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

By: _____
Title: _____

ATTEST:

By: _____

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

By: _____
Title: _____

ATTEST:

By: _____

Exhibit A

The Property

Legend:
- City Gate URA Boundary
- City Gate URA Parcels
- Parcel

0   0.025   0.05 Miles

WEIDNER APARTMENT HOMES

THE EXPERIENCE AT EPICENTER

LAURA NEUMANN
Presenting to
Pikes Peak Library District
September 6, 2022

RESIDENTIAL

- **1,182 units**

- Market rate rental project

- Rents ranging from **$1,290 to $2,955**/unit/mo.

- Average Rental Rate of **$2,192/unit or $2.80/sq. ft.**

- Average unit size of **1,327 sq. ft.**

Description	Units	SF per Unit	RBA	% of Total	Rent per Unit	Rent per SF
Phase 1	**408**	**782**	**319,239**	**100%**	**$1,934**	**$2.47**
Efficiency	22	329	7,238	2%	$1,290	$3.92
Studio	63	608	38,304	12%	$1,505	$2.48
1-Bedroom	217	743	161,231	51%	$1,860	$2.50
2-Bedroom	106	1,061	112,466	35%	$2,475	$2.33
Phase 2	**361**	**783**	**282,833**	**100%**	**$2,114**	**$2.70**
Efficiency	18	329	5,922	2%	$1,410	$4.29
Studio	58	608	35,264	12%	$1,645	$2.71
1-Bedroom	191	743	141,913	50%	$2,032	$2.73
2-Bedroom	94	1,061	99,734	35%	$2,704	$2.55
Phase 3	**413**	**783**	**323,281**	**100%**	**$2,308**	**$2.95**
Efficiency	21	329	6,909	2%	$1,541	$4.68
Studio	66	608	40,128	12%	$1,798	$2.96
1-Bedroom	219	743	162,717	50%	$2,220	$2.99
2-Bedroom	107	1,061	113,527	35%	$2,955	$2.79
Total/Average	**1,182**	**1,327**	**925,353**	**100%**	**$2,192**	**$2.80**
Total RBA			925,353			
Common Area / Parking			1,108,551			
Gross Building Area			2,033,904			

Rents are estimates as of 2021, and subject to change

2

PARKING

- **2,058** parking spaces
  - 1,100 private
  - 869 public
  - 89 off-street

- Private Monthly Rates: **$125 - $133** per space

- Public Daily Rates: **$5 - $7** per space

- Public Event Rates: **$15 - $17** per space

- Estimated Parking Revenue per month at buildout: **$226,992**

Description	Spaces	Rent per Space	Monthly Revenue[1]	Annual Revenue
Phase I	**711**		**$68,375**	**$820,500**
Private Garage	380	$125	$43,700	$524,400
Public Garage	300	$5-$15	$24,675	$296,100
Off-Street	31			
Phase II	**627**		**$68,639**	**$823,664**
Private Garage	335	$129	$39,681	$476,169
Public Garage	265	$6-$16	$28,958	$347,495
Off-Street	27			
Phase III	**720**		**$89,978**	**$1,079,739**
Private Garage	385	$133	$46,971	$563,656
Public Garage	304	$7-$17	$43,007	$516,083
Off-Street	31			
Total	**2,058**		**$226,992**	**$2,723,903**

Source: Developer; Economic & Planning Systems

[1]Includes 8% vacancy factor for private garage

Rates are estimates as of 2021, and subject to change

RETAIL

- **37,346** sq. ft. of ground floor retail

- **$1.67 - $2.00** rent per sq. ft.

Description	Units	SF per Unit	RBA	% of Total	Rent per Month	Annual Rent	Rent per SF
Phase 1	1.0	12,342	12,342	33%	$20,570	$246,840	$1.67
Phase 2	1.0	12,470	12,470	33%	$22,862	$274,340	$1.83
Phase 3	1.0	12,534	12,534	34%	$25,068	$300,816	$2.00
Total/Average	**3.0**	**37,346**	**37,346**	**100%**	**$68,500**	**$821,996**	**$1.83**

Source: Developer; Economic & Planning Systems

Rents are estimates as of 2021, and subject to change

CityGate Development's Economic Impact to El Paso County is estimated at $1.09B.

Primary sources of increased economic impact:

Construction:

Over **10 years**, **$300M** will be added to the local GDP due to construction activity. **400 total construction jobs** will be employed annually generating $240 million in labor income that is directly attributed to the $300M in GDP contribution.

Property Management and Retail Operations:

Over **22 years** (from Phase 1 completion through the end of the URA period), **$176M** will be added to the local GDP through property management and retail. **142 total jobs** will be employed annually generating $114M in in labor income that is directly attributed to the $176M.

Household formation and economic contribution:

Over **22 years** (from Phase 1 completion through the end of the URA period), **$613M** will be added to the local GDP through net new household formation and associated local spend. Approximately **258 new jobs** will be added to the market annually generating $314M in labor income that is directly attributed to the $613M.
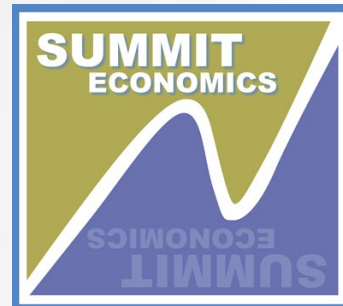
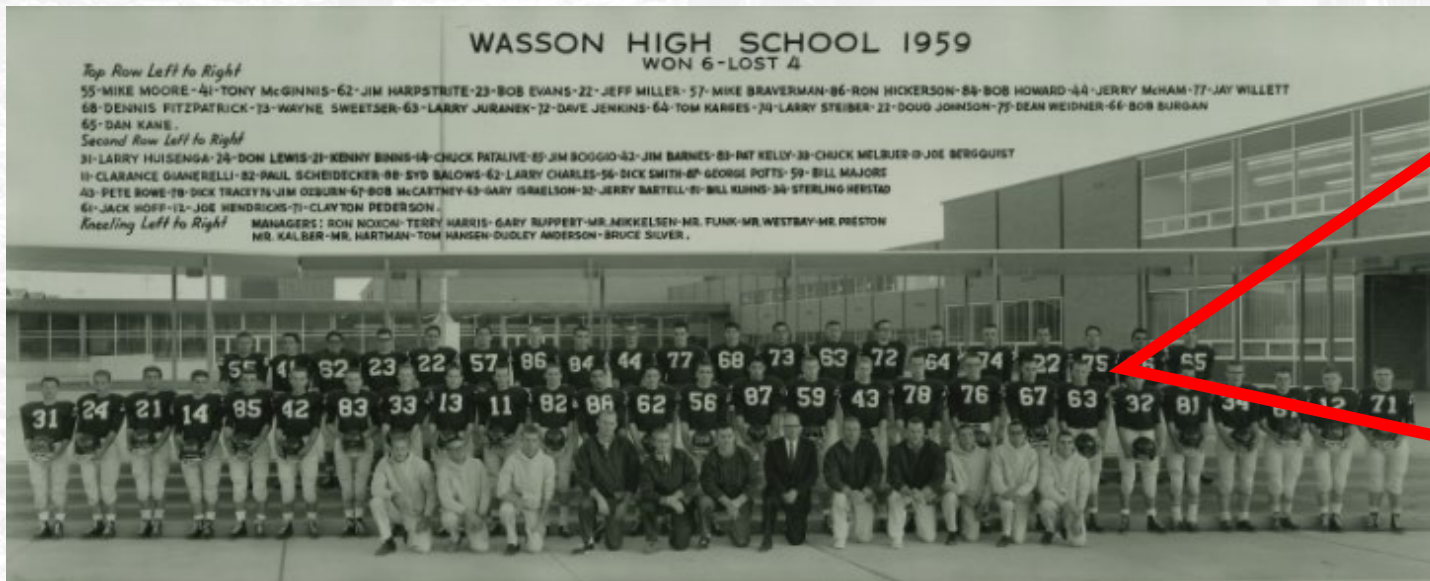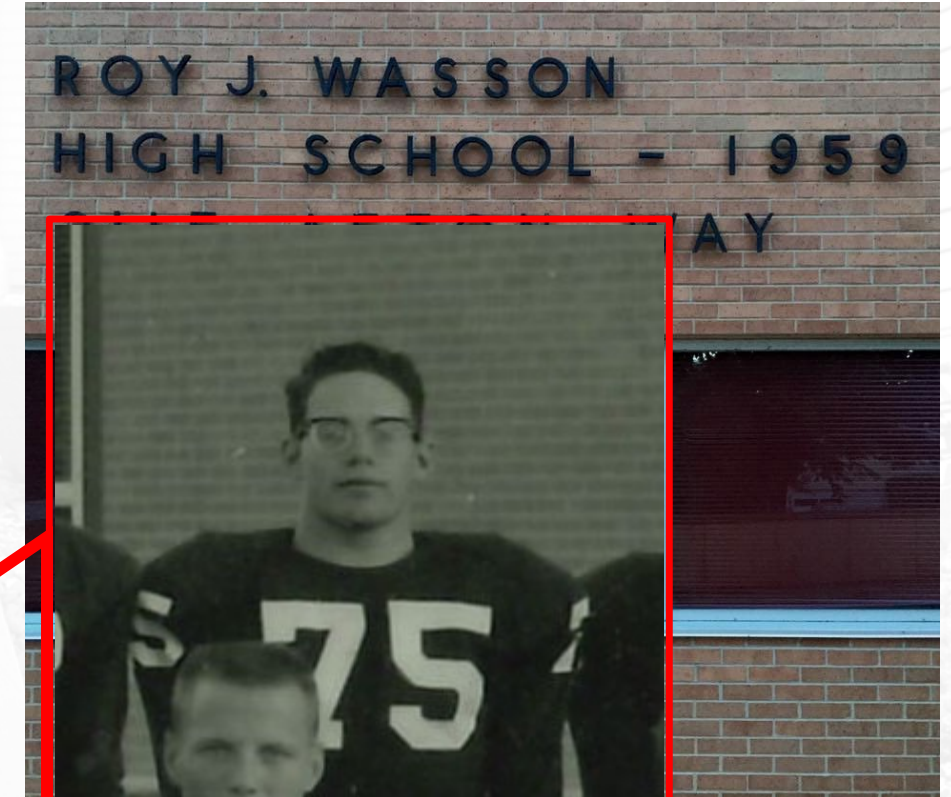# WEIDNER APARTMENT HOMES: Three Messages to Share About Us

1. Dean Weidner is not just another developer showing recent interest in Colorado Springs.

2. Weidner Apartment Homes will be good stewards of URA TIF funding.

3. Dean Weidner and the Weidner team genuinely care about building community. We don't just financially invest in the neighborhoods we are located in, we are intrinsically committed to the well-being of the entire city and surrounding region.

WEIDNER APARTMENT HOMES: Three Messages to Share About Us

Dean Weidner is not just another developer showing recent interest in Colorado Springs

- What was once Dean Weidner's **boyhood home** is now one of his favorite cities, not just in the nation, but in the world. He was a student of the first graduating class of **Wasson High School** and played on the football team.
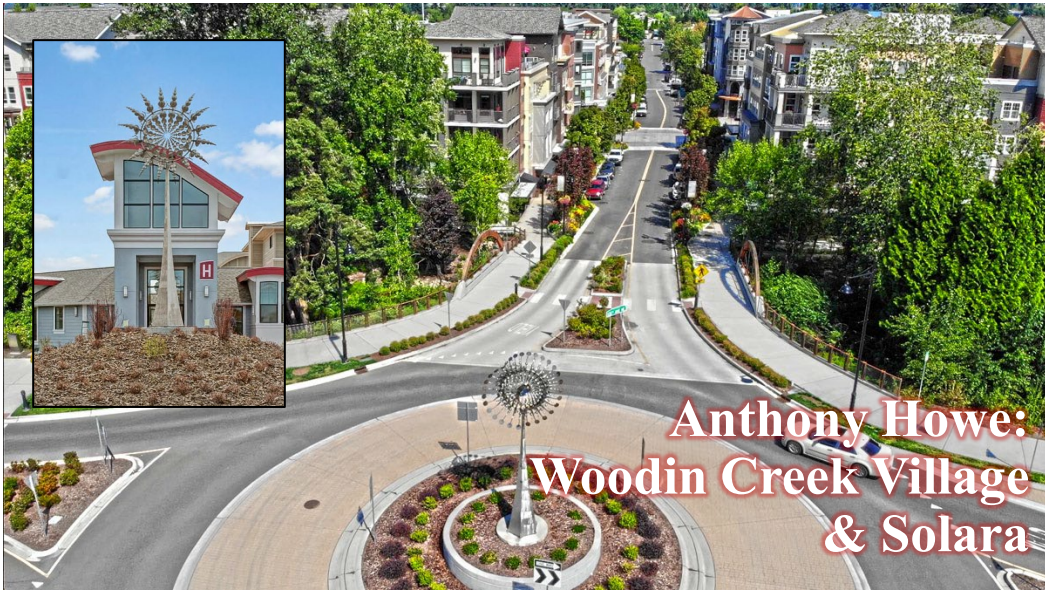
WEIDNER APARTMENT HOMES: Three Messages to Share About Us

Weidner Apartment Homes Will Be Good Stewards of URA TIF Funding

Leroy Neiman

Anthony Howe: Woodin Creek Village & Solara

Skyline Lofts Gallery

Georgia Gerber: Woodin Creek Village

Leavenworth Haus

EXPERIENCE
AT EPICENTER

WEIDNER APARTMENT HOMES: Three Messages to Share About Us

Dean Weidner and the Weidner team genuinely care about building community

With a generous donation from Dean Weidner to the University of Anchorage Alaska the Weidner Property Management and Real Estate Program was created and is housed in the College of Business and Public Policy. This 4-year degree is only one of a handful of programs in the nation focused on the management of multi-family real estate assets. In addition to classroom education, students participate in experiential learning through job shadowing, paid-internships, and attendance at local and national industry events. This degree also provides students with the opportunity to earn industry designations that enhance their skills and knowledge that helps them create a solid path of success in our industry.

WEIDNER APARTMENT HOMES: Three Messages to Share About Us

Dean Weidner and the Weidner team genuinely care about building community

Based on the success of the UAA program, Weidner Apartment Homes set out to identify similar existing programs to invest in, or connect with other universities that were interested in establishing Weidner Centers of Residential Property Management. The goal is to bring academic opportunities to students that may have never heard of property management or considered this industry as a lucrative career choice that has the need for strong managerial talent in all markets throughout the US.

Weidner is active on the advisor boards of similar programs throughout the US and Canada at the following institutions.

UNIVERSITY PARTNERS

WEIDNER APARTMENT HOMES: Three Messages to Share About Us

Dean Weidner and the Weidner team genuinely care about building community

WEIDNER APARTMENT HOMES: Three Messages to Share About Us

Dean Weidner and the Weidner team genuinely care about building community

April 2022:

Weidner announces the largest investment to date to purchase 4 homes at the Working Fusion Tiny Home Community in the Mill Street neighborhood.

<u>PROPERTY TAX INCREMENT REVENUE AGREEMENT</u>
(Pikes Peak Library District)
(Gold Hill Mesa Commerical Urban Renewal Plan)

This Property Tax Increment Revenue Agreement (the "Agreement") is entered into as of _____, 2022 (the "Effective Date") by and between the COLORADO SPRINGS URBAN RENEWAL AUTHORITY, a body corporate and politic of the State of Colorado (the "Authority"), whose address is 30 South Nevada Avenue, Colorado Springs, Colorado 80903, and the PIKES PEAK LIBRARY DISTRICT, a political subdivision of the State of Colorado (the "Library District"), whose address is 12 North Cascade Avenue, Colorado Springs, Colorado 80903. The Authority and the Library District are referred to herein individually as a "Party" and collectively as the "Parties."

<div align="center">RECITALS.</div>

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

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

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

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

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

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

AGREEMENT

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

1.   DEFINITIONS. As used in this Agreement:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1.15. "Project" shall have the same meaning as Urban Renewal Project.

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

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

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

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

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

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

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

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

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

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

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

(i)   The increase in base value resulting from biennial general reassessments for the Duration in accordance with §31-25-107(9)(e) of the Act;

(ii)   The benefit of improvements in the Urban Renewal Area to existing taxing entity infrastructure in accordance with §31-25-107(3.5) of the Act;

(iii)   The estimate of the impact of the Urban Renewal Project on Library District and taxing entity revenues in accordance with §31-25-107(3.5) of the Act;

(iv)   The cost of additional Library District and taxing body infrastructure and services required to serve development in the Urban Renewal Area in accordance with §31-25-107(3.5) of the Act;

(v)   The capital or operating costs of the Parties, the City, and other taxing bodies that are expected to result from the Urban Renewal Project in accordance with HB 15-1348;

(vi)   The legal limitations on the use of revenues belonging to the Parties, the City, and any taxing entity in accordance with HB 15-1348 and SB 18-248; and

(vii)   The other estimated impacts of the Urban Renewal Project on Library District and other taxing body services or revenues in accordance with §31-25-107(3.5) of the Act.

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

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

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

4.   PLEDGE OF PROPERTY TAX INCREMENT REVENUES. The Library District recognizes and agrees that in reliance on this Agreement and in accordance with the provisions of §31-25-109(12) of the Act, the adoption and approval of the Plan includes an irrevocable pledge of all of the Property Tax Increment Revenues, including the District

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

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

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

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

8. **MISCELLANEOUS.**

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

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

8.3. <u>Entire Agreement</u>. This instrument embodies the entire agreement of the Parties with respect to the subject matter hereof. There are no promises, terms, conditions, or obligations other than those contained herein; and this Agreement shall supersede all previous communications, representations, or agreements, either verbal or written, between the Parties hereto. No modification to this Agreement shall be valid unless agreed to in writing by the Parties.

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

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

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

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

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

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

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

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

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

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

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

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

[Remainder of page intentionally left blank]

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

<div style="text-align:right">

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

By: _____
Title: _____

</div>

ATTEST:

By: _____

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

By: _____
Title: _____

ATTEST:

By: _____

Exhibit A

The Property

FROM BLIGHT TO BEAUTY

Stephanie Edwards,

Executive Vice President, Gold Hill Neighborhood, LLC

Samuel Small,

Development Manager, Gold Hill Neighborhood, LLC

Gold Hill Mesa

A New Legacy Begins

Building a Smart Community from the Ground Up

Agenda

Developing Gold Hill Mesa, Engaging Community, and Social Impact

A Plan with a Purpose

Gold Hill Mesa is a unique urban renewal, infill, Brownfield property being revitalized with intelligent land management and intentional planning, designed to cultivate a greater sense of connectedness, quality of life, and to be a good neighbor to all.

Booming to Barren & Back

PAST:

Almost 60 years – 210 empty acres, blighted, environmental property set in the core of our city – tailings eroding into Fountain Creek and fugitive dust spreading.

PRESENT:

Redeveloping into vibrant neighborhood with 627 occupied homes. Environmental concerns successfully addressed. Fountain Creek habitat restored. Fugitive dust mitigated. Over $250MM value created.

FUTURE:

Community with an additional 550 homes, retail, restaurants, and hotel.

The Industrial History

Highest producing mill in the nation from 1906-1949.

Produced 483,771 pounds of gold / $200 Million of gold bullion (worth over $12.6 Billion in today's dollars).

Burned in 1907 from coal dust explosion, reconstructed with better automation.

Processed 15 million tons of ore processed, from Cripple Creek Mining District.

A Pioneering Spirit Continues

Top payroll in the state at the time.

Important economic base during Pikes Peak Gold Rush.

Mill closed in 1948 due to World War 2.

Mill process entailed crushing, roasting, and chemical treatment, efficient for extracting gold from silver and tellurium-based ore, known as "salvanite" ore that was mined and delivered by rail from gold mines in Cripple Creek.
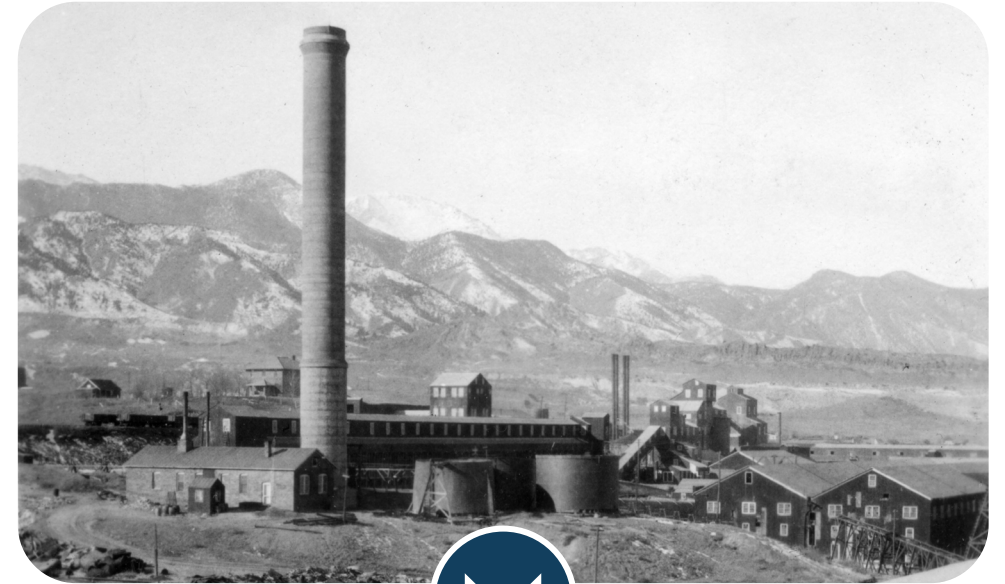
The Barren Years

- 210-acre site sat dormant for nearly 60 years

- Subject to erosion

- Underutilized land attracted vandalism and pollution

- Native vegetation did not grow on blighted land depleted of topsoil

- Approximately 300K cubic yards of concrete rubble

What Are the Options for Cleaning Up an Abandoned Industrial Site?

Do nothing

Government clean up;
becomes tax-payers burden

Public / Private
Partnership

Remnants from a Past

8 of 11 Blight Factors Recognized as Opportunities for Improvement Findings of Blight
Only 1 required per State Statute

Predominance of defective/inadequate street layout

Faulty lot layout in relation to size, adequacy, accessibility, or usefulness

Unsanitary or unsafe conditions

Deterioration of site or other improvements

Unusual topography or inadequate public improvements or utilities

The existence of conditions that endanger life or property

Environmental contamination

The existence of health, safety, or welfare factors requiring high levels of municipal services or substantial physical underutilization or vacancy of sites, buildings, or other improvements

Where Did We Start?

Geotechnical evaluation, multiple studies and peer reviews

CDPHE environmental and mitigation process, Voluntary Clean Up Plan (VCUP)

Underdrain system and detention ponds

Fiber-Optic Infrastructure

Revitalization Begins Here:

Environmental Mitigation Process (VCUP)
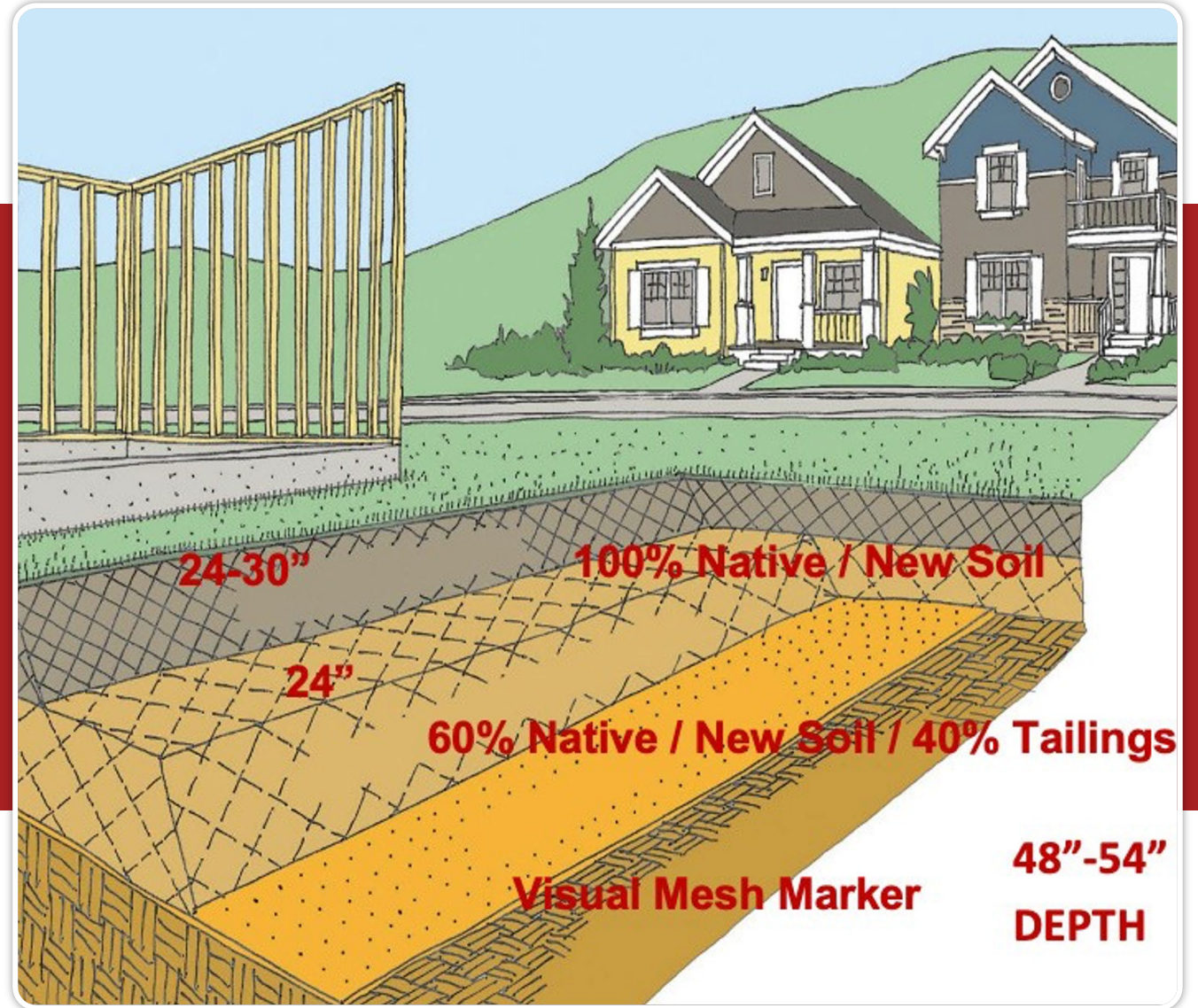
Protecting Our Precious Waterway:

Fountain Creek Restoration

1-Mile Stretch of Fountain Creek, bordering commercial property and Highway 24

Prototype of Stream Restoration, completed in 2010. Gold Hill Mesa neighborhood adopts the waterway

Public / Private Partnership among Gold Hill Mesa, CDOT, Storm Water Enterprises, and the City of Colorado Springs

Responsible Stormwater Management

2006 constructed water quality ponds

2010 Fountain Creek restoration

› Nearly one mile of creek bordering Gold Hill Mesa

2018 Detention pond expansion

› Stormwater captured in two ponds

› Concrete buttress wall to expand detention pond #1

Reuse of concrete equivalent to 600 home foundations

CTL THOMPSON engineered

Next Steps: Site Preparation

Concrete mitigation

Foundation removal

75,000 cubic yards of buried concrete

150,000 cubic yards infill/old concrete
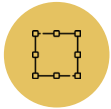
Replaced by clean fill

Total commercial site mitigation = **600,000** cubic yards

The Dirty Work

Excavating Old Mill Foundations

Heavy Lifting

Pneumatic Hammer and Large Backhoes

Pressing Forward

Tiered excavation with a D9 Dozer

An Homage to the Past

A Beacon to the Future. Preserving the Chimney

FUTURE
GOLD HILL
COMMUNITY

GOLD
HILL
MESA

Filing 13

Filing 14

Filing 14

Filing 12

Filing 10

Filing 11

U.S.
HWY 24
(~6021')

FOUNTAIN
CREEK
(~6008')

REGIONAL
TRAIL
(~6026')

BROADWAY
STREET
(~6071')

[UNNAMED]
STREET
(~6095')

AMPHITHEATER
WAY
(~6102)

OLYMPIAN
DRIVE
(~6137')

VILLA DE
MESA
(~6180.1')
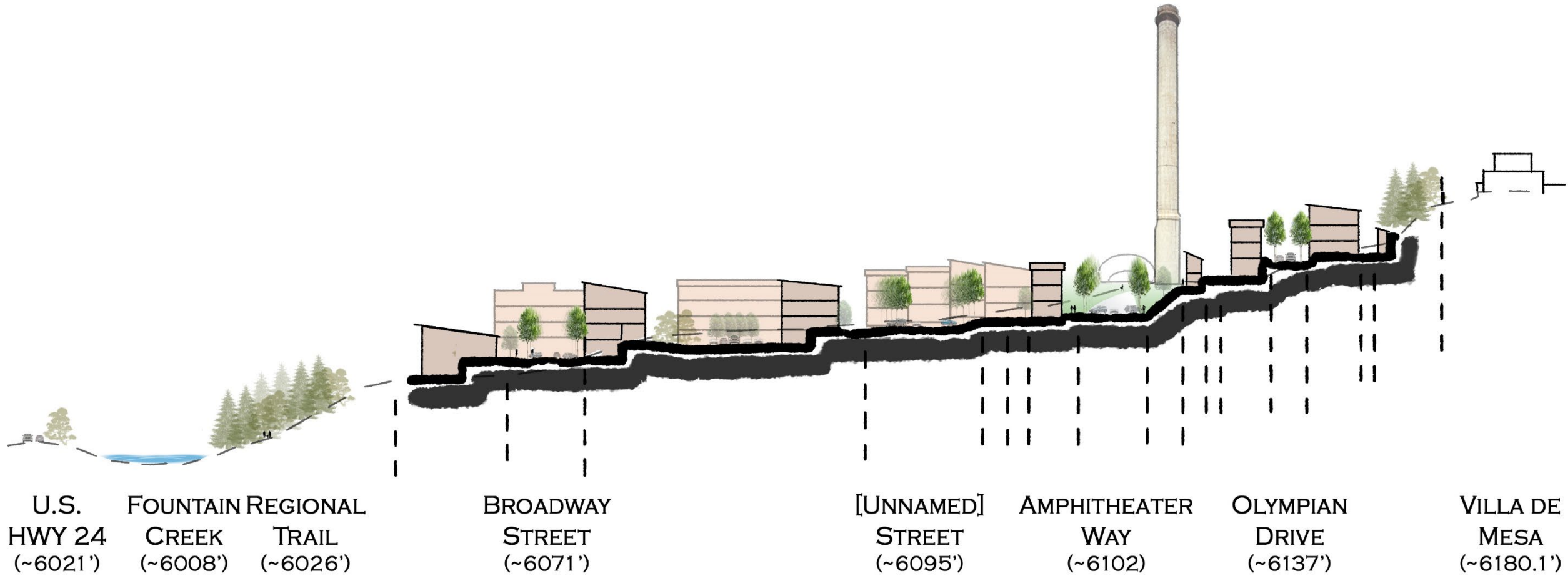
URA Plan Directly Supports 6 of 6 Themes / Frameworks

Vibrant Neighborhoods- Newer Developing Neighborhood

› Diversity of housing

› Reinvest to create community and vibrancy

Unique Places- Neighborhood Center

› Enrich livability of unique, vibrant, and walkable places

› Changes in land use, infill, reinvestment, & redevelopment

Strong Connections-Suburban Streets and Modern Upgrades

› More environmentally sustainable utilities systems

Renowned Culture

› Preserve Colorado Springs history

Majestic Landscapes Neighborhood Greenspace

› Provide accessible, safe, sustainable parks and open space

COS Strategic Plan

› Building Community and Collaborative Relationships and Investing in Infrastructure

Fulfilling a Vision for Our City

Implementing PlanCOS

Prevent and eliminate conditions of blight within the City of Colorado Springs; encourage and provide incentives for the private development of housing.

Encourage the development of projects that would not otherwise be considered financially feasible without the participation of Colorado Springs Urban Renewal Authority (CSURA).

Enhance property tax revenue for the City and County though development that will increase the assessed valuation in the community.

How Does It Pencil? Capital Stack
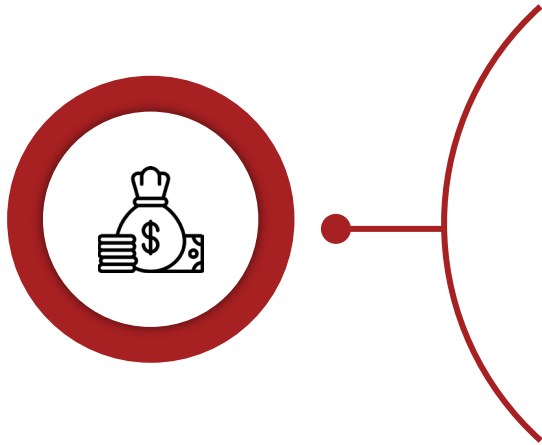
Financing Mechanisms

› Private Investor funds

› Lending facilities

› Short term, low interest
  government loans
  (CDPHE / CHFA)

Typical Project: 33% Equity, 67% Debt

Brownfields Project: 41% Equity, 17% Public Sources, 42% Debt
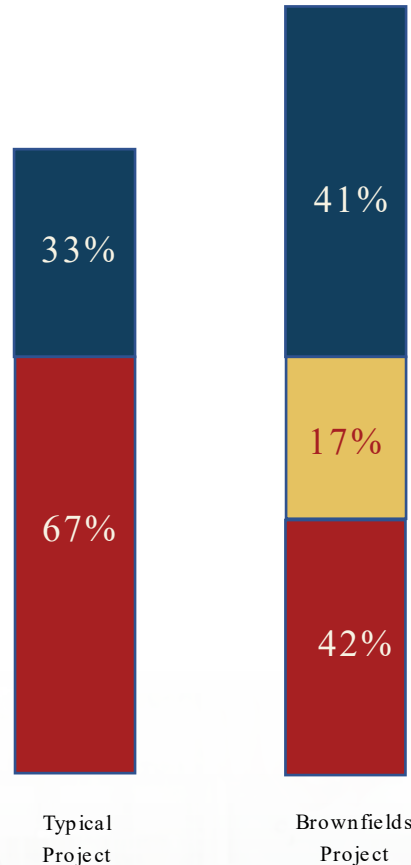
Legend: ■ Debt ■ Public Sources ■ Equity
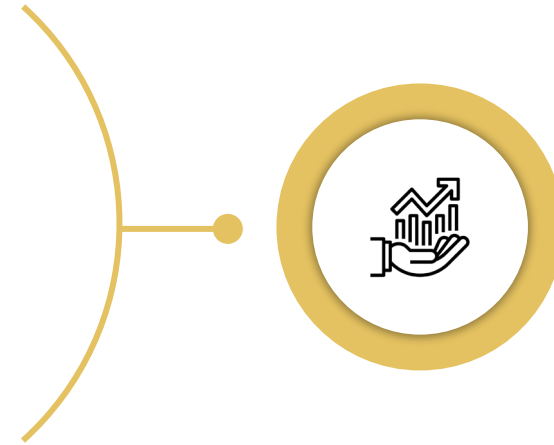
Public Sources

› Reimbursement Agreements

› TIF - URA

› Bonds – Metro District

› Brownfields Revolving Fund

DESCRIPTION	PROGRAM/GROSS SQUARE FEET
Single Family	212 Units
Townhome/Paired Homes	148 Units
Apartments	190 Units
Hotel	100 Rooms
General Retail	10,000 Sq. Ft.
Restaurant	35,400 Sq. Ft.
Grocery/Market	25,810 Sq. Ft.

LIBRARY PROPERTY TAX: 3.49 MILLS

YEAR	PLAN YEAR	BASE	INCREMENT 1-YR. LAG	TOTAL
2023	1	$547	$0	$547
2024	2	$547	$0	$547
2025	3	$563	$0	$563
2026	4	$563	$0	$563
2027	5	$580	$31,841	$32,422
2028	6	$580	$70,414	$70,994
2029	7	$598	$70,414	$71,012
2030	8	$598	$77,913	$78,510
2031	9	$616	$77,913	$78,528
2032	10	$616	$80,268	$80,883
2033	11	$634	$80,268	$80,902
2034	12	$634	$82,694	$83,328

LIBRARY PROPERTY TAX: 3.49 MILLS

YEAR	PLAN YEAR	BASE	INCREMENT 1-YR. LAG	TOTAL
2035	13	$653	$82,694	$83,347
2036	14	$653	$85,193	$85,846
2037	15	$673	$85,193	$85,866
2038	16	$673	$87,768	$88,441
2039	17	$693	$87,768	$88,461
2040	18	$693	$90,421	$91,114
2041	19	$714	$90,421	$91,135
2042	20	$714	$93,155	$93,868
2043	21	$735	$93,155	$93,890
2044	22	$735	$95,970	$96,705
2045	23	$757	$95,970	$96,727
2046	24	$757	$98,871	$99,628
2047	25	$780	$98,871	$99,651
TOTAL		$16,302	$1,757,176	$1,773,478

FUTURE TAX REVENUE

2048		$780	$101,860	$102,639

Gold Hill Mesa Today

627 households.

Filings 1 through 10 completes the Mesa.

Over 2,000 trees planted, 15% greenways and pocket-parks.

Activated community center, Music and Art on the Mesa programs, outreach and social impact city wide.

METRO DISTRICT PARKS & GREENWAYS

Benefits to Metro Districts

Creation of public parks and spaces.

Metro Districts enable infrastructure and amenities to be installed sooner.

Service plan enables Metro District to meet financial obligations.

Maintain Public Parks / Tracts for the benefit of all.

Required by Colorado Department of Public Health & Environment (CDPHE) to manage Voluntary Clean-up Plan (VCUP) compliance.

Life Happens Here

Music on The Mesa–Art on The Mesa

Philharmonic Guild fundraising event.

Kickoff celebration of the 100th Pikes Peak International Hill Climb.

Colorado College Summer Music Festival.

Creek Week Fountain Creek cleanup.

Community engagement

Music stage sponsor for COS "Beards, Bonnets & Brews" 50th year anniversary celebration.

Our Social Impact
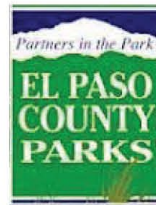
Spirit of Community

GOLD HILL MESA

Pikes Peak Library District
Circulation Policy

I.   Board Policy

     Pikes Peak Library District supports the community's informational, educational, and recreational needs by providing a large collection of circulating materials in numerous formats to accommodate patron preferences.

     The Library supports an individual's right to access stories, ideas, and information representing all points of view.

     It is the policy of Pikes Peak Library District to not forbid or impede the circulation of items to any of its cardholders in good standing with the exception of some technology such as laptops and video equipment that have age restrictions.

     Pikes Peak Library District offers Library accounts to all individuals residing in its service area.

II.   District Procedures

A. Patrons must have a current Pikes Peak Library District account to borrow materials.

B. Patrons can check out circulating materials for specific periods of time. Most materials may be checked out for three weeks, but certain materials have a shorter checkout time (ppld.org/check-outs). Loan policies balance informational needs with Pikes Peak Library District's obligation to make materials widely available to many users.

C. Pikes Peak Library District does not charge overdue fines for most materials. Depending on the type of material, a lost item bill is added to the patron's account at a predetermined number of days overdue. That bill reflects the Library's cost for the item. Bills are also added to patron accounts for damaged and incomplete items. When bills on a patron's library account reach $10, the account is automatically blocked for further checkouts. The patron will need to reduce the balance owed to less than $10 to check out materials. Patrons may dispute these charges by completing a Patron Resolution Form and discussing the situation with staff. Patrons can work with staff to establish a payment plan.

D. If all copies of a title are checked out or if available copies are at a different location, patrons can place a hold on a title to reserve a copy to check out. Most titles in Pikes Peak Library District's collection can be placed on hold. The item is held at the requested location for seven days from date of patron notification and then cleared if not checked out by the patron.

E. Most materials can have due dates extended if the title does not have holds, the patron renewal limit has not been met, and the item allows renewals. PPLD will automatically attempt a renewal on items that are checked out.

F. Patrons may return most materials to any Pikes Peak Library District location (ppld.org/library-locations), including Mobile Libraries. Some materials specify a need to be returned to the library where checked out.

Pikes Peak Library District
Circulation Policy

I.   Board Policy

~~Pikes Peak Library District, a tax-supported institution, provides equal access to library materials and services. Pikes Peak Library District provides and maintains a flexible, sustainable and innovative collection. These resources impact individual lives and enrich the informational, educational, cultural and recreational quality of life of its residents.~~
Pikes Peak Library District supports the community's informational, educational, and recreational needs by providing a large collection of circulating materials in numerous formats to accommodate patron preferences.

The ~~L~~library supports ~~the~~an individual's right to ~~have~~ access ~~to~~ stories, ideas, and information representing all points of view. ~~Pikes Peak Library District's Board of Trustees has adopted the American Library Association's statements regarding the following:~~

- ~~Library Bill of Rights~~
- ~~Freedom to Read~~
- ~~Freedom to View~~

It is the policy of ~~the~~ Pikes Peak Library District to not forbid or impede the circulation of items ~~from the library collection~~ to any of its cardholders in good standing with the exception of some technology such as laptops and video equipment that have age restrictions.

Pikes Peak Library District offers ~~L~~library accounts~~cards~~ to all individuals residing in its service area. ~~regardless of the individual's race, creed, religion, education, background, personal philosophy, occupation, economic level, human condition, national origin, age, sexual orientation, gender identity, political affiliation or other personal criteria.~~

II.   District Procedures

A. ~~Pikes Peak Library District provides a diverse collection covering information on a variety of subjects and views in different formats and is organized to provide free access to patrons within the limitations of space, budget and availability.~~

Circulation Policy
Approved by the Board of Trustees on November 14, 2017.
Decision 17-11-3
Pikes Peak Library District Board of Trustees
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~~For items not owned by the Pikes Peak Library District, patrons who are residents of the Pikes Peak Library District service area can request items to be ordered and added to the collection or borrowed from another library using Pikes Peak Library District's Interlibrary Loan (ILL)/Request It service. (https://ppld.org/ill).~~

~~B.~~ ~~If all copies of a title are checked out or if available copies are at a different location, patrons can place a hold on a title to reserve a copy to check out. Most titles in Pikes Peak Library District's collection can be placed on hold. Primary exceptions include Special Collections, Rapid View, Rapid Read and Reference items. Holds are currently limited to 100 items total per card. The item is held at the requested location for 7 days from date of patron notification and then cleared if not checked out by patron by then. Mobile Library Services will keep patron holds for a maximum of two stops, and ILL holds are kept until the date indicated on the label.~~

A. Patrons must have a current Pikes Peak Library District ~~library~~ account~~card~~ to borrow materials. ~~Patrons should present their library card to check out materials. If the patron does not have their library card, they must show a picture ID. Patrons may use self-check if they know their library card number and PIN (Personal Identification Number).~~
~~C.~~

B. Patrons can check out ~~or borrow~~ circulating materials for specific periods of time ~~or loan periods~~. Most materials may be checked out for three weeks, but certain materials have a shorter checkout time (~~https://~~ppld.org/check-outs). Loan policies balance informational needs with Pikes Peak Library District's obligation to make materials widely available to many users.

~~D.~~

~~Patrons 12 and over can check out laptop computers for 3-hours for in-facility use only. Laptops cannot be removed from Pikes Peak Library District buildings. Adults must present a valid ID and library card. Patrons between 12 and 17 must present a valid library card to check out a laptop. Library accounts must be in good standing.~~

~~E.~~ ~~Pikes Peak Library District charges fines (https://ppld.org/fines) for items returned late with the exception of juvenile and teen materials. Lost and damaged fees for juvenile and teen materials do apply. Materials are overdue if they are not returned or renewed on the date due. If overdue materials are returned or renewed within a three-day grace period, no fine is assessed. After the third day, fines accumulated from the first day are due and payable.~~

Pikes Peak Library District does not charge overdue fines for most materials. Depending on the type of material, a lost item bill is added to the patron's account at a predetermined number of days overdue. That bill reflects the Library's cost for the item. Bills are also added to patron accounts for damaged and incomplete items.

~~Fines for most materials are $0.10 per day. Fines for laptops returned late are $5 per hour.~~

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- When bills ~~fines and fees~~ on a patron's library account reach~~es~~ $10, ~~cards~~the account is ~~are~~ automatically blocked for further checkouts. The patron will need to reduce the balance owed to less than $10 to~~use the card.~~ check out materials. ~~Patrons may dispute their accounts~~these charges by completing a Patron Resolution F~~f~~orm and discussing the situation with staff. Patrons can work with staff to establish a payment plan
- ~~Pikes Peak Library District has engaged National Collection Agency, a collection agency, to facilitate the recovery of library materials. The recovery process is lengthy to provide opportunities for patrons to return items or pay fines. When an account is 49 days past due, and the accumulated bills on the account total $25 or more and include a lost item, the account is referred to the collection agency and a $10 referral fee is added to the account.~~

- ~~Patrons may dispute their accounts by completing a Patron Resolution form and discussing the situation with staff. Patrons can work with staff to establish a payment plan.~~ ~~Pikes Peak Library District recognizes that extenuating circumstances happen.~~

C.

D. If all copies of a title are checked out or if available copies are at a different location, patrons can place a hold on a title to reserve a copy to check out. Most titles in Pikes Peak Library District's collection can be placed on hold. The item is held at the requested location for seven days from date of patron notification and then cleared if not checked out by the patron.

~~F.~~ Most materials can have due dates extended if the title does not have ~~Patrons can extend the due date or renew materials up to two additional loan periods. Renewals will not be allowed if the title has~~ holds, the patron renewal limit has not been met~~,~~ ~~or~~and the item allows renewals. ~~is part of the Rapid Read, Rapid View, Book Club, State Park Backpack Kits or Grow a Reader collections. Laptops do not renew.~~ ~~PPLD will automatically attempt a renewal on items that are checked out. Renewal for Interlibrary Loan materials is dependent on the renewal policies of the lending libraries. Patrons can renew items on the Pikes Peak Library District website, in person, and via telephone.~~
E.

~~G.~~ Patrons may return most materials to any ~~of the other~~ Pikes Peak Library District ~~libraries~~ocation ~~(link to PPLD locations)~~ (https://ppld.org/library-locations), including Mobile Libraries.~~; to any of Pikes Peak Library District's 24-hour book drops; or to any participating Colorado Library Card (CLC) library.~~ Some materials specify a need to be returned to the library where checked out.
F.

Circulation Policy
Approved by the Board of Trustees on November 14, 2017.
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Pikes Peak Library District
Legal Reference Service

BOARD POLICY

The Legal Reference Service of Pikes Peak Library District provides access to legal materials, training, education, and services in a welcoming and positive environment. The Law Collection is a non-circulating collection located in ~~the~~ Penrose Library and is available during regular library hours. This collection offers access to current legal and law-related information for federal, state, and local legal materials, in both print and electronic form, and serves patrons doing personal research, paralegal students, and legal professionals.

Pikes Peak Library District strives to provide and maintain collections that serve the diverse needs of the community.

   I.   DISTRICT PROCEDURES

         A. Library staff may assist patrons to locate legal materials and may show patrons how to use the legal books and databases. However, according to Colorado State Statutes, only attorneys licensed to practice by the Colorado Supreme Court may interpret the law (statutes, regulations, or cases) or offer opinions as to how someone's specific legal problem should be handled. Library staff may not interpret the law or offer opinions about a patron's legal problem. To do so would constitute the unauthorized practice of law and could subject the staff member and Pikes Peak Library District to prosecution.

   II.   GUIDELINES

         A. Library staff may offer the following services:
         ● Demonstrate how to effectively use the legal books and databases by explaining how to use the indices and tables of contents.
         ● Help to find the broad definition of legal words and phrases.
         ● Perform an online search when the patron has a specific citation.
         ● Suggest search terms when using indices, tables of content, or other finding tools.
         ● Teach legal research techniques such as the use of digests, codes, statutes, and KeyCite.
         ● Locate biographical information about attorneys and judges.

Legal Reference Policy
Approved by PPLD Board of Trustees November 14, 2017
Decision 17-11-5

- Refer patrons to Nolo Press, Bradford, or similar publications or databases to show the patron sample forms in the resources that deal with the patron's legal questions. The patron will decide whether or not to use the forms.

B. Library staff may not:
- Select, draft, or complete legal documents or agreements such as wills, contracts, court pleadings, etc.
- Recommend a specific legal form or explain how to fill in the form.
- Give advice or counsel to patrons as to their legal rights or responsibilities.
- Interpret a legal document from a court or an attorney.
- Make specific recommendations as to which statutes, regulations, or cases will answer the patron's legal questions.
- Recommend a specific attorney.

BOARD POLICY

The Kitchen in Pikes Peak Library District exists to help people thrive through providing resources and opportunities in culinary literacy and workforce development. Recognizing that food is a way to build community, the Kitchen offers a place to create connections with others while learning more about health and food safety, as well as gaining skills and confidence in a kitchen setting through guided exploration in classes and programs.

I. **District Procedures**

    A. The Kitchen exists for PPLD programming purposes. Outside reservation of the space is not allowed.

    B. Age limits in the space are determined by the individual program being held.

    C. Patrons or their legal guardians must sign a Food Program Participant Waiver to participate in Kitchen programs.

    D. Using the Kitchen and tools within it can be dangerous. Cuts, burns, foodborne illness, food poisoning, food allergic reactions, and more are all possible. Kitchen tools should be used in a safe manner as instructed.

    E. PPLD provides patrons with access to safety supplies in the Kitchen. Some activities or tools require specific safety gear. All safety gear must be worn as appropriate.

    F. Health and Safety Precautions

        a. Hands must be washed before handling food and after instances as sneezing/coughing, bathroom use, handling raw meat, and others as directed by the instructor or staff.

        b. Close-toed shoes are required. Non-slip shoes are strongly recommended.

        c. Long hair must be tied back.

        d. No dangling clothes or jewelry may be worn.

        e. To help us protect the health of our patrons and staff, patrons who are experiencing symptoms of a contagious illness are discouraged from attending our programs until they are feeling better.

    G. Allergies

        a. If you have any allergies, reach out to staff in advance of a program to determine if any of those foods will be used in the program.

        b. The Kitchen is not an allergen-free facility and cannot guarantee an allergen-free environment. Be advised we are not a nut-free nor gluten-free kitchen and cross contamination or cross contact from other classes cannot be safely avoided.

    H. Patrons should report any tool or piece of equipment that is unsafe or in a state of disrepair. The patron must immediately discontinue use of the tool or equipment and notify PPLD staff.

Pikes Peak Library District: Official Name of Policy
Approved by the Board of Trustees X/XX/XX
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I. Patrons should report any accident or incident that occurs to a staff member.
J. Patrons should report any unsafe behavior by anyone to staff.
K. By using the space, patrons agree to take precautions to prevent avoidable mess or damage in the Kitchen. Patrons agree to minimize waste of food or other materials.
L. Food and supplies for programs will be purchased by PPLD. No outside food should be brought into the Kitchen.
M. Patrons should expect to help with cleanup of the Kitchen as a part of programs and to follow any sanitation guidelines as directed by staff or instructors throughout classes.

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FAMLI summary document

Summary of Family and Medical Leave Insurance Program (FAMLI)

The Family and Medical Leave Insurance Program (FAMLI) is a State-run family leave program that will begin to be funded by employers on January 1, 2023 and will provide benefits to employees beginning January 1, 2024. The voter-approved law passed in 2020 ensures that Colorado employees will have access to paid leave to care for themselves or their family members during a serious health event or to grow their family. FAMLI will start providing benefits on January 1, 2024, when most Colorado employers will need to allow eligible employees to take up to 12 weeks of job-protected leave in a 12-month period for specified family and medical reasons. Those who experience pregnancy or childbirth complications will receive an additional four weeks. (Employers Council Whitepaper on FAMLI)

FAMLI homepage: https://famli.colorado.gov/

Local Government FAMLI overview: https://famli.colorado.gov/employers/local-governments

How Local Governments can prepare for FAMLI:
https://famli.colorado.gov/sites/famli/files/FAMLI_Employee_Toolkit_Preparing_for_FAMLI.pdf

Summary on FAMLI from Employers Council and potential policy verbiage:
https://higherlogicdownload.s3-external-1.amazonaws.com/EMPLOYERSCOUNCIL/079ef01d-1917-7a71-4d87-59837ba30888_file.pdf?AWSAccessKeyId=AKIAVRDO7IEREB57R7MT&Expires=1667510938&Signature=bRzY6OrRd0izYgtUQnY3k1ZGohQ%3D

For reference, here is PPLD's current paid leave program (currently for parental purposes and not other health conditions):

500.23 Paid Parental Leave Policy (Enacted 01/20)

Board Policy

It is the policy of Pikes Peak Library District to provide up to six weeks of paid parental leave to eligible employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care.

Administrative Policy

Introduction

The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This policy will be in effect for births, adoptions, or placements of foster children occurring on or after Jan. 1, 2020.

Eligibility

Eligible employees must meet the following criteria:

•Employees who are regularly employed by PPLD are eligible for three weeks of paid parental leave effective the 1st of the month following their hire date.

•Employees who have been regularly employed by PPLD during the 12 consecutive months immediately preceding the date the leave would begin are eligible for an additional three weeks of paid parental leave, for a total of six weeks.

•Employees must be a full-time or part-time regular employee who is regularly scheduled to work 20 or more hours per week. (Temporary employees, regular employees who are scheduled for less than 20 hours per week, and interns, are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

•Have given birth to a child.

•Be a spouse or committed partner of a woman who has given birth to a child.

•Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a spouse's child is excluded from this policy.

•Commence caring for a child who is age 17 or younger, maintaining primary parental responsibilities while acting in loco parentis.

Amount, Time Frame, and Duration of Paid Parental Leave

•Eligible employees will receive the applicable amount (three or six weeks) of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption, or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than the applicable maximum amount (three or six weeks) of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption, or foster care placement event occurs within that 12-month time frame.

•Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates.

•Approved paid parental leave may be taken at any time during the three-month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this three-month time frame.

•In the event of a female employee who herself has given birth, the paid parental leave (three or six weeks as applicable) will be paid in lieu of (and not in addition to) the Sick Leave Bank provided to the employee for the employee's own normal medical recovery and baby bonding following childbirth. Sick Leave Bank will only be approved in addition to paid parental leave when the mother experiences a serious health condition as defined by FMLA other than for baby bonding; this determination will normally be made by a medical provider following the three or six weeks of parental leave.

•In the event that a child is born where both parents are PPLD employees, only a maximum of six weeks of total Paid Parental Leave will be authorized (length will be based on the longevity of the longest-

serving employee). The parents may decide, in communication with both of their supervisors, how to share the (up to) six weeks between them.

•Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the three-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the three-month time frame.

•Upon termination of the individual's employment at the company, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

Coordination with Other Policies

•Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

•After the paid parental leave is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees' accrued sick, vacation and personal time. Upon exhaustion of accrued sick, vacation, and floating holiday, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

•PPLD will maintain all benefits for employees during the paid parental leave period just as if they were taking any other company paid leave such as paid vacation leave or paid sick leave. Employees are still required to pay their premium for benefits such as medical, dental, etc.

•If a company holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.

Requests for Paid Parental Leave

•The employee will provide his or her supervisor and the human resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.

•As is the case with all organizational policies, PPLD has the exclusive right to interpret this policy

Employers Council®

Date Published: May 2022

Whitepaper

Family and Medical Leave Insurance Program

Summary:

The Family and Medical Leave Insurance Program requires Colorado employers to provide eligible employees with up to 12 (or 16) weeks of paid leave for specified family and medical reasons within a 12-month period.

I. Introduction

The Family and Medical Leave Insurance Program (FAMLI) is a State-run family leave program that will begin to be funded by employers on January 1, 2023 and will provide benefits to employees beginning January 1, 2024. The voter-approved law passed in 2020 ensures that Colorado employees will have access to paid leave to care for themselves or their family members during a serious health event or to grow their family. FAMLI will start providing benefits on January 1, 2024, when most Colorado employers will need to allow eligible employees to take up to 12 weeks of job-protected leave in a 12-month period for specified family and medical reasons. Those who experience pregnancy or childbirth complications will receive an additional four weeks. This document provides an overview of current FAMLI requirements known as of this publication date

II.   Employer Coverage

FAMLI applies to all Colorado employers, public, private, nonprofit, and religious, of any size or industry, including sole proprietors. The law also applies to employers located outside of Colorado who have employees within Colorado.

Private employers may be eligible to opt out of the State program if they offer a privately funded family leave plan that offers benefits comparable to or better than benefits an employee would receive under FAMLI. Employers that wish to provide a private plan to employees may do so by buying that insurance from an approved third party or self-fund the plan. However, those employers who self-insure their own plan must apply to the State for approval of their plan and must maintain a surety bond to prove that benefits can be paid to employees.

Most short-term disability policies will not, by themselves, qualify to replace FAMLI. Qualified plans must convey the same or a greater level of benefits for the employee as the FAMLI leave program. They need to cover the same length of time and rate of pay to the employee and be provided at the same or lesser cost to the employee.

III. Employee Eligibility

To be eligible for FAMLI benefits, a Colorado employee must have earned at least $2,500 in wages while working for a Colorado employer(s) over a period of a year. This time frame considers the time the employee has been working in Colorado, not the time the employee has been working for the employer. FAMLI benefits are portable and determined by the length of time employed in Colorado, not by the length of time with the same employer.

Self-employed workers (1099 or contract workers) may also be eligible if they have earned at least $2,500 in wages in Colorado, they opt in to coverage, and live and work in Colorado.

IV. Local Governments

Local governments, as defined by statute and which include organizations such as school systems, towns, and certain special districts, are covered employers, but they have a statutory choice to opt out of the program with an affirmative vote by the governing body to decline participation, along with notice to the State of that vote. Employees of those local governments can opt in to the program separately.

Local governments have three options regarding participation in the FAMLI program:

- Participate in FAMLI. This option means the local government agency agrees to pay the employer share of the premium (0.45% of wages if the local government has 10 or more employees, and 0% of wages if the local government has fewer than 10 employees) and remit employees' share of the premium (0.45% of wages) along with wage data to the FAMLI Division once a quarter.

- Decline participation in FAMLI. To decline participation in the FAMLI program, the local government's governing body must vote to do so. The local government must then notify the FAMLI Division of their vote to decline participation. The decision to decline is good for eight years from the date of the vote to decline participation. The local government must hold another vote if it wishes to continue opting out beyond eight years.

- Decline employer participation in FAMLI. This option allows a local government agency to decline participation as described above, while allowing the agency to assist employees who want to individually participate in the FAMLI program by facilitating voluntary payroll deductions, with remittance of the employee share of the premium (0.45% of wages) and wage data once a quarter to the FAMLI Division.

Local governments can vote to opt out of FAMLI at any time during 2022, and local governments are not required to give the FAMLI Division notice of their decision to opt out by January 1, 2023. However, **local governments that do not notify the FAMLI Division of a vote to opt out by January 1, 2023 will be identified as participants in the FAMLI program**. The FAMLI Division will expect both wage data and premium payments due on April 1, 2023. To avoid paying premiums, they must notify the Division ahead of January 1, 2023.

Local governments that choose to fully participate in FAMLI after previously voting to decline participation, as well as individuals who self-elect coverage, must remain in the program and agree to pay premiums for a minimum of three years. If a local government wishes to withdraw from the program at the end of the three-year period, the Division requires a minimum of 90-days' notice, so the Division can update the systems to avoid overpayments and miscommunication.

Extensive information, including employee notification templates and posters can be found on the State of Colorado FAMLI website at https://famli.colorado.gov/employers/local-governments

V. Leave Entitlement

TYPES OF LEAVE

Beginning January 1, 2024, a covered individual has the right to take paid family and medical leave and to receive family and medical leave insurance benefits while taking paid family and medical leave for the following reasons:

- For the care of a newborn, adopted child, or fostered child;

- To care for a family member with a serious health condition;

- For the employee's own serious health condition;

- For qualifying exigency leave;

- To address safety needs or the impact of domestic violence and/or sexual assault.

DEFINITIONS OF FAMILY

The FAMLI statute defines "family member" very broadly and differently from other medical leaves, specifically the FMLA. Under FAMLI, "family members" are:

- Regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the covered individual stands in loco parentis, or a person to whom the covered individual stood in loco parentis when the person was a minor;
- A biological, adoptive, or foster parent, stepparent, or legal guardian of a covered individual or covered individual's spouse or domestic partner or a person who stood in loco parentis when the covered individual or covered individual's spouse or domestic partner was a minor child;
- A person to whom the covered individual is legally married under the laws of any state, or a domestic partner of a covered individual as defined in section 24-50-603(6.5);
- A grandparent, grandchild, or sibling (whether a biological, foster, adoptive or step relationship) of the covered individual or covered individual's spouse or domestic partner; or
- As shown by the covered individual, any other individual with whom the covered individual has a significant personal bond that is or is like a family relationship, regardless of biological or legal relationship.

SERIOUS HEALTH CONDITION

"Serious health condition" means an illness, injury, impairment, pregnancy, recovery from childbirth, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential care facility, or continuing treatment by a healthcare provider.

LEAVE FOR BIRTH, ADOPTION, OR FOSTER CARE

Leave for birth and care, or placement for adoption or foster care, must conclude within 12 months of the birth or placement. Employees may take FAMLI leave before the actual placement or adoption of a child if the absence is required for the adoption or foster placement to proceed.

SAFE LEAVE/EXIGENCY LEAVE

"Safe leave" means any leave because the covered individual or the covered individual's family member is the victim of domestic violence, the victim of stalking, or the victim of sexual assault or abuse. Safe leave applies if the covered individual is using the leave from work to protect the covered individual or the covered individual's family member by:

> (a) Seeking a civil protection order to prevent domestic violence;

> (b) Obtaining medical care or mental health counseling or both for themself or for their children to address physical or psychological injuries resulting from the act of domestic violence, stalking, or sexual assault or abuse;

> (c) Making their home secure from the perpetrator of the act of domestic violence, stalking, or sexual assault or abuse, or seeking new housing to escape said perpetrator; or

> (d) Seeking legal assistance to address issues arising from the act of domestic violence, stalking, or sexual assault or abuse, or attending and preparing for court-related proceedings arising from said act or crime.

CONTRIBUTIONS

FAMLI contributions will start on January 1, 2023. Contributions are a shared responsibility for employers with 10 or more employees at 0.45% each for a total of 0.90%, unless an employer chooses to pay the full premium covering the employer and employee contribution amounts. Employers with fewer than 10 employees are exempt from paying the employer share of the contributions, but they are responsible for remitting the employees' share of the contribution. Contributions are based on gross pay up to the Social Security wage base, $147,000 for 2022 and indexed annually.

Both employers and employees must begin paying into the fund on January 1, 2023, through payroll deductions. Employers will need to submit to the Colorado Department of Labor and Employment both their share (if required) and their employees' share of the premium through an online system at the end of each quarter. It is expected that this system will be similar to how employers make their unemployment insurance premiums.

Exemptions from wages are:

1) Per-diem or mileage reimbursements

2) Amounts of payments made by the employer on behalf of the employee into other insurance or annuity accounts that are not associated with FAMLI, including but not limited to:

a. Short- or long-term disability

b. Medical or hospitalization expenses in connection with sickness or accident disability

c. Death

d. Earnings from investment-interest payments, dividends, or rent receipts from rental property except if the income is earned through a business owned or operated by the claimant.

e. Severance pay, with the exceptions of payments pursuant to 8-73-110 C.R.S.

PAID LEAVE BENEFITS

FAMLI leave is paid leave benefit with weekly payments to the employee. The benefit can be as high as 90% of income replacement based on a sliding scale. Lower-paid employees receive the highest benefit, with the percentage of income replacement decreasing as the wages for the employee increase. The FAMLI website contains a helpful Premium and Benefits Calculator for employees.

Weekly Wage	Weekly Benefits	Maximum Annual Benefits	Percent of Weekly Wage
$500	$450	$5400	90%
$1000	$768	$9,216	77%
$1500	$1018	$12,216	68%
$2000	$1,100	$13,200	55%
$3000	$1,100	$13,200	37%

COORDINATION OF PAID LEAVE WITH HFWA

The Healthy Families and Workplaces Act applies to all Colorado employers and mandates sick leave benefits for all employees in an amount of one hour for every 30 hours worked, up to 48 hours of leave for employees to care for themselves or family members.

While the State has announced that it will issue guidance on the nexus and differences between FAMLI and HFWA, there are some salient differences.

First, HFWA is internally managed by employers and consists of earned paid time off accrued by employees. The employees are paid for their time away at their regular rate of pay by their employer. This is paid time off for sick days. For life circumstances that may require long absences from work, such as serious health conditions, welcoming a new child, etc., employees may apply to the FAMLI program for a benefit paid to the employee by the State. The amount of the benefit is only a percentage of their regular rate of pay and is paid directly to the employee

by the State. Another salient difference is that an employee notifies the employer of the need to take sick leave, while the Division will notify the employer when the employee has applied and will be taking FAMLI leave.

PAID LEAVE SUBSTITUTION

FAMLI leave is paid, but it only covers a partial wage replacement. The FAMLI statute prohibits an employer from requiring an employee to use or exhaust existing PTO before they are permitted to take FAMLI leave. However, under certain conditions, employees may elect, or employers may require employees to "substitute" (run concurrently) accrued paid leave (e.g., sick, vacation, or PTO) while on paid FAMLI leave to get the employee to 100% of wages. An employee's ability to substitute accrued paid leave is determined by the terms and conditions of the employer's normal leave policy. If the employee does not meet the conditions of the employer's policy, the employee remains entitled to take FAMLI leave. Public-sector employers can require, or employees can elect, to use accrued compensatory time while on FAMLI leave.

COORDINATION WITH THE FAMILY MEDICAL LEAVE ACT (FMLA)

The FAMLI program was designed to be able to run concurrently with FMLA. Therefore, employers subject to FMLA will need to coordinate that leave with FAMLI leave. Employees not covered by FMLA may still take FAMLI leave, as the eligibility for the state FAMLI program is not predicated on the length of time worked or a formal waiting period. Once an employee has made $2,500 in wages, they may become eligible for the FAMLI benefit. Moreover, after an employee has worked for an employer for 180 days, their leave through the FAMLI program is a "job-protected" leave, similar to the job protections under FMLA.

VI.   Maintenance of Health and Other Benefits

A covered employer is required to maintain group health insurance coverage for employees on FAMLI leave on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave.

Whether an employer is required to maintain other benefits for an employee on FAMLI depends upon the employer's policy for providing such benefits when the employee is on other forms of leave.

VII. Notice and Certification

Employers must post a legible copy of the Department of Labor's fact sheet, "Colorado Family and Medical Leave Insurance (FAMLI)." This poster must be posted in a prominent place at each worksite. A poster is available on the CDLE website

VIII. Additional Information

For more details and additional current information please refer to the State of Colorado FAMLI website. There you will find tools to prepare your workforce, such as an employee reference handbook, a paycheck stuffer, the required poster, and other notices. These materials are also available in Spanish.

Pikes Peak Library District
General Fund - Supplemental Budget
Fiscal Year 2022

Category	Amount
Approved 2022 Budget - Revenues	$ 38,371,316
Adjustments:	
Investment income	150,000
Specific ownership taxes	(300,000)
Federal - Erate Funding	(405,000)
Parking lot collections	(7,000)
Copier/printer collections	(15,000)
Grants/Designated Funds	
ARPA grant through Colorado Department of Education (Self Check Security Gates)	208,375
Buell grant	30,000
Next 50 Grant	100,000
Colorado Springs Health Foundation - Peer Navigator Proof of Concept Grant (1 of 3 years)	111,078
Independence Center Grant - Library 21C ADA Upgrades	25,990
Can'd Aid Foundation - Recycling equipment and consulting grant	10,484
Workforce Center Grants - Food Industry Kitchen Equipment	22,899
IMLS Grant - Digital Archiving equipment & personnel (1 of 2 years)	56,299
Total Grants/Designated Funds	565,125
Total Adjustments	(11,875)
2022 General Fund Revenue Budget, As Amended	$ 38,359,441
Approved 2022 Budget - Expenditures	$ 39,927,994
Utilization of Prior Year Reserved and Designated Fund Balance	
Encumbrances	
Library materials	134,756
Other encumbrances	171,806
Total Encumbrances	306,562
Other Items	
Operating transfer - ISF-Employee Health Plan (Additional anticipated Claims Incurred & Administrative Fees)	400,000
Operating transfer - East Library Project Fund (Roof Replacement, net of Insurance Proceeds)	204,738
Operating transfer - Library 21C Fund - Remove Food Industry Kitchen Equipment costs	(22,899)
Operating transfer - Capital Reserve Fund (Self Check Security Gates)	481,113
Operating transfer - Capital Reserve Fund (Self Check Security Gates-Pymt Terminal & Panel)	35,427
Total Operating Transfers	1,098,379
Grants/Designated Funds	
ARPA grant through Colorado Department of Education (Self Check Security Gates)	208,375
Buell grant	30,000
Next 50 Grant	100,000
Colorado Springs Health Foundation - Peer Navigator Proof of Concept Grant (1 of 3 years)	111,078
Independence Center Grant - Library 21C ADA Upgrades	25,990
Can'd Aid Foundation - Recycling equipment and consulting grant	10,484
Workforce Center Grants - Food Industry Kitchen Equipment	22,899
IMLS Grant - Digital Archiving equipment & personnel (1 of 2 years)	56,299
Total Grants/Designated Funds	565,125
Vacant position savings	(1,155,087)
Total Other Items	508,417
Total Adjustments	814,979
2020 General Fund Expenditure Budget, As Amended	40,742,973
Excess Revenues Over (Less Than) Expenditures	(2,383,532)
Fund Balance - Beginning of Year	11,878,110
Fund Balance - End of Year	$ 9,494,578

Friends of the Pikes Peak Library District October 2022 Report

During the month of October, the BOD focused on governance and processes. We updated the By-laws and committee structures, better reflecting how the committees work and their responsibilities. We also addressed new programs/events that would make library patrons more aware of who the Friends are and our mission.

Sales for October	(Gross)	
	Amazon	$2,122
	eBay	$2,658
	Web storefront	62
	East Bookstore	$3,815
	Library 21C	$1,995
	Penrose	$467
	Spring Booksale	$12,293
TOTAL SALES		$23,412

It is always wonderful to see how our Friends membership values what we do. For the book sale, we had an additional 55 temporary volunteers help with preparation and sales.

REPORT

Received $66,635 from the Colorado Department of Education for Integrated English Language and Civics Engagement (IELCE) English as a Second Language program support (2021-22)

Received $55,087.39 from the Colorado Department of Education for AEFLA program (2021-22)

Received $3,200 from IMLS New Face of Library Makerspaces program

Received quarterly distribution of $1,219 from 153 households (21 household quarterly increase) through King Soopers Community Rewards program

Submitted 2021 Shivers Fund grant report to the El Pomar Foundation

Submitted American Rescue Plan Act grant report to Colorado Department of Education for self-check kiosk purchase

Mailed 500+ Shivers Concert invitations for 18 November concert

Mailed 37 first time donor thank you/stewardship postcards

Received notice from El Paso County Enterprise Zone office of recertification of Enterprise Zone tax credit eligibility for 2023

Held PPLD Foundation quarterly board of directors meeting, electing 2023 Officers slate, and completed investment advisory services RFP process

Held PPLD Foundation Executive and Finance Committee meetings

Attended 2022 Give! campaign kickoff meeting

Attended Friends of PPLD monthly board of directors meeting

Pikes Peak Library District Financial Dashboard

October 2022

Cash and Investment Balance

Legend: 2016, 2017, 2018, 2019, 2020, 2021, 2022

Operating Revenues Fiscal Year 2022

Categories: Tax Revenue, Intergovernmental, Fines and Fees, Interest Income, Other Revenue, Total Revenues

Operating Expenditures Fiscal Year 2022

Categories: Personnel Services, Supplies, Library Materials, Utilities, Telecommunications, Contractual Services, Repairs/Maintenance, Other Services, Capital Outlay, Operating Transfers

Operating Budget 2022

- Personnel: $23,131,071
- Supplies: $1,037,366
- Library Materials: $5,189,973
- Utilities: $754,137
- Telecommunications: $558,003
- Contractual Services: $4,306,590
- Repairs and Maintenance: $946,725
- Other Services: $840,494
- Capital Outlay: $273,197
- (Operating Transfers): $3,045,095

Pikes Peak Library District

October 2022 Financial Report

Presented to Board of Trustees on November 16, 2022

Pikes Peak Library District
General Fund Summary
For the Ten-Month Period Ended October 31, 2022

	Year-To-Date				
General Fund	**2022**	**2021**	**Change**	**% Chg.**	**Notes**
Revenues					
Property taxes	$ 33,307,716	$ 31,390,316	$ 1,917,400	6.1%	
Specific ownership taxes	2,960,502	3,128,995	(168,493)	-5.4%	
Fines/fees	75,606	73,049	2,557	3.5%	
Investment earnings	223,139	7,940	215,199	2710.3%	
Other	436,769	827,181	(390,412)	-47.2%	
Total Revenues	$ 37,003,733	$ 35,427,481	$ 1,576,252	4.4%	

Statement of Revenues
General Fund
For the Ten-Month Period Ended October 31, 2022

Account Description	2022 Budget	YTD Actual	Variance	% Used
Tax Revenue				
Property taxes				
Current	$ 33,245,736	$ 33,317,218	$ 71,482	100.2%
Abatements/refunds	(125,000)	(75,172)	49,828	60.1%
Omitted properties	7,200	2,416	(4,784)	33.6%
Delinquent	18,500	6,341	(12,159)	34.3%
Penalties/interest	37,500	46,455	8,955	123.9%
Specific ownership taxes	3,800,000	2,960,502	(839,498)	77.9%
Local government in lieu of prop. taxes	10,000	10,459	459	104.6%
Total Tax Revenue	36,993,936	36,268,219	(725,717)	98.0%
Intergovernmental				
Federal funds - other categories	179,006	-	(179,006)	0.0%
Federal - eRate Funding	655,000	-	(655,000)	0.0%
State Grant - library materials	170,624	-	(170,624)	0.0%
Total Intergovernmental	1,004,630	-	(1,004,630)	0.0%
Fines and Fees	67,500	75,606	8,106	112.0%
Interest Income	15,750	223,139	207,389	1416.8%
Other Revenue				
Donations/grants/gifts				
PPLD Foundation	225,000	348,957	123,957	155.1%
Other	-	46,417	46,417	100.0%
Copier charges/PMS charges	45,000	29,555	(15,445)	65.7%
Parking lot collections	10,000	4,524	(5,476)	45.2%
Merchandise sales	-	1,426	1,426	100.0%
Miscellaneous	4,500	3,793	(707)	84.3%
Asset sales proceeds	5,000	2,097	(2,903)	41.9%
Total Other Revenue	289,500	436,769	147,269	150.9%
Total General Fund Revenues	$ 38,371,316	$ 37,003,733	$ (1,367,583)	96.4%

Pikes Peak Library District
General Fund Summary
For the Ten-Month Period Ended October 31, 2022

General Fund	Year-To-Date 2022	2021	Change	% Chg.	Notes
Expenditures					
Personnel	$ 17,550,739	$ 16,540,835	$ 1,009,904	6.1%	1)
Supplies	519,053	432,084	86,969	20.1%	
Library materials	3,837,838	3,303,129	534,709	16.2%	3)
Utilities	626,447	473,702	152,744	32.2%	
Telecommunication costs	429,341	494,463	(65,122)	-13.2%	
Contractual services	3,278,952	2,673,245	605,707	22.7%	2)
Repairs and maintenance	670,539	573,046	97,494	17.0%	
Other services	615,935	431,910	184,025	42.6%	
Capital outlay	255,416	121,193	134,223	110.8%	
Operating transfers - other funds	3,045,095	2,086,826	958,269	45.9%	
Total Expenditures	$ 30,829,355	$ 27,130,432	$ 3,698,922	13.6%	

1) Overall, the YoY variance in Personnel spending is due to a cost of living increase 2%
   higher in 2022 than 2021, 2022 Market Study adjustments, and a 2.2% increase in
   PPLD's 2022 contributions to the El Paso County Retirement fund.

2) As of YTD October 2022, YoY (2022 vs. 2021) spending increased by 22.7% or $606k.
   The total increase in budget (2022 vs. 2021) was approximately $285k. As of October, that
   budget increase would be valued at $238k. Netting the YTD budget increase against YTD
   increased spending, results in a true change YoY of $368k.

   That increase is spread over at least fourteen different spending accounts (janitorial, carpet
   cleaning, laundry services, audit, legal, insurance, in branch programming, computer equip-
   ment, support, maintenance & software licenses, courier services, common area maintenance,
   library facilities rent, and printing). Some of the increases mentioned above were due to
   unanticipated increased service needs (audit, legal, insurance, rent, computer), while many
   were driven by current inflationary pressures as labor and material are intricate components
   of the services being provided.

3) As of YTD October 2022, YoY (2022 vs. 2021) spending increased by 16.2% or $535k.
   The total increase in budget (2022 vs. 2021) was approximately $55k. As of October, that
   budget increase would be valued at $46k. Netting the YTD budget increase against YTD
   increased spending, results in a true change YoY of $489k.

   Of the $489k, Audio-visual and e-material has experienced a YoY increase of $512k, while
   the YoY library materials-other, periodicals, and Databases-Online Services decreased ($23)k.

Account Description	2022 Budget	YTD Actual	Available Budget	% Used
Personnel Services				
Regular employees	$ 17,684,024	$ 13,360,065	$ 4,323,959	75.5%
Temporary employees	13,900	1,825	12,075	13.1%
Substitute employees	21,500	-	21,500	0.0%
Work-Study And internship	11,000	-	11,000	0.0%
Internships	8,000	-	8,000	0.0%
Social security contributions	1,306,852	986,099	320,752	75.5%
Retirement contributions	1,408,296	1,094,246	314,050	77.7%
Health Plan contributions	2,400,000	1,915,057	484,943	79.8%
Unemployment insurance	47,500	25,570	21,930	53.8%
Workers compensation	50,000	42,658	7,342	85.3%
Vision Plan insurance	70,000	46,158	23,842	65.9%
Life A&D insurance	70,000	55,014	14,986	78.6%
Tuition assistance	40,000	24,047	15,953	60.1%
Total Personnel Services	23,131,071	17,550,739	5,580,333	75.9%
Supplies				
General	367,063	129,796	237,266	35.4%
Microform	2,450	-	2,450	0.0%
Software purchases/licenses	410,110	325,132	84,979	79.3%
Computer supplies	37,048	14,409	22,639	38.9%
Processing	65,424	9,414	56,010	14.4%
Office	61,974	19,985	41,990	32.2%
Food - culinary lab	4,500	-	4,500	0.0%
Other	88,797	20,318	68,480	22.9%
Total Supplies	1,037,366	519,053	518,313	50.0%
Library Materials				
Audio-visual materials	434,800	279,444	155,356	64.3%
Books	1,518,279	812,069	706,210	53.5%
e-materials	2,108,067	1,916,454	191,613	90.9%
Library materials - other	258,000	163,568	94,432	63.4%
Microforms	5,000	-	5,000	0.0%
Periodicals	110,250	93,476	16,774	84.8%
Serials	25,000	9,286	15,714	37.1%
Databases - online services	730,577	561,235	169,342	76.8%
Memorials	-	2,306	(2,306)	100.0%
Total Library Materials	5,189,973	3,837,838	1,352,135	73.9%

Account Description	2022 Budget	YTD Actual	Available Budget	% Used
Utilities				
Gas	108,700	93,895	14,805	86.4%
Electric	509,150	443,848	65,302	87.2%
Water/sewer	125,847	87,119	38,728	69.2%
Storm water fees	10,440	1,585	8,855	15.2%
Total Utilities	754,137	626,447	127,690	83.1%
Telecommunications				
Data	381,003	322,882	58,121	84.7%
Voice	73,000	52,619	20,381	72.1%
Cellular	104,000	53,841	50,159	51.8%
Total Telecommunications	558,003	429,341	128,661	76.9%
Contractual Services				
Janitorial services	339,000	283,258	55,742	83.6%
Carpet cleaning services	136,000	119,729	16,271	88.0%
Laundry services	-	-	-	0.0%
Library facility rental	702,833	620,117	82,716	88.2%
Common area maintenance	167,117	145,605	21,512	87.1%
Storage rental	3,000	-	3,000	0.0%
Audit	84,600	84,600	-	100.0%
Legal	92,000	85,366	6,634	92.8%
Consultant	425,177	186,757	238,421	43.9%
Cataloging	40,000	29,801	10,199	74.5%
Trash removal	24,628	17,472	7,156	70.9%
Copier services	62,000	-	62,000	0.0%
Courier services	230,000	158,682	71,318	69.0%
Liability/property insurance	171,176	171,176	-	100.0%
Printing	82,135	57,168	24,967	69.6%
Programming	471,689	256,336	215,353	54.3%
Strategic plan	65,000	40,000	25,000	61.5%
Treasurer fees	501,812	500,586	1,226	99.8%
Microfilming services	22,600	40	22,560	0.2%
Computer support agreements	114,814	107,722	7,092	93.8%
Computer equipment maintenance	402,259	316,861	85,399	78.8%
Software licenses	52,682	29,055	23,627	55.2%
Software subscriptions	36,211	19,878	16,333	54.9%
Employee Assistance Program	21,855	8,422	13,433	38.5%
Parking	58,000	40,322	17,678	69.5%
Total Contractual Services	4,306,590	3,278,952	1,027,637	76.1%

Pikes Peak Library District   **Percent of Year**   **83.3%**
Statement of Expenditures
General Fund
For the Ten-Month Period Ended October 31, 2022

Account Description	2022 Budget	YTD Actual	Available Budget	% Used
Repairs and Maintenance				
Grounds maintenance	95,600	67,069	28,531	70.2%
Vehicle operating costs	80,000	97,508	(17,508)	121.9%
Equipment maintenance	525,310	409,855	115,455	78.0%
Equipment repairs	50,650	4,548	46,102	9.0%
Furniture repairs	45,670	22,949	22,721	50.2%
Building repairs	149,495	68,610	80,885	45.9%
Total Repairs and Maintenance	946,725	670,539	276,185	70.8%
Other Services				
Translation services	300	-	300	0.0%
Advertising	1,000	-	1,000	0.0%
Bank And trustee Fees	8,000	8,869	(869)	110.9%
School engagement	1,200	648	552	54.0%
Mileage/Travel reimbursement	76,350	38,366	37,984	50.3%
Employee recruitment	57,500	20,218	37,282	35.2%
Dues and memberships	61,889	39,773	22,115	64.3%
Merchandising	18,158	4,166	13,992	22.9%
Employee recognition	22,025	13,442	8,583	61.0%
Board of Trustees	7,000	2,791	4,209	39.9%
Community outreach	253,009	98,622	154,387	39.0%
Training	325,957	175,409	150,548	53.8%
Signage	30,000	5,679	24,321	18.9%
Bindery	8,633	1,984	6,649	23.0%
Book mending	1,500	-	1,500	0.0%
Safety	6,000	7,968	(1,968)	132.8%
Summer Adventure Club	98,165	63,899	34,265	65.1%
Patron reimbursement	500	-	500	0.0%
Postage	61,000	40,433	20,567	66.3%
Volunteer program	7,003	1,054	5,949	15.1%
Safety and wellness	8,000	(46)	8,046	-0.6%
Other	(212,695)	92,660	(305,354)	-43.6%
Total Other Services	840,494	615,935	224,559	73.3%
Capital Outlay				
Other	273,197	255,416	17,782	93.5%
Total Capital Outlay	273,197	255,416	17,782	93.5%

Account Description	2022 Budget	YTD Actual	Available Budget	% Used
Operating Transfers to Other Funds				
Fund transfers out	3,045,095	3,045,095	-	100.0%
Total Expenditures	$ 40,082,651	$ 30,829,355	$ 9,253,296	76.9%

1) As an overall favorable indicator, the district has utilized 76.9% of budgeted expenditures, while being 83.3%, into the fiscal year. All major expenditure categories shown above posted YTD Budget Usage of less than 83.3%, with the exception of Capital Outlay at 93.5%, and Operating Transfers to Other Funds at 100%.

Pikes Peak Library District
Special Revenue Funds
For the Ten-Month Period Ended October 31, 2022

Fund Balance - January 1, 2022	$	103,205
Expenditures / Encumbrances		38,463
Fund Balance - October 31, 2022	$	64,742

Fund Balance - By Fund - October 31, 2022

Cheyenne Mountain Library Fund	$	812
High Prairie Library Fund		51,647
Sand Creek Library Fund		12,283
	$	64,742

Pikes Peak Library District
East Library Capital Projects Fund
For the Ten-Month Period Ended October 31, 2022

			Activity		
Account Description	**Multi-Year Budget**	**Prior Years**	**2022**	**Encumbrances**	**Available Budget**
Revenues and Other Sources of Funds					
Fundraising	$ -	$ -	$ -	$ -	$ -
Fund Transfers In	349,372	232,372	117,000	-	-
Insurance Proceeds-EA Roof	-	-	680,067	-	(680,067)
Total Revenues and Other Sources of Funds	349,372	232,372	797,067	-	(680,067)
Expenditures					
2022 Projects					
Parking Lot Consultant	30,000	-	-	-	30,000
Land Improvement	5,000	-	-	-	5,000
Dock Concrete Repair/Replace	22,000	-	16,257	-	5,743
Security Operations Center	35,000	-	6,000	-	29,000
Roof Replacement	900,000	-	887,711	955	11,334
Contingency	25,000	-	-	-	25,000
Pre-2021 Projects					
Add a closet with cooling for IT	25,000	20,344	-	-	4,656
Computer lab tables	20,000	-	-	-	20,000
COVID upgrades	14,200	-	-	-	14,200
Chiller roof structure over pit	8,715	8,715	-	-	-
2018 Enclose Chiller Pit	3,665	3,665	-	-	-
Roofing evaluation & design	13,241	2,078	-	-	11,163
External filtration system	1,907	1,907	-	-	-
Renovate security office	5,978	5,978	-	-	-
Replace aging fire panel	17,140	16,432	-	708	(0)
Replace emergency lighting generator	97,224	97,224	-	-	0
Furniture	30,000	5,038	-	-	24,962
Reading room furniture	20,000	16,865	-	-	3,135
Shared workstation - 4-person	2,765	2,765	-	-	-
Additional study room chairs	3,547	3,547	-	-	-
Contingency	45,143	12,292	-	6,846	26,004
Contingency IT	2,071	-	650	1,168	253
Total Expenditures	1,327,596	196,850	910,618	9,677	210,450
Excess Revenues over Expenditures			(113,551)		
Fund Balance - January 1, 2022			113,493		
Fund Balance - October 31, 2022			$ (58)		

Pikes Peak Library District
Penrose Library Capital Projects Fund
For the Ten-Month Period Ended October 31, 2022

Account Description	Multi-Year Budget	Prior Years	2022	Encumbrances	Available Budget
			Activity		
Revenues and Other Sources of Funds					
Fund transfers in	1,288,424	97,224	1,191,200	-	-
Total Revenues and Other Sources of Funds	1,288,424	97,224	1,191,200	-	-
Expenditures					
2022 Projects					
Replace Door Openers	10,000	-	-	-	10,000
Roof Replacement	950,000	-	703,424	42,022	204,554
Replace Rooftop Unit	23,500	-	-	-	23,500
Personal Belongs Lockers	18,000	-	-	8,000	10,000
Add A/C to Network Closet	15,000	-	-	-	15,000
Add Teen Center - Consultant	10,000	-	7,789	2,211	0
Mezzanine Redesign	10,000	-	5,228	352	4,420
Enclose Lower Classroom	15,000	-	4,800	-	10,200
Painting Allowance	75,000	-	9,150	-	65,850
Adult area tables	5,000	-	-	-	5,000
Furnitrue for children's area	7,800	-	-	-	7,800
Tables & chairs - Adults	15,000	-	-	-	15,000
Service point chairs	3,200	-	-	-	3,200
Adjustable height chairs	8,700	-	5,749	-	2,951
Contingency	25,000	-	7,250	9,971	7,779
Pre-2022 Projects					
Open chairs for Adult Education Services	2,500	-	2,400	-	100
Roofing consultant to evaluate existing roof	35,000	11,520	8,100	-	15,380
Install glass wall structure - Executive Assistant area	15,000	10,650	-	-	4,350
Add Office for Manager	20,000	309	-	-	19,691
Add IT Closet	25,000	24,662	-	-	338
Add messinine door structure	15,000	7,842	-	-	7,158
Painting allowance	25,000	-	-	-	25,000
Asphalt crack fill	15,764	15,764	-	-	-
Roofing evaluation	30,000	2,078	-	-	27,922
KCH-movable walls/partitions	3,000	-	-	-	3,000
KCH-interior paint	22,390	22,390	-	-	-
KCH-replace awning - front entrance	1,500	-	-	-	1,500
Install carpet In vault for meeting room	1,064	1,064	-	-	-
Purchase mural on garage wall	5,250	5,250	-	-	-
Add storefront wall to create office for Adult Education	11,757	11,757	-	-	-
Replace existing parking meters	50,000	-	680	25,258	24,062
Penrose campus renovation project	560,381	560,381	0	-	-
Replace lobby rooftop unit	20,544	20,544	-	-	-
Replace existing fire panel	16,921	16,921	-	-	-
Chiller replacement	55,000	-	-	43,110	11,890
Adjustable height desks	852	852	-	-	-
KCH - chairs For mezzanine	2,550	-	-	-	2,550
KCH - work tables (4), mezzanine	6,200	-	-	-	6,200
Replace all wooden chairs in public area	12,458	12,458	-	-	-
Contingency	147,461	33,174	26,441	28,324	59,522
Total Expenditures	2,291,792	757,615	781,010	159,248	593,919
Excess Revenues over Expenditures			410,190		
Fund Balance - January 1, 2022			342,977		
Fund Balance - October 31, 2022			$ 753,167		

Pikes Peak Library District
Library 21c Capital Projects Fund
For the Ten-Month Period Ended October 31, 2022

Account Description	Multi-Year Budget	Prior Years	2022	Encumbrances	Available Budget
			Activity		
Revenues and Other Sources of Funds					
Fundraising	$ -	$ -	$ -	$ -	$ -
Fund Transfers In	1,578,967	1,384,467	194,500	-	-
Total Revenues and Other Sources of Funds	1,578,967	1,384,467	194,500	-	-
Expenditures					
2022 Projects					
Seal Coat and Restripe	20,000	-	-	-	20,000
Initial irrigation repairs/UPG	25,000	-	-	-	25,000
Covert tuff to native grass	75,000	-	-	3,500	71,500
Elevator starter	5,000	-	3,635	-	1,365
Elevator Lighting	12,000	-	10,635	-	1,365
Community meeting room	12,500	-	-	25,000	(12,500)
Fire magnetic lock ADA Studio	6,000	-	-	-	6,000
Auto openers ADA for Maker	14,000	-	-	-	14,000
Contingency	25,000	-	-	12,511	12,489
Pre-2022 Projects					
Awning for curbside service	25,000	-	-	-	25,000
Back up generator	105,000	-	89,870	-	15,130
Contingency	25,000	5,307	2,285	17,408	-
Closet UPS	10,000	-	9,746	-	254
Courtyard improvements	19,916	19,916	-	-	-
Roof replacement	712,758	712,758	-	-	-
Replace skylight/repairs	104,560	104,560	-	-	-
Signage	4,851	4,851	-	-	-
Add gas supply to kitchen	25,000	24,750	-	-	250
Install new service point first floor	20,000	-	-	-	20,000
Install one way window	6,727	6,727	-	-	-
Revamp Creative Service area	3,000	-	-	-	3,000
Culinary Lab equipment	86,020	22,836	589	-	62,596
Office chairs-meeting room	7,200	7,200	-	-	-
Adjustable height tables - Collection Management	1,200	-	-	-	1,200
Replace chairs - business center	17,000	17,000	-	-	-
Replace desk-Children's Services	6,000	-	-	-	6,000
Three sit/stand converters	874	874	-	-	-
Replace tables and chairs - training room	9,500	9,500	-	-	-
Boiler replacement	291,744	291,744	-	-	-
Contingency	85,293	83,031	-	2,262	-
Audio/visual equipment	4,686	3,974	-	-	713
Studio noise mitigation	21,979	1,417	-	-	20,562
Increase stage size	4,908	1,788	-	-	3,120
Venue LED lighting	3,572	3,095	-	-	477
Total Expenditures	1,796,288	1,321,327	116,760	60,682	297,520
Excess Revenues over Expenditures			77,740		
Fund Balance - January 1, 2022			305,235		
RECLASS:			-		
REV: Culinary Lab Eq to Dsg Fund 10952465 44100 (Lives Empowered Grant-OVENS) 202		(0)	(11,277)		
EXPEND: Culinary Lab Eq to Dsg Fund 10952465 65560 (Lives Empowered Grant-Kitchen Eq) 2021 P13			21,445		
Fund Balance - October 31, 2022			$ 393,143		

Pikes Peak Library District
Capital Reserve Fund
For the Ten-Month Period Ended October 31, 2022

Account Description	Multi-Year Budget	Prior Years	2022	Encumbrances	Available Budget
			Activity		

Account Description	Multi-Year Budget	Prior Years	2022	Encumbrances	Available Budget
Revenues and Other Sources of Funds					
Fundraising	$ 75,000	$ 75,000	$ 100,000	$ -	$ (100,000)
Tenant improvement reimbursement	71,897	71,897	0	-	-
Fund transfers in	6,129,137	4,586,742	1,542,395	-	-
Sale of assets	12,500	12,500	-	-	-
Total Revenues and Other Sources of Funds	6,288,534	4,746,139	1,642,395	-	(100,000)
Expenditures					
Facilities Capital					
2022 Projects					
DW CONCRETE REPLACEMENT	15,000	-	-	-	15,000
DW ASPHALT REAPIRS & MAINTENAN	20,000	-	-	6,332	13,668
CH PAINTING ALLOWANCE	18,000	-	-	10,610	7,390
FO 5 RTU'S REPLACEMENT	35,000	-	-	-	35,000
FO REMODEL STAFF ROOM	15,000	-	1,560	-	13,440
FO WATER FOUNTAIN REPLACEMENT	5,000	-	-	-	5,000
MO NETWORK CLOSET REWORK	20,000	-	-	-	20,000
OL PAINTING ALLOWANCE	10,000	-	-	10,000	-
OL LIGHTING UPGRADE	-	-	-	-	-
OL WINDOW CORNICES	3,000	-	1,627	1,373	-
PA CARPET REPLACEMENT	8,500	-	-	8,500	-
PA PAINTING ALLOWANCE	3,000	-	-	-	3,000
PA INSTALL CENTRAL AIR CONDIT	15,000	-	-	-	15,000
PA ENGINNERING FOR A/C & RENO	10,000	-	-	-	10,000
PA LIGHTING UPGRADE	1,000	-	-	-	1,000
RO PUBLIC RESTROOM IMPROVEM	1,500	-	-	400	1,100
SA RESTROOM REFRESH	1,500	-	921	-	579
CA AFTER HOURS LOCKERS	11,000	-	-	-	11,000
ROOF INSPECTION	20,000	-	-	-	20,000
RECYCLING RETAINERS	10,000	-	-	-	10,000
HVAC CONTROLLER	30,000	-	6,775	6,842	16,383
CH READING & STUDY ROOM CHAIR	7,500	-	-	6,163	1,337
FO DESK REPLACE - ADJ HEIGHT	7,500	-	-	-	7,500
FO COLLABORARIVE WORK SPACE	11,000	-	-	-	11,000
HO MEMORIAL FOR RUTH HOLLEY	5,000	-	-	-	5,000
HO FURNITURE REPL CHILDR&TEEN	2,000	-	-	-	2,000
OL CUSTOM TABLE TOP SCREEN	6,000	-	-	6,000	-
PA CARPET REPLACEMENT	-	-	-	-	-
PA PAINTING ALLOWANCE	-	-	-	-	-
PA REPLACE SERVICE DESK	10,000	-	8,693	461	846
SA STAFF CHAIRS	7,500	-	4,686	982	1,832
FURNITURE CONTINGENCY 2022	25,000	-	-	-	25,000
BOOKMOBILE	324,000	-	10,150	10,150	303,700
VEHICLES REPLACEMENT	45,000	-	-	-	45,000
CONTINGENCY 2022	50,000	-	14,883	6,396	28,721
CAPITAL PROJECTS FAC 2022	-	-	-	-	-
Pre-2022 Projects					
City bookmobile headlight upgrade	2,500	-	528	-	1,972
City bookmobile leaf spring upgrade	5,000	6,074	-	-	(1,074)
County bookmobile - back-up camera upgrade	1,500	-	-	-	1,500
Lobby stop van - replace lift gate	4,000	-	-	-	4,000

Pikes Peak Library District
Capital Reserve Fund
For the Ten-Month Period Ended October 31, 2022

Account Description	Multi-Year Budget	Activity			Available Budget
		Prior Years	2022	Encumbrances	
Cheyenne Mountain - Meeting room tables	5,000	2,701	-	-	2,299
Ruth Holley - Curbside drive-up window	-	-	-	-	-
Ruth Holley - Learning lab - tables	5,000	5,000	-	-	-
Monument - Four (4) Rtu's replacement allowance	12,500	-	-	-	12,500
Old Colorado City - HVAC replacement/upgrades	5,000	-	-	-	5,000
Sand Creek - Replace rooftop unit	50,000	-	-	-	50,000
Sand Creek - Replace crash bar and lock on front door	5,568	5,704	-	-	(136)
Sand Creek - Adjustable height tables	2,052	1,953	-	-	99
Sand Creek - Locking drive-up book returns	3,744	3,743	-	-	1
Concrete replacement - districtwide allowance	10,000	-	-	-	10,000
Upgrade fire system dialers to cellular	12,000	3,570	3,885	1,500	3,045
Asphalt repairs and maintenance - districtwide allowance	15,000	14,713	-	-	287
Furniture replacement contingency	25,000	4,097	10,452	-	10,451
Roof inspections, preventative maintenance repairs	15,000	4,250	-	-	10,750
Story walks at East, Penrose 21c and Fountain Libraries	16,000	15,263	-	-	737
Elevator electronic access at East and Penrose	3,966	-	-	-	3,966
Purchase uniform recycling retainers at all facilities	10,000	-	-	-	10,000
District-wide - asphalt maintenance	7,628	7,628	-	-	-
Landscape allowance	39,859	37,354	-	2,506	0
Ruth Holley - replace meeting room carpet	13,000	13,000	-	-	-
Ruth Holley - repaint interior	10,000	10,000	-	-	-
Update service points	4,421	4,421	-	-	-
Ruth Holley - add electricity In storage	2,078	2,078	-	-	-
Monument - replace bulbs	864	864	-	-	-
Old Colorado City - replace floor main level	75,000	70,390	-	-	4,610
Roof inspection	25,000	20,892	-	-	4,108
Cheyenne Mountain - replace entry tile with carpet	1,980	1,980	-	-	-
Old Colorado City - canopy over book drop	-	-	-	-	-
Old Colorado City - replace carpet	3,500	-	-	-	3,500
Rockrimmon - replace carpet in meeting room	5,000	5,000	-	-	-
Calhan project	284,202	275,426	2,793	813	5,171
Manitou Arts Council (MAC) project	198,946	176,542	6,900	2,841	12,664
MAC - intrusion alarms	12,559	12,558	-	-	1
MAC - furniture	38,694	37,523	0	-	1,171
Improvements other than buildings	15,111	14,263	-	848	(0)
District-wide - concrete replacement	23,560	17,830	2,550	970	2,210
District-wide - asphalt repairs	47,072	21,154	-	25,918	-
Staff lounge improvements - Penrose	9,972	234	-	-	9,738
Staff lounge improvements - East Library	9,972	1,018	-	-	8,954
Staff lounge improvements - L21c	9,972	2,195	-	-	7,777
Water management system	685	685	-	-	-
District-wide - tree trimming	6,880	6,880	-	-	-
Intrusion alarm system	2,850	2,850	-	-	-
Bookmobile - awning replacement	4,000	-	-	4,000	-
Bookmobile - (2) half wraps	15,000	10,787	4,213	-	-
Furniture	25,736	21,390	0	3,734	612
Furniture - prior year	37,389	37,389	-	-	-
Cheyenne Mountain - workroom cabinets storage	2,000	-	-	-	2,000
Ruth Holley meeting room furniture	15,198	15,198	-	-	-
Ruth Holley study room furniture	2,962	2,962	-	-	-
Rockrimmon - redesign Children's area	1,883	1,883	-	-	-
Cheyenne Mountain circulation desk replacement	15,035	15,035	-	-	-
Fountain - furniture teen gaming area	5,000	-	-	-	5,000
Fountain - chair replacement meeting room	6,500	-	-	-	6,500
Ruth Holley - furniture meeting room	7,032	7,032	-	-	-

Pikes Peak Library District
Capital Reserve Fund
For the Ten-Month Period Ended October 31, 2022

Account Description	Multi-Year Budget	Activity			Available Budget
		Prior Years	2022	Encumbrances	
Monument - replace chairs adult area	2,400	-	-	-	2,400
Monument - blind replacement community room	4,700	-	-	-	4,700
Monument - tables and chairs replacement	8,000	-	-	8,000	-
Monument - PC tables and chair replacement	2,000	-	-	-	2,000
Old Colorado City - table and chairs replacement	5,650	4,080	-	-	1,570
Old Colorado City - charging tables and computer tables	12,000	-	-	2,048	9,952
Rockrimmon - meeting room tables	2,881	2,881	-	-	-
Shelving	14,428	14,428	-	-	-
Replace tractor	9,975	9,975	-	-	-
Replace generator bookmobile	12,500	-	-	-	12,500
Contingency	439,064	224,978	81,126	56,373	76,586
Signage allowance	7,618	7,618	(0)	-	-
Total Facilities Capital	**2,469,586**	**1,185,466**	**161,743**	**183,759**	**938,619**

Communications Capital

2022 Projects

EA PHOTO EXHIBIT	5,000	-	-	-	5,000
PE CUMMUNITY MURAL	5,000	-	-	-	5,000
BRANDED CANOPIES	1,500	-	-	-	1,500
RHG & EAST SIGNAGE	2,000	-	-	-	2,000
CH SIGNAGE	4,395	-	-	-	4,395
SA SIGNAGE	7,500	-	-	-	7,500
Pre-2022 Projects					
Signage projects	7,550	2,500	1,005	-	4,045
20 MAC-Event Needs	1,000	-	-	-	1,000
20 MAC-Art Contest	100	100	-	-	-
20 MAC-Printing	3,000	-	-	-	3,000
20 MAC-Branded Merchandising	600	531	-	-	69
20 MAC-Marketing / Promotion	1,500	450	-	-	1,050
20 MAC-Contingency	1,750	68	-	-	1,682
20 MAC-Signage	17,500	10,698	-	-	6,802
Monument - signage	3,000	-	-	-	3,000
Palmer Lake - signage	2,000	984	984	-	32
Rockrimmon - signage	2,500	-	-	2,500	-
Ute Pass- signage	2,000	-	-	-	2,000
Total Communications Capital	**67,895**	**15,331**	**1,989**	**2,500**	**48,075**

Information Technology Capital

2022 Projects

REPORT SERVERS	16,000	-	-	15,248	753
COPIERS	5,289	-	3,840	1,449	0
ZEBRA PRINTER	9,000	-	-	4,124	4,876
HI MFD	1,500	-	384	1,116	-
RECEIPT PRINTERS	12,500	-	-	-	12,500
AWE LITERACY STATIONS	74,300	-	-	-	74,300
SECURITY COMPUTERS	3,000	-	-	-	3,000
MLS LAPTOP FOR ASTROVAN	-	-	-	-	-
SE LAPTOPS	3,600	-	-	3,600	-
CRS - LAPTOPS	2,500	-	-	2,500	-
KCH LAPTOP	-	-	-	-	-
SECURITY ONCALL TABLET	1,400	-	-	1,400	-

Pikes Peak Library District
Capital Reserve Fund
For the Ten-Month Period Ended October 31, 2022

Account Description	Multi-Year Budget	Activity			Available Budget
		Prior Years	2022	Encumbrances	
CM IT SCANPRO	13,000	-	-	-	13,000
BARCODE SCANNERS	12,500	-	-	-	12,500
TELECOMMUNICATIONS SWITCHES	272,143	-	272,143	-	0
REMOTE ACCESS TERMINALS	-	-	-	-	-
UPS ROTATION	-	-	-	-	-
WIRELESS SYSTEM	200,000	-	-	-	200,000
CABLING INFRASTRUCTURE	51,549	-	2,300	6,303	42,946
CABLING PE ADM & STAFF	24,323	-	24,323	-	0
ADDITIONAL DROPS	-	-	-	-	-
SECURITY 21C CAMERA ST MONITOR	600	-	-	-	600
SECURITY MONITORS 16 LOCATIONS	10,000	-	-	-	10,000
HR DIGITAL SIGNAGE	5,400	-	-	-	5,400
KCH BUSINESS CENTER	-	-	-	-	-
HYTERRA POC RADIO SYSTEM	45,000	-	-	45,000	-
SECURITY EXTERIOR DEVICE CHARG	30,000	-	30,000	-	-
SECURITY INTERION DIV CHARG	11,300	-	-	10,969	331
BODY CAMERA	6,000	-	6,000	-	-
AUDIO/VISUAL EQUIP STANDARD	14,375	-	7,188	7,188	-
SA AUDIO/VISUAL EQUIP	-	-	-	-	-
KCH BUSINESS CENTR AV	-	-	-	-	-
RU AV REPLASEMENT	-	-	-	-	-
SA MAKERSPACE VIDEO DISPLAY	-	-	-	-	-
SA AV CONFERENCE RM	-	-	-	-	-
CONTINGENCY IT	25,000	-	-	25,000	-
FCS LENA EARLY EDUCATION	17,800	-	-	-	17,800
STAFF INCREASE IT SUPPORT	-	-	-	-	-
HR PERFORMANCE MANAG TOOL	11,750	-	-	-	11,750
	-	-	-	-	-
Pre-2022 Projects					
Telecommunications switches and UPS	65,596	-	19,340	46,256	-
Cabling infrastructure repair	25,000	-	-	25,000	-
East Admin and staff cabling	85,000	85,000	-	-	-
Penrose Admin and staff cabling	35,000	13,630	-	21,370	-
Contingency cabling (non eRate)	15,000	-	-	15,000	-
Technology refresh (staff)	274,748	11,151	32,586	66,273	164,738
Technology refresh (patrons)	269,509	745	97,338	66,101	105,325
AWE literacy stations	35,700	35,700	-	-	-
Adult Education Chromebook and hotspots	-	-	-	-	-
Creative Service specialized sap top (3D Capable)	3,200	1,414	-	1,786	-
Young Adult Services programming Chromebook	-	-	-	-	-
Security system elevator access control	3,966	-	-	-	3,966
Staff and public printers	5,000	1,200	3,800	-	-
Contingency	20,000	7,323	8,862	3,815	-
Access control	850,000	-	313,789	4,999	531,213
Surveillance cameras	100,000	-	-	-	100,000
District-wide audio-visual equipment standardization	176,225	4,111	48,030	1,124	122,960
Receipt printers	12,500	-	4,980	7,520	-
Barcode scanners	12,500	97	12,403	-	-
Upgrade to Drupal	40,000	7,500	4,785	5,115	22,600
Servers-East Library data updates	2,000	2,000	-	-	-
Data center redesign	90,000	90,000	-	-	-
PC purchases	198,041	60,411	135,629	2,001	0
Technology refresh (staff)	38,541	34,378	178	3,985	0
Technology refresh (patrons)	131,000	131,000	-	-	-

Pikes Peak Library District
Capital Reserve Fund
For the Ten-Month Period Ended October 31, 2022

Account Description	Multi-Year Budget	Activity			Available Budget
		Prior Years	2022	Encumbrances	
Replace computers	38,454	38,454	0	-	-
Technology refresh (patrons)	43,795	43,795	-	-	-
Laptops- Young Adult Services	6,000	6,000	-	-	-
Laptops-Children's iPad	6,000	6,000	-	-	-
Self check - Penrose additional data ports	2,500	2,500	-	-	-
Self-Check & Security Gates	-	-	481,113	3,887	(485,000)
Scanners-Collect Management	2,080	2,080	-	-	-
Barcode scanners	15,102	15,102	-	-	-
RFID wands	15,000	13,416	1,584	-	-
Copier replacement	291,245	291,245	(0)	-	-
Network switches/UPS	459,315	181,762	99,203	61,293	117,057
MAC - networking	80,253	80,253	-	-	0
MAC - phone system	7,672	5,115	0	2,557	-
MAC - other	800	-	-	800	-
MAC - endpoints	31,944	30,608	0	1,336	0
MAC - security	97,456	94,893	0	2,563	0
Surveillance System redesign	18,473	18,473	(0)	-	-
Telephone switches	94,834	61,503	-	-	33,331
Firewall replacement	60,537	60,537	(0)	-	-
Switches/UPS replacement	40,000	40,000	-	-	-
ILS peripherals	265,000	32,122	14,395	63,148	155,336
IT equipment	49,145	49,145	(0)	-	-
Archival management system	22,800	-	-	-	22,800
AMH bins (2)	20,000	-	7,969	12,031	-
Genealogy equipment	19,600	19,600	(0)	-	0
East Library teen computers	4,000	4,000	-	-	-
Datacenter project	111,399	64,145	10,045	-	37,209
Security system	203,078	-	36,582	152,722	13,774
Surveillance System	-	-	22,646	102,354	(125,000)
AV Equipment - districtwide	124,533	1,676	-	10,734	112,123
IT management reserve	24,277	-	12,551	11,726	-
Contingency	2,320	2,320	-	-	-
Total Information Technology Capital	**5,525,966**	**1,650,403**	**1,713,984**	**819,391**	**1,342,189**

Video Studio Capital

2022 Projects

CAPITAL PROJECTS COMM 2022	-	-	-	-	-
	-	-	-	-	-

Pre-2022 Projects

Video projector replacements and additions	5,000	-	-	-	5,000
Wireless mic kit	1,327	1,327	0	-	-
Audio recorder	272	272	-	-	-
Audio recorder kit	1,064	1,064	-	-	-
Microphones	8,192	8,192	-	-	-
Video equipment and accessories	1,620	-	-	-	1,620
Video projectors replacement and additions	5,000	-	-	-	5,000
Cameras - Studio21c	33,960	33,960	-	-	-
DSLR cameras - checkout	5,700	-	-	-	5,700
Teleprompter	868	868	-	-	-
Video cam kit - checkout	2,235	2,235	(0)	-	-
GoPro kits	1,541	1,541	(0)	-	-

Pikes Peak Library District
Capital Reserve Fund
For the Ten-Month Period Ended October 31, 2022

Account Description	Multi-Year Budget	Activity			Available Budget
		Prior Years	2022	Encumbrances	
Photo roller system	1,274	1,274	-	-	-
Checkout equipment - L21c	3,242	3,242	(0)	-	-
Contingency	8,215	-	-	-	8,215
Isolation booth 21C studio	20,000	20,000	-	-	-
Total Video Studio Capital	99,510	73,976	(0)	-	25,535

Creative Services Capital

2022 Projects

EQUIPMENT REPLACEMENT	1,500	-	1,497	-	3
CAPITAL PROJECTS CRS 2022	-	-	-	-	-
	-	-	-	-	-
Pre-2022 Projects					
3D scanner	3,000	2,920	-	-	80
Equipment initiatives	27,900	23,272	(0)	-	4,628
Cricut machines	412	412	-	-	-
Sand Creek-larger kiln	2,994	2,994	-	-	-
East-larger laser cutter	17,440	17,440	-	-	-
New maker kits	1,000	-	-	-	1,000
Equipment replacement	3,500	792	-	-	2,708
Contingency	52,740	5,333	0	-	47,407
Total Creative Services Capital	110,486	53,162	1,497	-	55,827
Total Expenditures	8,273,443	2,978,338	1,879,212	1,005,649	2,410,244

Excess Revenues over Expenditures　　　　　　　　　(236,817)

Fund Balance - January 1, 2022　　　　　　　　　3,476,115

Fund Balance - October 31, 2022　　　　　　　$ 3,239,298

Pikes Peak Library District
Receipts and Disbursements by Cash Account
For the Ten-Month Period Ended October 2022

	COLOTRUST Investments	US Bank Checking	Total Cash
Cash and Investments Balance - October 1, 2022	$ 26,106,597	$ (543,651)	$ 25,562,946
Receipts			
Property Taxes	378,438		378,438
Cash Receipts		452,906	452,906
Credit card and other activity		(254)	(254)
eRate funding			-
Interest	67,509	3	67,512
Disbursements			
Payment of Bills week of 10/07/2022		(9,268)	(9,268)
Payment of Bills week of 10/14/2022		(833,771)	(833,771)
Payment of Bills week of 10/21/2022		(182,777)	(182,777)
Payment of Bills week of 10/28/2022		(262,844)	(262,844)
Payment at end of month 10/31/2022		(219,338)	(219,338)
Payroll 10/14/2022		(700,214)	(700,214)
Payroll 10/28/2022		(927,341)	(927,341)
Payroll and end of month 10/31/2022		(692)	(692)
Transfer between funds	(3,000,000)	3,000,000	-
Cash and Investments Balance - October 31, 2022	$ 23,552,544	$ (227,241)	$ 23,325,303

Compliments

Librarian Shannon Heffner (East Library) hosted NorthStar Computer Basics this month and one of our patrons got a 90% on her assessment, after three weeks of hard work. The patron has been attending NorthStar classes since June and expressed that she is feeling more comfortable and confident with her computer skills.

"I got to pop in on the Bad Art Night class that Jenny M hosted. I did not get to stay the whole time, but it seemed like a very popular program. I enjoyed getting to see patrons of all ages let loose to create whatever their hearts desired". Library Associate Cameryn Broin (East Library)

North Region
Community

Rockrimmon Library held its Fifth Annual Community Art Show in October. This is the first year that the show was open to all ages, and they had many entries from patrons under 12. Rockrimmon had over fifty pieces from the community encompassing many different mediums. Senior Library Associate Shannon Miller was the lead for the program; however, many thanks can also go to the entire staff who helped collect, hang, and answer questions to help make it such a success.

Monument and Palmer Lake Senior Library Associate Meredith Moore and Senior Library Assistant Megan Dooley attended the Tri-Lakes Community and Business Expo on October 20th and talked to 77 people.

Resources

On October 13, Librarian Cathy Wood (Library 21c) coordinated and presented Book Talks at Chinook Trail Middle School. Alongside Cathy, Senior Library Associate Danielle Seltenright (East Library/ Young Adult Services) and Senior Librarian Becca Philipsen (East Library/ Young Adult Services) presented four sessions to 317 eighth graders. On October 28, Cathy, Senior Librarian Mikaela Fortune (East Library/ Young Adult Services), and Danielle presented four sessions to 308 seventh graders. A resource day for the school's sixth graders is scheduled for late November.

Innovation/Creativity

High Prairie Library held Stuffed Animal Sleepover on Saturday, October 29, and had 30 attendees. Senior Library Associate Allison Presley and Library Assistant Wendy Roberts took photos of the animals and cut them out prior to storytime. Kids made little books with photos of what their stuffies did and matching bracelets. Allison posted a photo album on High Prairie's Facebook page. More Stuffed Animal Sleepovers are scheduled throughout the district in the upcoming months.

Service

Librarian SarahEllen Hickle (Library 21c) set up a passive program for children to create cards of appreciation and encouragement for local military members and their families. Eighty cards were created by Library 21c's young patrons, and SarahEllen presented these cards to the staff at Fort Carson for distribution

Internal/Staff

Senior Library Associate Bradley Harbison (Library 21c) has been attending American Sign Language classes through the Colorado School for the Deaf and Blind. In October, he had the opportunity to provide patron assistance to the deaf community. Several patrons have needed special assistance with hard of hearing or deaf issues, and Bradley has been able to assist these patrons with his new skillset. A recent Book-a-Librarian request was made by a person in the deaf community, and they were thrilled to learn that someone with basic ASL knowledge would be assisting with their needs.

Accountability

Monument Library received new tables and chairs for the meeting room. The furniture looks great in the room. Monument and Palmer Lake received estimates to have the remaining cloth furniture reupholstered for both locations.

Southeast Region

Community

Supervisor Mark Fletcher (Fountain) and a team of staff from Fountain, Sand Creek, Ruth Holley, and East worked together to host a haunted library on Friday, October 28. Activities were planned at the library in conjunction with the City of Fountain's Annual Trunk or Treat event. This year the candy line snaked through the library parking lot providing excellent exposure for Fountain and PPLD. Patrons visited the library for yard games, hot cocoa, candy, and bathrooms.
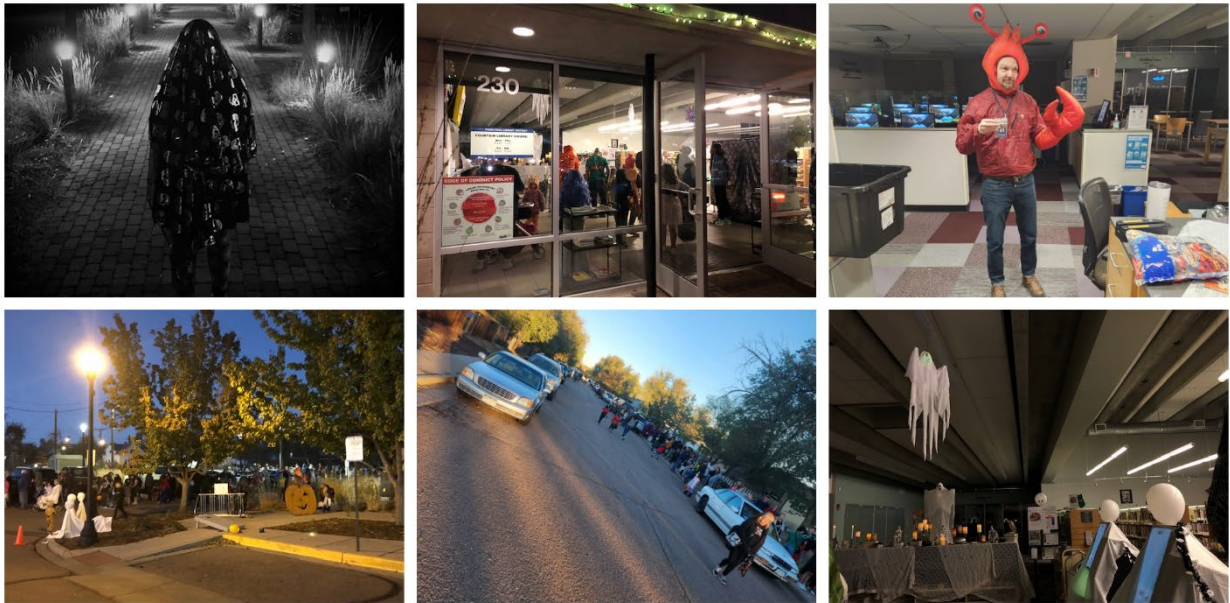
Resources

Senior Library Associate Stacey Marin (Ruth Holley) attended the Alzheimer's Walk at Memorial Park and talked to 137 community members. Participants really appreciated being able to ask questions and loved the free PPLD swag. Stacey also attended the Broadmoor World Arena Senior Life Expo. She and another staff member were able to reach 346 community members while they promoted the library. Community members expressed their overwhelming love of Libby, Overdrive, and e-materials.

Innovation/Creativity

Senior Library Associate Bradley Butzin (Ruth Holley) hosted Life-Size Battleship. He created a special book-display to advertise the program, incorporating all things battleship, and taught young adult patrons about some of the harrowing events of World War II. The program was a success, allowing young adult patrons to learn to critically think and confidently make decisions. One teen patron stated that he was shocked by how much fun he had, specifically telling staff that the program really brightened his day!

Service

The second and final tile art mural, titled "Stepping into Our Power" was installed at Panorama Park this month. This completes a 2-year project in partnership with the park. Here is a time-lapse video of part of the installation.

Resources

This month East Library hosted a six-week Family Place Playgroup series. Our community resource professionals included an Early Intervention Music Therapist from NeuroRhythm, a bilingual Early Interventionist from Peak Vista's First Visitor program, a Speech Pathologist from The Resource Exchange, and a Nutritionist from UC Health. The final two sessions of this series will center around play therapy from experts at Bloom Between, and the importance of early literacy from

Librarian Jenny Gaechter. These amazing community resources have created connections for many of our families, and all while promoting PPLD parenting collection materials and services!

Internal/Staff

Library Manager Sara Sharples (Sand Creek) completed her interim duties as the Sand Creek Library Manager in October. She was named to the role permanently on October 31.

The October Sand Creek staff meeting was held at the Hillside Hub in Southeast Colorado Springs so that staff could receive a tour of their facility. Staff were able to learn about the food services Hillside Hub provides to the community including cooking classes and food distribution. Hillside Hub Neighborhood Food Center — Food to Power (foodtopowerco.org)

West Region
Community

Senior Library Associate Caitlyn Zimmer (Cheyenne Mountain Library) lead the organization and actualization of this year's Culture Fest. 385 patrons attended the event. Patrons interacted with each other, highlighting the community-building nature of this annual event. They connected through food, crafts, music, and a "passport" activity that encouraged conversation. Fostering this conversation was built into the program because Caitlyn feels that "immigrants

often feel isolated, and American-born citizens often interact mostly with people like themselves... Culture Fest allows them to expand their social and cultural horizons."

The Halloween-themed stroll-a-story returned for a second successive year in the Old Colorado City neighborhood. Senior Library Associate Sarah Hoelting coordinated with participating businesses to hand out treats to readers during their store hours. Most businesses reached out halfway through the month requesting more candy for readers and commented that this year has seen way more folks participating. A staff member at Stella&Beau said, "The weather had been so lovely this year that the store has had its door open, and I can hear the families read the story and follow the different prompts on the page. It's a joyful thing to overhear." The Old Colorado City Instagram page shared tagged posts of readers during the OCCA Falliday event on Saturday, October 22.

Library Manager Amber Cox (Old Colorado City) and Senior Library Associate Sarah Hoelting (Old Colorado City) attended an outreach at the Organization of Westside Neighbors (OWN) event at the Westside Community Center on Saturday, October 1st. Amber and Sarah provided PPLD resources and two crowd favorite activities: DIY slime kit and STEAM building using the [rigamajig](#). While making DIY slime, several kids commented: "This is the best day of my life! This is so much fun! Thank you SO much for letting me make slime." The PPLD booth was the most popular with families that day. Even a few childless adults wandered over to inquire about the two activities. Amber and Sarah interacted with 75 people at the event.

Senior Library Associate Karin Swengel (Manitou Springs and Ute Pass) and Senior Library Associate Celia Eggart (Manitou Springs and Ute Pass) were able to attend an outreach in Green Mountain Falls. During the event they provided crafts and let everyone who stopped by know what was going on in the West Region and strengthened the bond between PPLD and the local community.

Ute Pass Library hosted a Wild Wolves Presentation and were visited by two wolfdogs and their support dog companion. Nine people attended this program and every loved it! Not only did staff say it was "pretty awesome" to get to pet and hang out with the wolfdogs, but the presenters from Wild Wolves gave an incredibly engaging and educational presentation. There were a lot of questions and interest from patrons about learning more about wolves and wolfdogs, but the highlight was feeding the wolfdogs (and their companion) treats!

Resources
Penrose Children's Department wrapped up their first Family Place Playgroup series. Senior Library Associate Rachel Martin led the series and stated, "For those that came consistently, it was fun to interact with the littles and learn their names. Their personalities started showing as we continued to progress through the series, and they started to interact more with staff and felt comfortable playing". Librarian Erica Purgason (Penrose) stated, "Rachel Martin deserves a special shout out for all her hard work on Family Place programming. She is our only Family Place trained staff member at Penrose, and she organized most of this program. She had great community resource specialists attend the playgroups and really connected with the families,"

Librarian Matthew McNulty (Penrose) provided an autism presentation at the Young Adult Services retreat. "The Autism presentation was very helpful in understanding how some of our

patrons think and understand things. In particular, we have some teen patrons who are on the spectrum, so I now have more tools in my toolbelt for working with this population. For example, many autistic people take things very literally and require directness – so this may help to provide directions to teens who may be getting too loud or rambunctious in the teen space," shared Librarian Lauren Chartier (Penrose).

Internal/Staff

Library Manager Tiffany Paisley began her new role as the Penrose Library Manager this past month. Tiffany had previously been the Cheyenne Mountain Library Manager for the past five years. She has really hit the ground running and is proving to be a wonderful fit for her new location and staff. A search for a new manager for Cheyenne Mountain Library is underway.

Senior Library Associate Brittany McNeil (Cheyenne Mountain) attended Family Place training in New York. Brittany is both excited and honored to be in her role to implement Family Place.

Adult Education

Community

The Adult Education team hosted a naturalization ceremony on October 21. Instructional Designer Ben Kegley collaborated with USCIS Denver, America the Beautiful chorus, Daughters of the American Revolution, and League of Women Voters. Thirty-one new citizens were sworn in including five Fort Carson soldiers.

Innovation/Creativity

Instructors Sarah Hetzel and Drew Goter launched an incentives program on October 31, to keep learners engaged during the historically low-attendance holiday season. Learners are encouraged to participate in live library programs including a potluck discussion salon for ESL learners held in collaboration with Creative Services. Incentives include a study-time-based raffle to win donated prizes.

Resources

Interim Director Christine Layton placed the first of two orders for the Adult Basic collection which includes books, CDs, and DVDs for adult learners. New resources are geared toward English learning, passing high school equivalency tests, English for specific careers, adult

career navigation, and adult college guidance. Christine collaborated with Denver Public Library Adult Education staff, and Director of Collection Management Jenny Pierce for resource recommendations.

Career Navigator Deya Rohe helped three patrons get a job offer. One of the three patrons is an English language learner without formal school experience who has been working with an Adult Education tutor for two years. She got her first job at Amazon at the age of 49. The second patron is a substitute teacher who was accepted into the Lift program for career changers to join the IT field. Last, an English language learner got her first job offer at the age of 24 at Best Buy after practicing interview skills with Deya.

Service
3 patrons passed a GED or HiSET test.
59 patrons attended 20 Northstar Digital Literacy classes and labs.
16 patrons attended Northstar classes at Springs Rescue Mission.
35 patrons attended Speak English/Write English/Citizenship groups.
27 patrons met with the Career Navigator.

Internal/Staff
Instructional Designer Ben Kegley is in training to take over coordinating the Career Online High School scholarship program.

Accountability
Transparent practices and responsible stewardship are ongoing.

Adult Services
Community
The month of October was the culmination of All Pikes Peak Reads (APPR) programming, and we had many successful and exciting programs. Our signature event was the author visit featuring Susan Orlean, author of *The Library Book.* This event was held on October 15 at Library 21c with over 200 patrons in attendance. The recording has been viewed over 100 times. Susan said it was one of the best events she had been to in a long time. Prior to the event, Susan met with five patrons (and a couple guests) who won a chance for an exclusive meet-and-greet. Senior Librarian Heidi Buljung leads the coordination of APPR and worked through all of the details with colleagues and Susan's agent. She also supported other APPR programs that happened in other services and locations. She did an amazing job and is already looking forward to next year!

Resources

The Share Cooking Classes with Elayne Prechtel started up for the fall, organized by Senior Librarian Melissa Mitchell. Elayne is doing a mix of in-person and virtual programs. For this month she provided two in-person classes at Library 21c; Smartphone Photography (October 10) and Caramel Apples (October 24). Elayne offered a virtual class on making fruit cobblers (October 17) that is posted on PPLD's YouTube.

Innovation/Creativity

Several locations hosted programs where patrons could create Creepy Doll Planters. Senior Library Associate Meagan Huber developed and distributed the supplies for this program including old dolls – it might have been our most unusual collection of supplies. Patrons applied creativity and artistic ability to dismembered dolls and created monstrous and cute creations.

Service

Strategic Services Librarian Deb Hamilton offered a virtual Legal Resource Day on Friday, October 28. A call-in clinic was available from 9 a.m. – 2 p.m., along with a website that offered 20 different videos on various legal topics. Sixty-three people attended the call-in clinic. The videos were viewed over 300 times with over 187 different IP addresses that visited the website. The website and videos will remain up until November 7.

Internal/Staff

Strategic Services Librarian Katie Edson attended two events related to the Robert Hillbert Nonprofit Resource Center and Pikes Peak Library District support of the Colorado Nonprofit Association's Connecting Colorado road trip series. Katie attended the event at the Penrose House which included keynote speakers (where library resources were recommended by other speakers) and trainings. At the all-day Denver event she had a vendor outreach table and made numerous contacts at this 300-person event (the PPLD chip clips were super popular again).
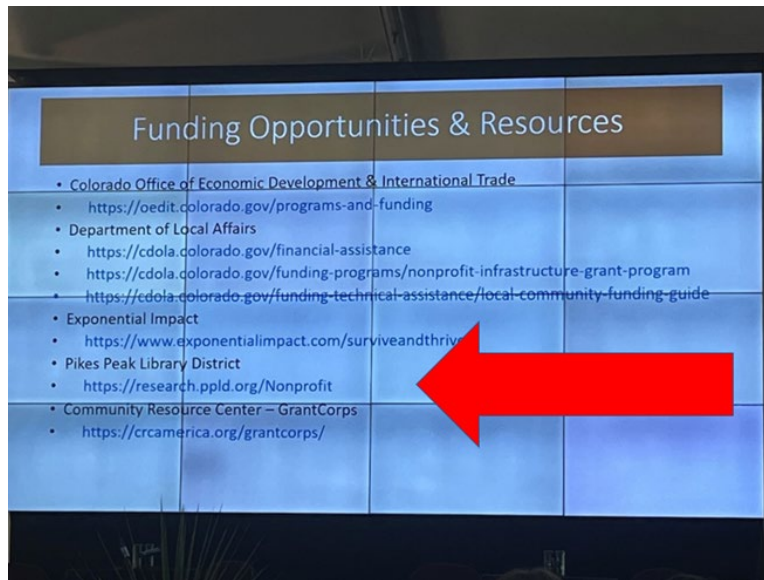
Accountability

Senior Library Associate Bryan Matthews and Senior Library Associate Shannon Miller (Rockrimmon) are collaborating to update the library's Local Author Database. This database is a service offered to local authors to help them connect with the public. With well over four hundred author entries, authors will be contacted to review and submit updates for their profile. The database is viewed by both staff and the public for reader's advisory and programming purposes.

Collection Management
Community

Collection Management received a request from Rocky Mountain Health Care Systems for donations of gently used material. Senior Library Associate Marie Duplantis-Webb collected a variety of large print books, regular print books, audiobooks, and DVDs. The staff member that picked up the donation was very pleased with the items.

Resources

Materials Assistants Karen Jenista, Janis Moore, Carl Patrick, MaryAnn Miller, and Supervisor Chris Carlson processed 6,626 items in October. They also received and unpacked 452 boxes of collection materials.

Interlibrary Loan handled 2,420 total requests.

The most popular title in Libby for the month was *It Starts with Us*, by Colleen Hoover (book and audio). The top circulating title on Hoopla continues to be the Acorn TV series *Harry Wild.* The top Kanopy title was *Father Brown,* a BBC series recently added to the platform.

Senior Library Associate Heidi Pritchard ordered beautiful new toys requested by Family & Children's Services. The toys will be routed to Family Place locations, offering a new service in the new year. Toys include a bouncy horse, a musical llama, a push-and-pull walking toy, and a rocking balance board, among other delights.

Service

Language stickers, placed on new titles in languages other than English, have been redesigned to no longer use the flag colors of a single country to represent a language. As time allows, the stickers will be replaced on older titles.

Internal/Staff

Senior Cataloger Michelle Pfost trained new Cataloger Bridget Bruch who is making great progress learning the routine. ILS Analyst Marissa Jiménez Guiot is also diving into her new role with extensive training in the library system software and many related applications.

Circulation Services Coordinator Greg Roes conducted a team building exercise with the Circulation Trainers at their monthly meeting. It helped the new members learn more about their roles and the resources available to them to better support their locations. They are enthused by their roles and will be an asset in getting new employees the knowledge and experience they need to best support our patrons.

The Selection Librarians toured the Old Colorado City Library and met with library staff regarding collection needs. They took advantage of a selfie with a special visitor.

Accountability

Circulation Services Coordinator Greg Roes and ILS Administrator Colleen Medling met twice with Library Manager Amber Cox to plan the Old Colorado City Library closure (for interior painting), and Library Manager Jean Carrier to plan the Palmer Lake Library closure (for renovations). They helped the library managers with details related to holds, logistics, and courier support.

Collection Management staff responsible for budget accounts attended a 4th Quarter Budget Meeting and adjusted fund allocations according to collection needs.

Senior Librarian and OverDrive Administrator Krista Meier continued her evaluation of purchasing models for the platform. She began purchasing Cost-per-Circ (CPC) models of some titles to evaluate cost savings in utilizing this feature.

Interlibrary Loan staff met multiple times throughout the month to review updates to the ILL policy and FAQs. The group is working on rolling out a training program for PPLD staff in Bridge for Interlibrary Loan training procedures.

Creative Services
Community
Senior Librarian Lauren Fellers worked with the Cultural Office of the Pikes Peak Region (COPPeR) and other library staff to celebrate Arts Month in the District. As a part of the partnership agreement, COPPeR's Arts Month banners were displayed throughout the month. They spotlighted different PPLD events throughout October as part of their website's highlights section and their newsletter. Several Bad Art Night programs were held at various libraries to allow for creativity without pressure. Patrons then competed in three prize categories: Most Creative Use of Supplies, Most Likely to Haunt Our Dreams, and Best in Show. Printmaking Take and Makes, which were very popular, were also shared with patrons.

Senior Librarian Jennifer Eltringham opened the call for the 2023 Maker in Residence. She also was invited to serve on a feedback panel for a local scout troop's Product Design badge, where they innovated redesigned or new products.

Resources
Senior Library Associate Sarah Holland prepared the Cameo Pros, new electronic die-cutters, for patron use in the makerspaces, including updating training information for patrons and staff.

Innovation/Creativity
Senior Library Associate Nawal Shahril planned and organized the first ever Pikes Peak Live with help from other Creative Services staff. A daylong event that started with workshops from local talent sharing expertise in poetry, singing and performance, and stand-up comedy and ended with a

talent showcase, this event was a great success with wonderful feedback from participants and instructors.

Service
Senior Librarian Lauren Fellers ran the Repair Café at the Knights of Columbus Hall with Senior Library Associate Nawal Shahril. Twelve patrons attended, including a number of repeat customers, with a wide variety of items to fix, from Waterpiks to waterlogged remotes to broken televisions. Nawal staffed the sewing station and taught two boys how to use the machine.

Internal/Staff
Senior Library Associate Ben Dahlby led a professional development training for the department and some guests from Adult Education on virtual reality in libraries.

Senior Librarians Lauren Fellers and Jennifer Eltringham and Director Becca Cruz attended the Colorado Association of Libraries Maker Interest Group meeting at the Castlewood Branch of the Arapahoe Library District to learn more about their space and their program, as well as network with other maker librarians from around the state.

Accountability
Senior Library Associate Sarah Holland continued to keep makerspace equipment running smoothly with several repairs and regular maintenance.

Diversity, Equity, and Inclusion Service
Community
EDI Department and EDI&B members attended the Veterans Standdown at City Auditorium for Homeless Veterans. Staff who attended the event were Director Shirley Martinez, Senior Library Associate Yvette Dow-Rose, Jared Peck (EDI Volunteer), Regional Senior Library Associate Debbie Vitulli (West Region), Library Associate Tatiyana Becker (Penrose), Senior Library Associate Jamie Wagner (Penrose/ RH&G) and Regional Senior Library Associate Vincent Burke (Southeast Region).

Senior Library Associate Yvette Dow-Rose and Senior Library Associate Stacey Marin (Ruth Holley) attended the Senior Expo Outreach at the City Auditorium.

On October 27, the final panel for Women of Influence recognized Disability Awareness.

Resources
Director Shirley Martinez, Senior Library Associate Yvette Dow-Rose and Senior Librarian Larissa Powers (East/ Young Adult Services) attended and partnered with multiple disability agencies for The Pathway to Progress Seminar.

Innovation/Creativity
With the help of IT, a portable hearing loop will be installed at Cheyenne Mountain Library and Old Colorado City Library.

Service
Director Shirley Martinez attended the Colorado Nonprofit Principles of Practices training at El Pomar.

Internal/Staff

Senior Library Associate Yvette Dow-Rose attended the Adaptive Umbrella accessibility workshop, and Inclusive Disaster Planning: Considering the Needs of Peoples with Disabilities training.

Family and Children's Services

Community

Family & Children's (FCS) staff throughout the district participated in eight Halloween events and outreaches. PPLD provided information on library resources, hands-on activities, and treats to families. Events were held at Hillside Community Center, Garden of the Gods, Malloween at Chapel Hills Mall, Audubon Elementary, Falcon Elementary, Tessa, City of Fountain, and Rock Solid Church at Panorama Park. Staff interacted with over 4000 people.

Resources

Senior Librarian Barb Andros coordinated FCS APPR Author visit with Leslie Connor. The virtual author visit was held on October 20. Barb provided a copy of *The Truth as Told by Mason Buttle* to participating classes. Over 400 students attended the virtual author visit, and more than 400 patrons watched the recording.

The PPLDKids site on our website had 10,645 page views in October. Website Manager Cheryl Howard (Library 21c/Communications) said, "PPLDKids is usually the second most visited page on ppld.org, second only to the home page." (Cool!)

Service

Senior Librarian Laura Broderick arranged and facilitated *Calvin Can't Fly: an ASL event*, with help from Librarian Jenny Gaechter (East/ Family & Children's Services) and Library Associate Brady Nickerson (Library 21c/ Family & Children's Services). Laura worked with Senior Librarian Larissa Powers (East/ Young Adult Services) to prepare and hire two ASL interpreters. Thirty-one people attended the event that demonstrated ASL, taught families about the language, and included sensory and process art activities. We received positive feedback on doing more of these events in the future.

In October, FCS staff throughout the district visited 25 school events or classrooms and saw almost 2,300 students, teachers, and parents. Schools visited this month included King, CILA, Rudy, New Summit Charter, Audubon, Martinez, Mountain View Academy, Freedom, Woodmen-Roberts, and Ranch Creek.

Internal/Staff
Senior Librarian Evan Childress attended the Colorado Libraries for Early Literacy (CLEL) annual conference, CLELCON, on October 6 and 7th. Evan presented a session with Caitlyn Stafford from LENA on the topic of COVID-era babies being shown to vocalize and hear fewer adult words than pre-COVID babies.

Senior Librarian Christa Funke attended workshops as part of CALLI (Colorado Association of Libraries Leadership Institute). She met with her CALLI partner for a coaching project and helped organize a dinner for interested participants. The sessions were packed full of great leadership learning opportunities, including information on mentoring and a chance to meet perspective mentors, discussions on communication, practice scenarios on handling difficult conversations, and exercises to observe the whole communication style of others (nonverbal as well as verbal).

Accountability
On October 4, Senior Librarian Joy Fleishhacker, Senior Associate Gayle Meredith, and Senior Associate Jami Dykema (East Library/ Family & Children's Services), all members of the PPLD Homeschool Committee, met with two staff members from the Grand County Library District, Shelly Mathis and Cindy Hald. Shelly and Cindy had heard about PPLD's homeschool program and wanted to find out more about what we do on an organizational level, what programs and resources we offer for homeschool families, and the Educational Resource Center. Joy, Gayle, and Jami were able to give a tour of East Library and the ERC, examine the homeschool hub on the PPLD website, discuss programming, and important district-wide events that help build home school community in the area.

<u>Regional History & Genealogy</u>
Community
Special Collections Manager Tim Morris organized two behind the scenes tours of Special Collections as part of the district-wide initiative All Pikes Peak Reads. The first tour highlighted the wide ranging and diverse collection of PPLD preserves. The second tour was a special "spooky" tour with a Halloween theme. Staff helped spookify the 1905 Carnegie library and Tim struck a balance between entertainment and education. Staff members appreciated the

lighthearted moment and patrons seemed to enjoy both the standard behind the scenes tour as well as a special "spooky" tour.

Resources

Pikes Peak Library District is the repository for many organization's records. This includes the Daughters of the America Revolution, Colorado Springs Mineralogical Society, Broadmoor Garden Club, and others. Many of these organizations are still producing records. A member of the organization will typically provide the Archivist with annual "accruals." Archivist Cara Ramsey processed the accruals for Pikes Peak Genealogical Society (PPGS). During this process, Cara also reorganized and renamed boxes and streamlined the collection's finding aid to improve users ability to locate materials.

Another project involved consolidating PPLD's unprocessed material for the PPLD institutional archival collection. This unprocessed material was previously stored in several separate physical spaces. With the materials consolidated, Archivist Cara Ramsey inventoried the unprocessed materials to prepare for processing and increase physical and intellectual control. Currently this collection includes 150.5 cubic feet of processed material and approximately 100 cubic feet of unprocessed material.

Accountability

In preparation for the IMLS grant for *Digitizing and Increasing Access to Commercial Photographers Aerials*, Facilities coordinated the removal of the old Genealogy desk in the staff area of Special Collections. In 2018, the RH&G team consolidated the two public floors to one public floor. This move streamlined the patron experience, provided additional dedicated staff work area, and rendered this reference desk obsolete. The large, flexile space now provides ample room to digitize materials, lay out oversized material or conduct in-person meetings. (See image)

Young Adult Services
Community

Senior Librarian Mikaela Fortune serves on the El Paso County Youth Suicide Prevention Workgroup as the chair of the resource's subgroup. Members discussed creating an action plan for the workgroup, and how to incentivize community members to attend training on upstream suicide prevention and mental health in youth.

Resources
Senior Librarian Mikaela Fortune and Strategic Services Librarian Betty McDonald (Penrose/ Family & Children's Services) continued to work on logistics for the new classroom sets pilot. YAS has 24 sets of young adult books, and FCS has 25 sets of children's fiction books that teachers and educators can checkout for extended periods of time. We expect to launch this pilot with PowerPass schools in January. The goal is to expand to all school districts.

Innovation/Creativity
YAS Intern Clare Wiersma tested out the social media form for teen volunteers. The post was one of our highest performing of the month and was a Gilmore Girl meme that pointed to BrainFuse.

When you have two essays and three tests all due the same week

I study, I think about studying, then I study some more.
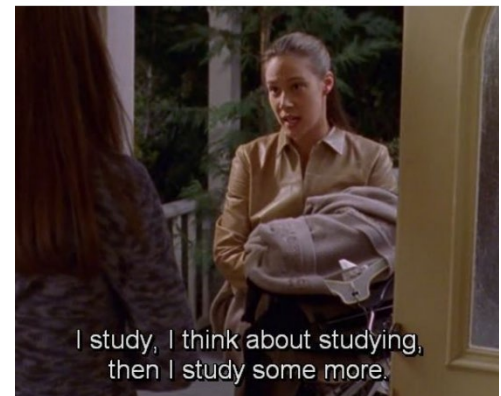
Service
Senior Librarian Larissa Powers onboarded a new work-study from the Colorado School for the Deaf and the Blind who will be assisting the department with Review Crew posts, will learn IT fundamentals, and complete tasks from IT and Collection Management over the course of her work-study experience.

Internal/Staff
Senior Librarian Becca Philipsen took part in a panel discussion about mentoring for the Colorado Association of Libraries Leadership Institute (CALLI). The panel included her mentor Chris Evjy from Denver Public Library, Mallory Pillard from High Plains Library District, and Jim Duncan from the Colorado Library Consortium (CLiC).

Accountability
PPLD's partnership with The PLACE to offer Safe Place to youth in El Paso County was renewed for two more years. Safe Place provides access to immediate help and supportive resources for youth in need. Checkout the Tough Topics resource page for more information.

2022 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	24199	21367	25030	22260	22270	24122	23982	24398	22767	22375	0	0	232770
Mobile Libraries Total	9359	8110	9399	8789	7821	8035	8227	9506	8617	9147	0	0	87010
Calhan	2065	1580	2241	1694	1781	1769	1685	1886	1499	1516	0	0	17716
Cheyenne	22044	20291	23489	22489	21779	24136	23885	23931	23509	22239	0	0	227792
Fountain	9674	9598	11561	10462	10080	11594	11097	11705	10924	10732	0	0	107427
High Prairie	20106	20670	24324	21711	21482	25174	24272	26730	24069	23708	0	0	232246
Holley	14320	13608	17071	15126	15294	17222	15961	15855	14948	14628	0	0	154033
Manitou	1987	2050	2581	2296	1845	2102	2150	2047	2253	2353	0	0	21664
Monument	23535	22738	26644	23933	24046	26532	26212	27817	25472	24665	0	0	251594
Old Colorado City	9480	8882	10513	9678	9166	10262	9380	9808	9573	9409	0	0	96151
Palmer Lake	0	10	1196	1215	1255	1428	1429	1538	1620	1212	0	0	10903
Rockrimmon	24678	22344	25462	22934	23306	25905	25570	26453	24208	23674	0	0	244534
Sand Creek	12529	11638	13400	12419	12351	13073	13280	14260	13340	13791	0	0	130081
Ute Pass	2065	1795	2494	2009	1762	1630	1735	1556	2007	1745	0	0	18798
Senior Van	1359	1398	1598	1381	1185	1386	1308	2102	1190	1162	0	0	14069
Bookmobiles	8000	6712	7801	7408	6636	6649	6919	7404	7427	7985	0	0	72941
East	85502	80095	96603	88571	87210	105240	99846	98810	87876	86824	0	0	916577
Library 21c	58684	54450	65881	60946	60225	70917	69264	70418	64268	61414	0	0	636467
Parenting	132	106	132	188	181	202	195	224	187	182	0	0	1729
Total Physical Materials	320359	299332	358021	326720	321854	369343	358170	366942	337137	329614	0	0	3387492

YTD CIRC Comparison	2022	2021	% Change
Penrose	232770	252441	-7.8%
Mobile Libraries Total	87010	84543	2.9%
Calhan	17716	15507	14.2%
Cheyenne	227792	238062	-4.3%
Fountain	107427	107466	0.0%
High Prairie	232246	196663	18.1%
Holley	154033	148199	3.9%
Manitou ***	21664	16342	32.6%
Monument	251594	260461	-3.4%
Old Colorado City *	96151	70980	35.5%
Palmer Lake **	10903	7	155657.1%
Rockrimmon	244534	240939	1.5%
Sand Creek	130081	130123	0.0%
Ute Pass	18798	20652	-9.0%
Senior Van	14069	11760	19.6%
Bookmobiles	72941	72783	0.2%
East	916577	829790	10.5%
Library 21c	636467	564830	12.7%
Parenting	1729	1020	69.5%
Total Physical Materials	3387492	3178025	6.59%

Current Month Comparison CIRCULATION	2022	2021	% Change
Penrose	22375	23810	-6.0%
Mobile Libraries Total	9147	9116	0.3%
Calhan	1516	1582	-4.2%
Cheyenne	22239	22388	-0.7%
Fountain	10732	11190	-4.1%
High Prarie	23708	21651	9.5%
Holley	14628	15585	-6.1%
Manitou	2353	1668	41.1%
Monument	24665	25555	-3.5%
Old Colorado City	9409	9382	0.3%
Palmer Lake	1212	0	
Rockrimmon	23674	23986	-1.3%
Sand Creek	13791	13383	3.0%
Ute Pass	1745	2348	-25.7%
Senior Van	1162	1266	-8.2%
Bookmobiles	7985	7850	1.7%
East	86824	86081	0.9%
Library 21c	61414	58711	4.6%
Parenting	182	88	106.8%
Total Physical Materials	329614	326524	0.95%

Circulation Report
By Facility
October 2022

Current Month Comparison VISITORS	2022	2021	% Change
Penrose	16561	16258	1.9%
Mobile Libraries Total	5945	6656	-10.7%
Calhan	506	385	31.4%
Cheyenne	11372	8154	39.5%
Fountain	5332	4525	17.8%
High Prairie	8040	4366	84.2%
Holley	8371	6349	31.8%
Manitou ***	3861	1629	137.0%
Monument	7883	7429	6.1%
Old Colorado City *	6316	5153	22.6%
Palmer Lake **	469		
Rockrimmon	11669	9938	17.4%
Sand Creek	6816	6978	-2.3%
Ute Pass	836	464	80.2%
Knights of Columbus Hall	706	372	
East	25409	21815	16.5%
Library 21c	27449	21450	28.0%
TOTAL	147541	121921	21.0%
Special Collections	978	692	41.3%

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

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

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

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

2022 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	237439	222889	269644	246949	242247	283792	275341	281894	258998	252761	0	0	2571954
DVD	62079	57211	64119	57566	58056	61732	59212	60888	56476	56038	0	0	593377
CD Music	6472	5961	6906	6630	6395	5997	6422	7158	6546	6201	0	0	64688
CD Book	7620	6722	8466	7894	7663	8516	8150	8274	7417	7134	0	0	77856
Playaway	3444	3460	4768	3993	3889	4991	4814	4547	4049	4057	0	0	42012
Kit	1220	1127	1518	1482	1542	1807	1658	1785	1755	1495	0	0	15389
Game	2048	1938	2559	2164	2025	2477	2548	2374	1896	1928	0	0	21957
Discovery Kits	37	24	41	42	37	31	25	22	0	0	0	0	259
TOTAL Physical Items	320359	299332	358021	326720	321854	369343	358170	366942	337137	329614	0	0	3387492
													0
ILL	1038	1060	1388	1292	1298	1187	1230	1423	1453	1278	0	0	12647
CyberShelf-OverDrive	224880	198859	219154	209662	216985	215620	228389	226982	215578	221425	0	0	2177534
OverDrive eMags	0	0	0	0	0	0	0	0	0	0	0	0	0
eReader	0	1	1	0	3	3	5	2	5	0	0	0	20
Hot Spots	102	85	68	85	79	85	76	90	74	76	0	0	820
Cameras & Equipment	41	75	47	51	58	59	59	46	73	51	0	0	560
													0
TOTAL STATE Circ	546420	499412	578679	537810	540277	586297	587929	595485	554320	552444	0	0	5579073
Freegal Music	5729	4742	5408	4964	5368	5039	5034	5594	4989	5185	0	0	52052
Freading	106	110	131	128	87	107	121	103	103	99	0	0	1095
DVD Player	94	91	99	97	42	65		99	83	68	0	0	738
Hoopla	3112	3248	3066	2935	3684	2899	2991	3564	2703	2951	0	0	31153
Comics	479	555	481	411	579	389	461	581	401	459	0	0	4796
Kanopy	3197	2838	2863	2833	2840	2767	2998	2790	2895	2785	0	0	28806
													0
CLC	6406	5960	7354	6493	6228	6741	6142	6277	6765	7007	0	0	65373
Laptop Use	180	88	135	199	206	179	164	249	223	159	0	0	1782
Active Users	210566	208186	207146	205841	204382	203863	202776	201734	204158	203019	0	0	2051671

Monthly Circ by Format			
	2022	2021	Change
Print	258998	244646	6%
DVD	56476	60723	-7%
CD Music	6546	6169	6%
CD Book	7417	7855	-6%
Playaway	4049	3956	2%
Kit	1755	1274	38%
Game	1896	1872	1%
Discovery Kits	0	29	-100%
TOTAL Physical Items	337137	326524	3.25%
ILL	1278	1076	19%
CyberShelf-OverDrive	221425	209572	6%
eReader	0	0	
Hot Spots	76	70	9%
Cameras & Equipment	51	46	11%
Total e-materials	221501	209642	6%
Freegal Music	5185	5109	1%
Freading	99	103	-4%
DVD Player	68	82	-17%
Hoopla	2951	2955	0%
Comics (included in Hoopla)	459	412	11%
Kanopy	2785	2505	11%
CLC	7007	6579	7%
Laptop Use	159	97	64%
Active Users	203019	284252	-29%

*OverDrive Emags included in CyberShelf-OverDrive total as of October 2021.

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

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

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MTD Total	2022	2021	Change
January	546420	454631	20%
February	499412	501861	0%
March	578679	569326	2%
April	537810	515477	4%
May	540277	518878	4%
June	586297	564954	4%
July	587929	576666	2%
August	595485	562400	6%
September	554320	536166	3%
October	552444	537288	3%
November		533363	-100%
December		517178	-100%

YTD Total	2022	2021	Change
January	546420	454631	20%
February	1045832	952917	10%
March	1624511	1518365	7%
April	2162321	2033842	6%
May	2702598	2552720	6%
June	3288895	3117674	5%
July	3876824	3694316	5%
August	4472309	4256740	5%
September	5026629	4792906	5%
October	5579073	5330194	5%
November		5863557	-100%
December		6380735	-100%

Circulation Report
By Item Type
October 2022

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Penrose	14,167	11,853	14,406	12,960	12,204	14,296	13,735	13,865	12,697	12,190			132,373
Mobile Libraries	6,212	5,304	5,709	5,627	4,733	5,021	5,334	5,827	5,699	6,037			55,503
Calhan	1,294	956	1,389	932	974	1,086	1,010	1,039	793	974			10,447
Cheyenne	14,024	12,541	14,643	13,987	13,179	15,557	15,039	14,601	14,255	13,113			140,939
Fountain	6,057	5,914	6,843	6,332	5,865	7,223	6,641	6,837	6,402	5,864			63,978
High Prairie	12,010	12,310	14,797	12,982	11,920	15,969	14,495	16,242	14,188	13,639			138,552
Ruth Holley	8,509	8,087	10,233	8,985	8,880	10,506	9,569	9,166	8,735	8,311			90,981
Manitou Springs	1,186	1,266	1,578	1,416	1,094	1,376	1,329	1,289	1,381	1,376			13,291
Monument	15,011	14,027	16,281	14,582	14,467	16,442	15,463	17,301	14,840	14,185			152,599
Old Colorado City	6,025	5,322	6,334	5,972	5,412	6,514	5,851	6,392	5,930	5,678			59,430
Palmer Lake		10	857	767	700	946	881	938	979	659			6,737
Rockrimmon	15,529	13,503	15,691	14,524	13,986	16,495	15,903	15,952	14,554	14,206			150,343
Sand Creek	7,289	6,903	8,126	7,167	7,035	8,124	7,910	8,146	7,741	7,975			76,416
Ute Pass	1,439	1,083	1,081	1,297	1,021	1,034	1,116	966	1,307	1,108			11,452
Senior Van	975	1,199	946	966	892	1,128	977	1,111	939	862			9,995
East	51,190	46,447	57,379	51,061	49,647	65,706	56,939	56,486	50,369	48,663			533,887
Library 21c	34,870	32,273	39,409	34,468	34,371	44,388	40,866	41,137	37,129	35,145			374,056
Total	195,787	178,998	215,702	194,025	186,380	231,811	213,058	217,295	197,938	189,985	0	0	2,020,979

YTD CIRC Comparison	2022	2021	% Change
Penrose	132,373	140,028	-5.5%
Mobile Libraries	55,503	54,037	2.7%
Calhan	10,447	9,337	11.9%
Cheyenne	140,939	146,123	-3.5%
Fountain	63,978	65,004	-1.6%
High Prairie	138,552	116,840	18.6%
Ruth Holley	90,981	86,488	5.2%
Manitou Springs	13,291	10,054	32.2%
Monument	152,599	157,804	-3.3%
Old Colorado City	59,430	43,287	37.3%
Palmer Lake	6,737	5	134640.0%
Rockrimmon	150,343	147,009	2.3%
Sand Creek	76,416	75,650	1.0%
Ute Pass	11,452	13,569	-15.6%
Senior Van	9,995	8,820	13.3%
East	533,887	481,976	10.8%
Library 21c	374,056	333,311	12.2%
Total Physical Materials	2,020,979	1,889,342	7.0%

Current Month CIRCULATION Comparison by Facility	2022	2021	% Change
Penrose	12190	13330	-8.6%
Mobile Libraries	6037	5998	0.7%
Calhan	974	999	-2.5%
Cheyenne	13113	13056	0.4%
Fountain	5864	6872	-14.7%
High Prairie	13639	12445	9.6%
Ruth Holley	8311	9123	-8.9%
Manitou Springs	1376	1160	18.6%
Monument	14185	14887	-4.7%
Old Colorado City	5678	5681	-0.1%
Palmer Lake	659	0	
Rockrimmon	14206	14259	-0.4%
Sand Creek	7975	7602	4.9%
Ute Pass	1108	1479	-25.1%
Senior Van	862	968	-11.0%
East	48663	49190	-1.1%
Library 21c	35145	33981	3.4%
Total Physical Materials	189985	191030	-0.5%

Current Month e-materials & Summary	2022	2021	% Change
Overdrive	221425	209572	5.7%
eReaders	0	0	
Hot Spots	76	70	8.6%
Total e-materials	221501	209642	5.7%
ILL	1278	1076	18.8%
Cameras/Equip	51	46	10.9%
Physical Materials	189985	191030	-0.5%
Total Monthly Circ	412815	401794	2.7%

Circulation without Renewals October 2022

*OverDrive Emags included in CyberShelf-OverDrive total as of October 2021.

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

Palmer Lake Library closed in August 2020; reopened March 2, 2022.

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

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

Current Month Comparison VISITORS	2022	2021	% Change
Penrose	16561	16258	1.9%
Mobile Libraries	5945	6656	-10.7%
Calhan	506	385	31.4%
Cheyenne	11372	8154	39.5%
Fountain	5332	4525	17.8%
High Prairie	8040	4366	84.2%
Ruth Holley	8371	6349	31.8%
Manitou	3861	1629	137.0%
Monument	7883	7429	6.1%
Old Colorado City	6316	5153	22.6%
Palmer Lake	469		
Rockrimmon	11669	9938	17.4%
Sand Creek	6816	6978	-2.3%
Ute Pass	836	1116	-25.1%
East**	25409	21815	16.5%
21c	27449	22133	24.0%
KCH	706	372	
TOTAL Visitors	147541	123256	19.7%
Special Collections	978	692	41.3%

Communications Department: Report for November 2022

NEWS COVERAGE

- Total features and mentions:
    - **October:** 85
    - **Year-to-date:** 1,021
    - **Average per month:** 102.1

- Highlighted coverage (last month):
    - Several news outlets covered the **naturalization ceremony held at Library 21c** on Oct. 21, including KRDO, FOX21, KKTV, and *The Gazette*. Thirty-one people from 21 different countries became U.S. citizens, including five soldiers from Fort Carson.
    - KOAA covered how **local libraries are seeing more patrons** as inflation continues.

Photo by James Krebs, PPLD

    - A staff pick in the *Colorado Springs Independent* encouraged **using your library card to read digital books** from PPLD's collection during **Hispanic Heritage Month**.
    - Last month's Library Limelight column, featured online and in the print edition of *The Tribune*, focused on how the Library **supports homeschool students and families.**

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

DIGITAL MARKETING

- PPLD.org website statistics (last month):
    - **Most popular web page**, besides the home page: ppld.org/kids
    - **Monthly totals:** 382,591 pageviews; 133,602 visitors, with 118,992 being new; and 218,600 sessions
    - **Year-to-date totals:** 3,933,515 pageviews; 1,351,329 visitors; and 2,281,468 sessions

- District-wide social media statistics (last month):
    - **Facebook:**
        - **Main account:** 15,130 total followers; 4,620 daily engagement; 170,296 reach
        - **All location/service accounts combined:** 31,716 total followers
    - **YouTube**: 6,986 subscribers; 5,532,240 lifetime views; almost 109,000 views last month
    - **Instagram (both accounts)**: 3,769 total followers; 3,017 engagement; 57,971 reach
    - **Twitter**: 5,318 total followers; 9,949 impressions (reach)
    - **LinkedIn**: 1,402 total followers

- Email marketing statistics (last month):
    - **October newsletter:** 105,141 subscribers with successful delivery; 47% open rate, with the most clicks for Arts Month

Current & upcoming:

- **Introducing PPLD's first Entrepreneur in Residence**
  PPLD is proud to announce the new Entrepreneur in Residence program. Led by Ginelle Curincita, this program offers workshops and classes focused on helping people with their entrepreneurial journey through Sat., Dec. 17. Ginelle will host open hours at different Library locations to help answer patron questions and provide other entrepreneurial tips. She's also available by appointment for one-on-one sessions.

- **Military Matters' book release**
  Join PPLD's Regional History and Genealogy team as they release the latest book in their Regional History Series – *Military Matters: Defense, Development, & Dissent in the Pikes Peak Region* – during a special event on Thu., Nov. 17 from 1 - 2:30 p.m. at Penrose Library. There will be a presentation about the multitude of ways the military has shaped, contributed to, and transformed the Pikes Peak region, followed by a panel discussion with three retired veterans living in the region.
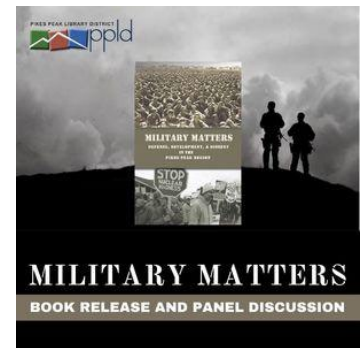
- **Call for 2023 Makers in Residence**
  PPLD is seeking two makers for the Library's in-residence program in 2023! They will teach classes to Library patrons and envision, develop, and create a large-scale community project. Applications will be accepted through Mon., Nov. 21.

- **"We Have a Story" photovoice exhibit**
  What does our city look like through the lens of someone experiencing homelessness? "We Have a Story: Homeless in Colorado Springs" is a photovoice project completed in 2022 by people experiencing homelessness, which captures the unique experiences of these individuals through photos and stories. The four participants present their distinctive perspectives of this complex and diverse community through photos and narratives, which will be on display each month at different Library locations through March 2023. It will start at Penrose Library in November and then move to Manitou Springs Library in December.
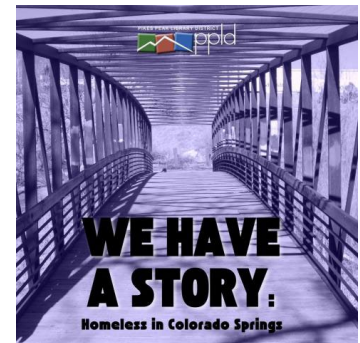
- **Recognitions and celebrations (with Library programs, activities, and resources):**
  - Veterans Day and Military Appreciation (November)
  - Native American Heritage Month (November)
  - International Games Month (November)

- **Other Library programs held at various times and locations unless otherwise noted (more available on PPLD's event calendar):**
  - Shivers' Fall Concert to benefit the Shivers' Fund at PPLD (Nov. 18) and musical workshop for students (Nov. 19)
  - Holiday-themed programs related Thanksgiving and more (through December)
  - Take and Make kits like cinnamon roll mug cakes, holiday cards and stamps, and self-care kits (Dec.1-31 while supplies last)

COMMUNITY ENGAGEMENT

Partnerships & outreach

- **Collaboration to host naturalization ceremony**
Colorado's field office for U.S. Citizens and
Immigration Services (USCIS), in collaboration
with PPLD, hosted a special [naturalization
ceremony](#) at Library 21c on Oct. 21. Thirty-one
people from 21 different countries became U.S.
citizens, including five soldiers from Fort
Carson.

Photo by James Krebs, PPLD

- [**Colorado Springs' Festival of Lights**](#)
PPLD will participate in the annual holiday parade
in downtown Colorado Springs on Sat., Dec. 3. Community members will see one of our mobile
units, along with our book cart drill team in action.

Public input

- **New strategic plan: Public release forthcoming**
Pending Board approval, PPLD plans release its new strategic plan for 2023 - 2025, which was
informed by public and staff input, in early December. This will include an announcement of the
three-year plan's areas of focus and strategies via PPLD's email list, website, and social media.

- **Library experience survey: Key findings coming soon!**
PPLD conducted its fourth annual survey in September to better understand the patron
experience, including their use of Library resources, services, and spaces, and what people
might like to see offered in the future. Key findings will be presented to staff in early December
and then shared with the public by mid-December.

Pikes Peak Culture Pass

- **September:** 92 reservations
- **Year-to-date:** 1,495 total reservations

STAFF-RELATED

Internal communications

- *The Bookmark*, PPLD's weekly email newsletter for all staff
- **Intranet** updates and spotlights (such as FAQs and talking points for staff)
- **Staff input and feedback** via bi-annual online surveys
    - Survey currently open to all staff through mid-December

Team news

- **Staffing:** The Chief Communications Officer is in the process of hiring two full-time positions:
Community Engagement Coordinator and Website Administrator. The positions will hopefully be
filled by early December!

Projects

Interior Paint – Old Colorado City / Cheyenne Mountain: The interior paint project at Old Colorado City was postponed until early December. Staff felt they needed more time in preparation and communication of closure. The Cheyenne Mountain Library interior paint is underway. The painting contractors started on Sunday, November 6, and will be working during the night as well as regularly scheduled days of closure until complete. Project is anticipated to be completed by November 11 pending any set-backs.

Palmer Lake Carpet Replacement and New Service Desk: The Palmer Lake Library is scheduled for carpet replacement the week of November 7th. Facilities will be removing the existing large service desk prior to carpet replacement. A smaller more mobile service desk will be installed once carpet replacement is complete. The smaller, mobile service desk will provide staff the ability to move the desk out of the way which will provide more temporary space for children's programming and events.

Penrose Parking Meters: The Flowbird programming department has completed their work in incorporating the barcode and RFID readers to the system and has moved on to production of the units. We have not received an installation date from the production department as of yet but anticipate we're only a matter of weeks until that occurs.

Library 21c Turf Conversion: The planning for converting the existing turf at Library 21c is still progressing. Carla Anderson, landscape architect has selected her choice of native grasses and submitted for review to Colorado Springs Utilities water conservationist for feedback. Those comments are being reviewed by Carla at this time and recommendations will be incorporated into the design.

High Prairie Pavilion: Facilities and High Prairie staff are working with TK Architecture in designing a pavilion to be incorporated into the open space behind the library. This project will provide a covered structure for library events such as the Harvest Festival and other library events going forward. This is a project that has long been a wish list item for High Prairie staff and we hope to make it a reality next spring.

Additional Projects: The facilities department continues to work on other projects throughout the district ranging from building/property maintenance projects to staff organization.

Staffing

The department is still finally fully staffed as of Monday, November 7. The department has weathered a 60% turnover this past year due to retirements and other reasons. We're excited by the new staff and the possibilities their knowledge and experience will bring to the department and the library district as a whole. New eyes, new ideas..

Monthly Statistics

In the month of October, 2022, the Facilities department completed a total of (180) routine visits to district library facilities. Routine visits are done weekly and allow Facilities Specialists and Supervisors to complete any pending work orders, inspect location for safety issues, address minor projects, restock building supplies, and meet with managers regarding any concerns or requests.
Also, in the month of October, 2022, Facilities staff completed a total of (150) demand work orders (work orders submitted by PPLD staff) accounting for (186.55 hours) of staff time and (202) preventive maintenance work orders (work orders scheduled for equipment, etc.) to account for (236.92 hours) of staff time. A total of (352) work orders. Facilities on-call personnel responded to (7) emergency after-hours calls in October, 2022. Emergency calls address issues that cannot wait until the next business day.

Human Resources:

Major projects included the following:

- Organizational Development
  - Recognizing it is hard for managers, or anyone, to retain all of PPLD's personnel policies by memory, starting this month, and every month, will be sending an email to managers that outlines a different policy in the manual as a refresher. October focused on the Secondary Employment Policy. Emails are being sent by Heather Laslie.
  - In an effort to make the onboarding process for new employees as smooth as possible, we have created an Intranet site for new employee orientation. The site includes a new employee toolkit and new employee checklist.
  - Created CORA training that is being presented to new staff members during QuickStart.
- HRIS/Benefits/Compliance
  - Presented two Quickstart Benefits presentations for new hires/transfers/promotions
  - Finalized Calm app (wellness perk for November 1 2022 -November 1 2023) research and purchase using primarily Cigna wellness funds to support staff wellness.
  - Worked on updating and practicing open enrollment presentation for 2023 benefits.
  - Began setting up open enrollment in ERP and testing for problems.
  - Created Docusign workaround and updated process flow for signing position requisitions.
  - Led ADA (Americans with Disabilities) interactive process with one employee and supervisor.
  - Completed Affordable Care Act compliance lookback to determine if any employees were newly eligible for medical coverage based on worked hours.
- Administrative Support Specialist
  - Participated in Paid Time Off survey for Employer's Council.
  - Awarded 11 Amazon gift cards to employees who completed their Preventive Health Exams last quarter.
  - Created Open Enrollment preparation materials (prize drawing, Intranet update, etc)
- Volunteer program

October 2022	Total # of Volunteers	Total # of Hours
Adult Volunteers	152	914
Teens: Review Crew and Workforce Readiness	11	17
Friends of the Library	18	91

PPLD Teen Volunteers
Activity Category Totals: 10/1/2022 - 10/31/2022

Logged Hours By Activity Category
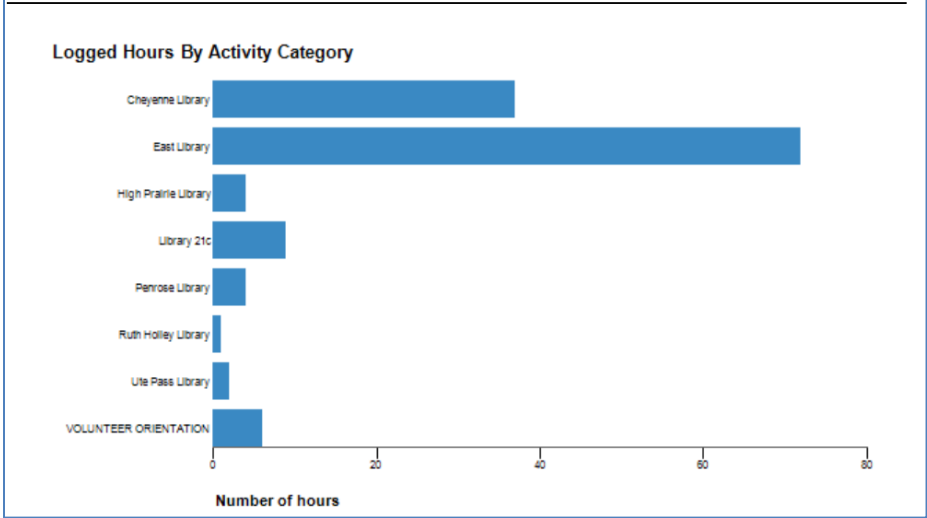
- o October was a busy month of learning. I attended both the Colorado Conference on Volunteerism and the Association of Leaders in Volunteer Engagement conference (both virtual). Volunteer engagement has shifted post-covid; presenters shared ideas on how to adapt. Recruitment and change were identified as the biggest challenges in 2022, but the library has a solid base of supporters and our recruitment is strong.
- Recruitment

Recruitment / Selection Activity	October 2022
Jobs Posted	7
Newly Hired Employees	6
Promoted Employees	6
Transferred Employees	1
Separated Employees	2

- o Worked with Tyler technologies on resolving applicant tracking system issues.
- o Conducted two Quickstarts (new hire orientations).
- o Worked on timecard entry training – an explanation for new hires. New hires will better understand what each pay code stands for and how to submit time worked.
- Training
  - o PPLDCon 2022, all staff development day on October 3. Staff photo:

  - o Facilitated staff Leadership Program session #2 – 12 staff members are participating in the program.

- o Met with LinkedIn Learning representative to explore an integration with our learning management system.
- o Facilitated closure of first PPLD Mentor Program – 7 mentors and 7 mentees from across the District participated. Participants shared they enjoyed participating and felt it was a beneficial experience.
- o Helped create time entry/payroll training course in Bridge, our learning management system.
- o Offered trainings:
  - ▪ "Customer Service: From transactions to transformations" via Colorado State Library
  - ▪ "A New Kind of Violence: Dealing with Decreased Trust & Changed Public Perceptions" via Profile EAP
- Other Projects
  - o PPLD was selected for a 2022 HIRE Vets Medallion Award; The official award event (virtual ceremony) is on November 9.
  - o Continued with ongoing employee relations and disciplinary issues
  - o Continued supporting the amazing team that I'm honored to guide!

HR Stats	October 2022
Total Permanent Employees	402
Total Active Positions	451